

# Washoe County



MATT SMITH, Chairman  
KITTY JUNG, Vice Chairman  
GEORGE HESS, MD  
DENIS HUMPHREYS, OD

JULIA RATTI  
DAVID SILVERMAN  
SHARON ZADRA

KEVIN DICK  
*Interim District Health Officer*

LESLIE ADMIRAND  
*Deputy District Attorney*

## 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.washoecountv.us/health](http://www.washoecountv.us/health)

### *MEETING NOTICE AND AGENDA*

#### **Washoe County District Board of Health**

Date and Time of Meeting: Thursday, October 24, 2013, 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*

All items numbered or lettered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (\*) next to it is an item for which no action will be taken.

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	Mr. Flores
<b>Public Comment</b>	*3.	Public Comment (limited to three (3) minutes per person)	Mr. Smith
	4.	Approval/Deletions to Agenda for the October 24, 2013 Meeting	Mr. Smith
	5.	Approval/Additions/Deletions to the <b>Minutes</b> of the <b>September 26, 2013 Regular Meeting</b>	Mr. Smith
	*6.	Recognitions A. Introduction of New Employee(s) – Erin Dixon – Fiscal Compliance Officer – AHS – 10/14/13 B. Years of Service – 1. Bonnie Martin – CCHS – 5 years 2. Maribeth Michaud – CCHS – 5 years C. Retirements – 1. Peg Caldwell – EMS – 20 years D. Recognitions – 1. Curtis Splan – Netsmart “Out of the Box” Award 2. 2013 Bike to Work Week Commuter Challenge Awards presented by Truckee Meadows Bicycle Alliance	Mr. Smith and Mr. Dick

Time	Agenda Item No.	Agenda Item	Presenter
	7.	Proclamations – None.	Mr. Smith and Mr. Dick
	8.	<p><b><u>Consent Agenda:</u> Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.</b></p> <p><b>A. <u>Air Quality Management Cases:</u></b></p> <ol style="list-style-type: none"> <li>1. Recommendation to Uphold Unappealed Citations to the Air Pollution Control Hearing Board: <ol style="list-style-type: none"> <li><b>a. Maverik Inc. #475 – Case 1129, NOV 5244</b> 1223 East Prater Way, Sparks, NV 89434</li> <li><b>b. Maverik Inc. #477 – Case 1130, NOV 5245</b> 11795 Veterans Parkway, Reno, NV 89521</li> <li><b>c. Joel Becerra Marcias – Case 1132, NOV 5384</b> 6155 Sage Flat Road, Reno, NV 89510</li> </ol> </li> <li>2. Recommendation of Cases Appealed to the Air Pollution Control Hearing Board. <b>None.</b></li> <li>3. Recommendation for Variance: <b>None.</b></li> </ol> <p><b>B. <u>Sewage, Wastewater &amp; Sanitation Cases:</u></b> Recommendation to Approve Variance Case(s) Presented to the Sewage, Wastewater &amp; Sanitation Hearing Board. <b>None.</b></p> <p><b>C. <u>Budget Amendments / Interlocal Agreements:</u></b></p> <ol style="list-style-type: none"> <li>1. Ratification of Amendment #1 to Interlocal Agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services to provide consultative services for the period upon ratification through June 30, 2016; and if approved, authorize the Chairman to execute the Interlocal Agreement</li> <li>2. Approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Funds for a Healthy Nevada, for the period Upon Approval through June 30, 2015 in the total amount of \$186,590 in support of the Comprehensive Tobacco Prevention Program; Approval of amendments totaling a net increase of \$172,769 in both revenue and expenses to the adopted FY 14 Comprehensive Tobacco Prevention Program Grant budget, IO 10418; and if approved, authorize the Chairman of the Board to execute the Notice of Subgrant Award</li> </ol>	<p>Ms. Cerfoglio</p> <p>Ms. Buxton</p>

Time	Agenda Item No.	Agenda Item	Presenter
		<p>3. Retroactive approval of District Health Officer acceptance of Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, HIV/AIDS Surveillance Program, for the period January 1, 2013 through December 31, 2013 in the amount of \$74,197 in support of the HIV Surveillance Program, IO 10012</p> <p>4. Retroactive approval of District Health Officer acceptance of Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2012 through December 31, 2014, in the amount of \$389,206 (reduced from \$460,145), in support of the HIV Prevention Grant Program, IO 10013</p>	
	9.	<p><b><u>Air Pollution Control Hearing Board Cases appealed to the District Board of Health.</u></b></p> <p>1. Recommendation to Uphold Citations Appealed to the Air Pollution Control Hearing Board:</p> <p><b>a. Rainbow Market #6 – Case 1123, NOV 5326</b> 7590 Colbert Drive, Reno, NV 89511</p> <p><b>b. Ticor Title of Nevada Inc. – Case 1127, NOV 5280</b> 154 Mary Street, Reno, NV 89509</p>	Mr. Cerfoglio
	10.	<p><b><u>Regional Emergency Medical Services Authority:</u></b></p> <p>A. Review and Acceptance of the Operations and Financial Reports for September, 2013; and</p> <p>*B. Update of REMSA’s Community Activities Since September, 2013</p>	Mr. Gubbels
	11.	Presentation, Discussion, and Possible Direction to Staff regarding Emergency Medical Services (“EMS”), Including Recommendations Contained in the TriData Report and Various Other EMS Studies	Dr. Todd
	12.	Presentation, Discussion, and Possible Direction to Staff regarding: 1) the status and progress of the Regional Business License and Permits Program; 2) continued contract negotiations and financing options with the vendor; 3) development of an interlocal agreement and further research on a regional funding mechanism; and 4) acceptance of the Letter of Intent	Mr. Dick
	13.	<b><u>PUBLIC HEARING:</u></b> Proposed Approval and Adoption of the Revision to Washoe County District Board of Health Regulations Governing Air Quality Management Section 040.095 (Oxygen Content of Motor Vehicle Fuel)	Mr. Inouye
	14.	Review and Acceptance of the Monthly Public Health Fund Revenue and Expenditure Report for September, 2013	Ms. Stickney

<b>Time</b>	<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Presenter</b>
	*15.	Update on Citation and Enforcement regarding Prevention of Bear Activity within Populated Areas (Continued from Sept. 26, 2013)	Mr. English
	16.	Discussion and Possible Direction to Staff regarding the Annual District Board of Health Strategic Retreat	Mr. Dick
	17.	Discussion and Consideration of Desired Qualifications for a District Health Officer	Mr. Smith
	18.	Consideration and Possible Appointment of Kevin Dick as District Health Officer, including Possible Discussion of Salary, authorizing Staff and Human Resources to Negotiate a Contract with Mr. Dick for Board Approval, or Possible Direction to Proceed with Recruitment of a District Health Officer	Mr. Smith
	*19.	<b><u>Staff Reports and Program Updates</u></b>	
		A. <b>Director, Epidemiology and Public Health Preparedness</b> Communicable Disease; Public Health Preparedness; Emergency Medical Services; and Vital Statistics	Dr. Todd
		B. <b>Director, Community and Clinical Health Services</b> Clinical Programs and Non-Communicable Disease Updates	Mr. Kutz
		C. <b>Director, Environmental Health Services</b> Food Program; Land Development; Solid Waste / Special Events; and Vector-Borne Disease Program	Mr. Sack
		D. <b>Acting Director, Air Quality Management</b> Air Quality; Planning and Monitoring Activity; Permitting Activity; Compliance & Inspection Activity; and Permitting & Enforcement Activity	Mr. Inouye
		E. <b>Administrative Health Services Officer</b> Technology Update – National Association of Government Web Professionals 2013 National Conference Report and WIC Program Update	Ms. Stickney
		F. <b>Interim District Health Officer</b> REMSA / EMS, Fundamental Review, Staffing, Permit Software Project, Quality Improvement Initiative, Other Events and Activities, and Health District Media Contacts and Outreach	Mr. Dick
<b>Board Comment</b>	*20.	Limited to Announcements or Issues for Future Agendas	Mr. Smith
	21.	Emergency Items	Mr. Dick
<b>Public Comment</b>	*22.	Public Comment (limited to three (3) minutes per person). No action may be taken.	Mr. Smith
	23.	Adjournment	Mr. Smith



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

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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.

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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.

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**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.

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**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.”

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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](http://www.washoecounty.us/health)

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Supporting materials are available to the public at the Washoe County Health District located at 1001 E. 9<sup>th</sup> Street, in Reno, Nevada. Mr. Bill Flores, Administrative Secretary to the District Board of Health is the person designated by the Washoe County District Board of Health to respond to requests for supporting materials. Mr. Flores is located at the Washoe County Health District and may be reached by telephone at (775) 328-2427 or by email at [wflores@washoecounty.us](mailto:wflores@washoecounty.us). Supporting materials are also available at the Washoe County Health District Website [www.washoecounty.us/health](http://www.washoecounty.us/health) pursuant to the requirements of NRS 241.020.

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Washoe County



Health District

**Washoe County District Board of Health  
Regular Meeting Minutes  
September 26, 2013**

**PRESENT:** Chair Matt Smith, Dr. George Furman, Dr. George Hess, Dr. Denis Humphreys, Council Member Ratti, and Council Member Sharon Zadra

**ABSENT:** Vice Chair Jung

**STAFF:**

Leslie Admirand, Deputy District Attorney  
 Kevin Dick, Interim District Health Officer  
 Eileen Stickney, Administrative Health Services Officer, AHS  
 Charlene Albee, Acting Division Director, AQM  
 Steve Kutz, Division Director, CCHS  
 Dave McNinch, Acting Division Director, EHS  
 Randall Todd, DrPH, Division Director, EPHP  
 Janet Smith, Administrative Secretary, AHS

Phil Ulibarri, Public Information Officer, AHS  
 Patsy Buxton, Fiscal Compliance Officer, AHS  
 Laurie Griffey, Administrative Assistant I, AHS  
 Curtis Splan, DCAS, AHS

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
1:02 pm *1, 2	<b>Meeting Called to Order, Pledge of Allegiance and Roll Call</b>	<b>Chair Smith</b> called the meeting to order. Roll call was taken and a quorum noted. The Pledge of Allegiance was led by <b>Dr. Humphreys</b> .	
*3.	<b>Public Comment</b>	None.	
4.	<b>Approval / Deletions – Agenda – September 26, 2013</b>	<b>Chair Smith</b> called for any deletions to the Agenda of the September 26, 2013 DBOH Meeting.  <b>Chair Smith</b> noted that <b>Vice Chair Jung</b> had asked for a report as provided within Item No. 14. Due to her absence, he requested that Item No. 14 be moved to the next DBOH meeting set for October 24, 2013.	<b>Council Member Zadra</b> moved, seconded by <b>Council Member Ratti</b> , that the September 26, 2013 Agenda be approved as amended.  <b><u>MOTION CARRIED</u></b>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
5.	<b>Approval / Additions / Deletions to the Minutes of the August 22, 2013 Regular Meeting</b>	<b>Chair Smith</b> called for any additions or corrections to the Minutes of the August 22, 2013 Regular Meeting.	<b>Dr. Humphreys</b> moved, seconded by <b>Council Member Zadra</b> , that the Minutes of the August 22, 2013 Regular Meeting be approved as presented.  <b><u>MOTION CARRIED</u></b>
*6.	<b>Recognitions</b>	Mr. Dick and <b>Chair Smith</b> made the following recognitions:  A. Introduction of New Employee(s) – 1. Joshua Restori – F/T AQ Spec II – AQM – 9/09/13 2. Introduction of Jessica Ponce and Andrew Stutman, Public Health Associate Program (PHAP) Staff from CDC  B. Promotions – 1. Daniel Timmons – AQ Spec II – AQM  C. Years of Service – 1. Virginia Williamson – CCHS – 20 years  D. Retirements – None.	
7.	<b>Proclamations</b>	National Preparedness Month – September – Proclamation accepted by Jeff Whitesides, Manager, Public Health Preparedness Program, and Staff	<b>Council Member Ratti</b> moved, seconded by <b>Dr. Hess</b> , to approve the proclamation as presented.  <b><u>MOTION CARRIED</u></b>
8.	<b>Consent Agenda</b>	<b>A. Air Quality Management Cases:</b>  1. Recommendation to Uphold Unappealed Citations to the Air Pollution Control Hearing Board:  <b>a. Builfall Construction – Case 1124, NOV 5277</b> 911 Linda Way, Sparks, NV 89431 <b>b. Bailor Construction – Case 1125, NOV 5278</b> PO Box 21231, Carson City, NV 89721	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p><b>c. Bison Construction – Case 1126, NOV 5279</b> PO Box 3198, Carson City, NV 89702</p> <p><b>d. Boys &amp; Girls Club – Case 1128, NOV 5274</b> 2680 East 9<sup>th</sup> Street, Reno, NV 89512</p> <p><b>e. Montane Building Group – Case 1131, NOV 5383</b> 5310 Keitzke Lane, Suite 206, Reno, NV 89511</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>B. <u>Sewage, Wastewater &amp; Sanitation Cases:</u></b> Recommendation to Approve Variance Case(s) Presented to the Sewage, Wastewater &amp; Sanitation Hearing Board. None.</p> <p><b>C. <u>Budget Amendments / Interlocal Agreements:</u></b></p> <p>1. Approve termination of the Interlocal Agreement between the Washoe County Health District and the University of Nevada School of Medicine Integrated Clinical Services, Inc., and University of Nevada School of Medicine Multispecialty Group Practice North, Inc. dba MEDSchool Associates North (MSAN), to provide a faculty physician to serve as a consultant on pediatric Tuberculosis cases effective October 31, 2013.</p> <p>2. Authorize Travel and Travel Reimbursements for two Centers for Disease Control and Prevention (CDC) Assignees (Jessica Ponce and Andrew Stutman), for the period of July 29, 2013 through August 1, 2015 in a total amount not to exceed \$2,500.</p> <p>3. Approval of Subgrant Amendment #2 from the Nevada State Health Division for the Women, Infants and Children (WIC) Clinic Program for the period of October 1, 2012 through September 30, 2014 in the total amount of \$2,143,996 in support of Salaries and Benefits, Travel and Training, and Operating Expenditures; and if approved authorize the Chairman to execute.</p> <p>4. Approve Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2013 through December 31, 2013 in the amount of \$99,227, bringing the total CY 2013 funding for the Immunization Program Grant (IOs 10028 &amp; 10029), to \$297,673; and if approved authorize the Chairman to execute.</p> <p>5. Approve Notice of Subgrant Award for the period August 1, 2013 through July 31, 2014 in the total amount of \$136,833 in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) Affordable Care Act Federal Program, IO 10984; and if approved authorize the Chairman to execute.</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
	<p><b>BOARD COMMENT</b></p>	<p>6. Approval of Subgrant Amendment #2 from the Division of Public and Behavioral Health in the total amount of \$623,386.50 (with \$62,338.65 or 10% match) for the budget period July 1, 2012 through December 31, 2013 in support of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program; approve amendments totaling an increase of \$37,058 in both revenue and expense to the FY14 ASPR Hospital Preparedness Federal Grant Program, IO 10708; Authorize travel and travel reimbursements for non-County employees (individuals to be determined) in the approximate amount of \$3,000 specific to the Northern Nevada Disaster Victim Recovery Team Project, supported by the grant award; and if approved authorize the Chairman to execute.</p> <p>7. Approval of Subgrant Amendment #2 from the Division of Public and Behavioral Health in the total amount of \$1,045,473 (with \$104,547.30 or 10% match) for the budget period July 1, 2013 through December 31, 2013 in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Program; approve amendments totaling an increase of \$128,275 in both revenue and expense to the FY14 CDC Public Health Preparedness Federal Grant Program, IO 10713; and if approved authorize the Chairman to execute.</p> <p>8. Proposed Approval of Agreement between the Washoe County Health District and Public Health Foundation in the amount of \$63,900 to conduct part of a Fundamental Review of the Health District; and if approved, authorize the Chairman to execute the agreement.</p> <p><b>Dr. Hess</b> commented that he had questions on two items. First, he inquired about Item 8.A.1.d and if the Boys &amp; Girls Club of Truckee Meadows would be paying the fine or if the contractor would be responsible. Second, he had a question regarding 8.C.1 and if there was a plan for pediatric tuberculosis cases.</p> <p>Ms. Albee responded to the question regarding Item 8.A.1.d. She explained that the citation was issued to the Boys &amp; Girls Club following dust complaints in the area. They were making progress towards controlling it, but, in the process, the investigator did find out that they had not posted their signage properly and did not have records on-site for their water trucks, among other administrative issues. Suzanne Dugger was the Air Quality Specialist handling the case. She provided a verbal warning to get everything back into compliance. She returned after a set timeframe and found that nothing had been changed. There was a discrepancy between the contractor and the project manager for the Boys &amp; Girls Club as to who was supposed to make the corrections. Not having the ability to get in the middle of their contract dispute as to who was responsible for each correction, as the permit is issued to the Boys &amp; Girls Club, the citation is also issued to the Boys &amp; Girls Club. It is their understanding, following the negotiated settlement meeting, that they are going to work that out.</p>	<p><b>Council Member Ratti</b> moved, seconded by <b>Dr. Humphreys</b>, that the Consent Agenda be approved as presented in a single motion minus Items 8.A.1.d and 8.C.1 pulled for discussion.</p> <p><b><u>MOTION CARRIED</u></b></p>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p><b>Dr. Hess</b> expressed concern that they are supported basically by donations from taxpayers and citizens, and he feels that it seems somewhat backwards to have that big of a fine if it was paid by the Boys &amp; Girls Club. On the other hand, the contractor should have known and should have done the proper thing.</p> <p>Ms. Albee responded that in their position they try very hard to be consistent. The regulations do not provide them the ability to enforce against one type of operation and not on another. Therefore, they try to ensure that they are as consistent as possible.</p> <p><b>Dr. Hess</b> commented that it seems that most of the fines have been levied against the contractor in the past.</p> <p>Ms. Albee responded that the project manager was pretty insistent that he was in charge; therefore, that was the avenue they provided him.</p> <p><b>Chair Smith</b> requested confirmation that the Boys &amp; Girls Club is going to go to the contractor and try and get this recovered.</p> <p>Ms. Albee responded that at the negotiated settlement meeting they were informed that the project manager was going to take care of working it out with the contractor. Since then, they have made corrections. Their ultimate goal is to get compliance. Common on a lot of the citations they issue, the owner is ultimately responsible. If they work out an agreement with the contractor afterwards, as to who actually pays the fine, that is not uncommon at all. They just do not have the legal authority to get in the middle of that.</p> <p><b>Council Member Zadra</b> confirmed that the City of Reno has had some similar situations. As the public agency, they cannot get involved in the third party issues, but she thinks a few phone calls have probably already been made from some of those major funders as well as the Boys &amp; Girls Club. She suspects that it is going to be resolved.</p> <p><b>Council Member Ratti</b> agreed but did provide that the way it reads within the staff report does call out a specific person, Project Manager Fred Taeubel. She asked if that is normal to call out a specific person.</p> <p>Ms. Albee responded that this only occurs when they are insistent that they are the one in charge.</p> <p><b>Mr. Smith</b> added that he does not like to see this either, but he expressed the importance of being fair across the board.</p> <p>Ms. Albee added that in recognizing who they were dealing with, that is part of the reason that Specialist Dugger gave them the verbal warning to get it corrected with a more than reasonable amount of time to make the corrections.</p>	<p><b>Council Member Ratti</b> moved, seconded by <b>Council Member Zadra</b>, to approve Item 8.A.1.d.</p> <p><b><u>MOTION CARRIED</u></b></p>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p><b>Dr. Hess</b> continued with Item 8.C.1 and commented that during his experience as a resident, forty years ago, having a pediatric patient with tuberculosis that was quite ill, you have to worry about dosages and developing organs. It was a very educational experience for him with the child fortunately surviving, but it was pretty scary. He asked about the Health District's plan now that they are letting the current consultant go.</p> <p>Mr. Kutz responded that they do have a plan. Dr. Budecha has been their medical consultant specifically for pediatric TB cases, because Pulmonary Medicine Associates does not provide those consultation services for patients younger than 14. She is simply moving from University School of Medicine to Renown. Therefore, they are terminating the contract with University of Nevada, School of Medicine, and they are initiating a contract with Renown.</p>	<p><b>Dr. Hess</b> moved, seconded by <b>Council Member Ratti</b>, to approve Item 8.C.1.</p> <p><b><u>MOTION CARRIED</u></b></p>
9.	<b>Air Pollution Control Hearing Board Cases Appealed to the District Board of Health.</b>	There were no cases for consideration this month.	
10.	<p><b><u>Regional Emergency Medical Services Authority:</u></b></p> <p>A. Review and Acceptance of the Operations and Financial Reports for August, 2013; and</p> <p>B. Update of REMSA's Community Activities Since August, 2013</p>	<p>Mr. Jim Gubbels, President of REMSA, reported that in August, 2013, Priority 1 Compliance was at 93%, and Priority 2 Compliance was at 97%. Looking at Priority 1 Compliance by zone, the 8-minute zone was at 92%, the 15-minute zone was at 98%, and the 20-minute zone was at 97%. Looking at the average bill for the month for Care Flight, the average bill was \$9,160, bringing the year-to-date total to \$8,576. On the ground side, the average bill for the month was \$1,065, bringing the year-to-date ground average to \$1,066.</p> <p>Mr. Gubbels announced that they have moved into their new dispatch center. There was some TV coverage on that yesterday. This has been about 3 ½ years in the planning. Their original center dated back to 1992. At that point, it was certainly state of the art. The new dispatch center allows them to have ergonomic desks; many dispatchers often times prefer to stand while working. As one of their staff reported, they do not believe the word "ergonomics" was even invented in 1992. All of their computers and monitors were also upgraded along with installing a new phone system. The radio system is dramatically updated from an analog to a digital system. The staff is very pleased, and he is very pleased that they have a great working environment for them, including enough space for expansion.</p> <p>Mr. Gubbels also announced that for the first time ever there was a National EMS Memorial Bicycle Ride. It is known as the "muddy angels." The purpose of the event is to honor personnel that are involved with the EMS system that either lost their lives serving or lost their lives health-wise and became sick or injured while on duty. It really honors our EMS providers across the nation. This</p>	<p><b>Council Member Zadra</b> moved, seconded by <b>Dr. Humphreys</b>, to accept the REMSA Operations and Financial Report for August 2013 as presented.</p> <p><b><u>MOTION CARRIED</u></b></p>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>actually started in the year 2000 on the East Coast and had never taken place on the West Coast. REMSA was able to host and honor the starting spot for this ride which occurred on Monday morning with forty bicycle riders on the first leg from REMSA to South Lake Tahoe. They then spend a day going around South Lake Tahoe, then to Placerville, and the fourth day is today where they will end up in Sacramento. The total distance is about 250 miles. One of their staff for Care Flight, Beth Kirkland, is a big sponsor of this event and has ridden in the East Coast event. They are very honored to have hosted the start to the event this year. One of the most moving pieces is that they had about 40 EMS personnel, where they worked, and a description of how they were either killed, injured, or deceased. They did have two of their own personnel that were actually represented on the poster boards.</p>	
11.	<p>Presentation, Discussion, and Possible Direction to Staff regarding Emergency Medical Services (“EMS”), Including Recommendations Contained in the TriData Report and Various Other EMS Studies</p>	<p>Randall Todd, DrPH, reported that the Board has been provided a report of the September 6<sup>th</sup> EMS Working Group Meeting, one of the shorter meetings they have had. They touched on several issues but really only discussed two. One of those was the ongoing data issue. They are still experiencing some issues with obtaining the definitions of the data. He believes, for the most part, they have a single month’s worth of data, but they have not received definitions from each of the entities that are providing it. They have some ongoing concerns about the 911 data that they have received thus far. It appears, from their perspective, to be incomplete, but they have not been able to get answers back. Part of that may have been due to some of the special events that have taken place. For example, one of the individuals was taking time off and working the Air Race event. He is cautiously optimistic, with the special events season coming to a close, that they will be able to get that back on track. His plan is to provide a matrix of what they have and what they are still missing at the next EMS Working Group meeting. He has not pushed to obtain additional months of data yet. They would like to have a 90-day set of data to look at, but he does not want to start pushing on that until they have the currently held data cleaned up and have a system to be getting that in place.</p> <p>The other item, which took up the bulk of the meeting, was continued discussion on emergency medical dispatch. There was a debate regarding whether it is a requirement to have a field-experienced staff doing the medical dispatch, and, if not required, if it is desirable to do so. This continues to be an EMS Working Group point of disagreement. He is not really sure how much point there is in continuing to discuss it month after month, because they are not really getting on to other important topics.</p> <p>Mr. Dick provided an update since the Board packet was created. Last Friday, September 20<sup>th</sup>, the City Managers and County Manager met with the REMSA Board during their Board meeting and had a discussion with them about the ongoing negotiations. He believes that it was a good opportunity for some direct communication between the REMSA Board Members and the Managers. One of the items discussed at that meeting was to do more work through an executive working group committee to be addressing issues directly across all of the parties at the upper management level. They will be having more meetings at that level to move them forward. That afternoon, Mr. Dick met with the Managers and had a good discussion regarding potential oversight</p>	



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	<b>BOARD COMMENT</b>	<p>structure. Dr. Todd and the Managers will be presenting that to the EMS Working Group at their next meeting on October 4<sup>th</sup>.</p> <p><b>Council Member Zadra</b> addressed Dr. Todd and asked him to contact her if the City of Reno was involved with the incomplete 911 data to determine how she can assist.</p> <p><b>Council Member Ratti</b> requested clarification if there was incomplete 911 data from all parties.</p> <p>Dr. Todd responded that they have not yet asked Sparks for its 911 data. They wanted to do the Reno and Washoe County combined 911 data first to determine that they could actually work with the data. He added that Sparks has been first in every instance of getting the data to them.</p>	<b><u>NO MOTION</u></b>
12.	Request and possible approval of extension of time to complete REMSA Franchise Agreement Negotiations	<p>Mr. Dick reported that during the concurrent meeting on June 10<sup>th</sup>, the motion was made and adopted by each of the governing bodies to work with REMSA on negotiating a renewed franchise agreement over a 120-day period. Those discussions have been occurring. A lot of work has gone into looking at the issues, how they might be resolved, and what a new agreement might look like, but they have not been able to conclude that work during the 120 days, set to end on October 2<sup>nd</sup>. This item requests an additional 120 days to conclude that work, taking them out to January 31<sup>st</sup>. This is being presented separately to each governing body, because there was not an opportunity for another concurrent meeting prior to the October 2<sup>nd</sup> date. This request was presented to the Sparks City Council on Monday, the Board of County Commissioners on Tuesday, and to the Reno City Council yesterday, and the extension was granted by each of those bodies.</p>	<p><b>Council Member Zadra</b> moved, seconded by <b>Dr. Hess</b>, to approve the extension as requested.</p> <p><b><u>MOTION CARRIED</u></b></p>
13.	Review and Acceptance of the Monthly Public Health Fund Revenue and Expenditure Report for August, 2013	<p>Eileen Stickney, Administrative Health Services Officer, presented the Monthly Public Health Fund Revenue and Expenditure Report for August, 2013, stating that Staff recommends the District Board of Health accept the attached report of revenues and expenditures for the health fund for August, 2013. Ms. Stickney pointed out that before the Board are the percentages from this year as compared in revenue and expense to last year.</p>	<p><b>Dr. Humphreys</b> moved, seconded by <b>Council Member Ratti</b>, to accept the report as presented.</p> <p><b><u>MOTION CARRIED</u></b></p>
14.	Update on Citation and Enforcement regarding Prevention of Bear Activity within Populated Areas	<p>During agenda approval, Item 4, the Board moved Item 14 to their next regular meeting scheduled for October 24, 2013.</p>	<b><u>NO MOTION</u></b>

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*15.	<p>Presentation on National Association of Local Boards of Health (NALBOH) 21<sup>st</sup> Annual Conference held August 14-16, 2013 in Salt Lake City, Utah</p>	<p><b>Dr. Furman</b> expressed appreciation to Administrative Health Services for assisting in putting together presentation items after learning that his CD was not loading. The theme of the NALBOH meeting was “Responsible Governments.” He advised that among the different topics offered, he selected five which he felt were of some interest: Elephant in the Room, Action Agenda, Accreditation, Collective Impact, and Public Health Foundation. Local health departments are breeding grounds for conflict. Some boards have lost control. There is the money situation, diversity with different views, expectations to provide public health with limited resources, and an expectation to improve health.</p> <p>There are boards that have bad actors. Some are skeptics, experts that have an opinion on everything, or like to blame the health officer for everything. The presenter had put these actors in different terms. There is the “bomber” who throws out statements and watch out for what happens. There is the “white rabbit” that always comes late. “Big Daddy” steps out for important calls with comments that are not pertinent. Then there is the “historian” which includes old members who recall previous discussions rather than new ideas.</p> <p>He continued to explain what should be done by pointing out the need to begin solutions before trouble starts. There are member who quit, have members with governance skills, provide job description, require attendance, establish communication protocol, define and reinforce your norms, use a phone rather than e-mail, and when sitting in more of a discussion format, the Chair can change seats to spread our opponents. Agendas that make for an ineffective meeting have only updates, a personal agenda, no opportunity to ask questions, and not enough time for important topics. Agendas that make for an effective meeting contain an action agenda, involve personal attention statements being sent out, such as provided now within the agenda packets, provide opportunity to ask questions, time to network, appropriate time on each topic, understanding of who is responsible, and allow for communication between meetings. The most important items should go first, goals should be defined rather than having just a to do listing, each item should be reviewed to determine if the agenda accomplished the goal of the meeting, and there should be time limits, such as 5 minutes for minor items and 20 minutes for major items.</p> <p>In regards to the Public Health Accreditation Board, some people say that the accreditation is good, necessary for certain grants. The process does take time. Dr. Furman provided a link (filed as part of the presentation) to obtain Public Health Accreditation Board standards. He also referred to pages 1-16 of the handout regarding costs of accreditation. He showed flow chart (filed) titled as NALBOH’s Accreditation Decision Tree for Board of Health. Even if accreditation is not achieved, many people in discussions feel that the road to doing that and getting there can be very helpful in bettering health departments. Collective impacts improve the quality, coordination, and efficiency of healthcare. This involves a collective agenda, shared measurement, mutually reinforcing activities, continuous communication, and backbone support. Workforce development plan goals include prioritizing program enforcement, cross-training, retention, students, collective bargaining, customer service focus, taxpayer knowledge of service, and staff competence.</p>	<p><b><u>NO MOTION</u></b></p>

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*16.	Informational Update regarding Nevada Revised Statute Requirements for District Board of Health Appointment of a District Health Officer, and the Washoe County Job Specification for the District Health Officer Position	<p>Ms. Admirand noted that at the last DBOH meeting there were some questions about the required qualifications for an applicant for District Health Officer in Washoe County. She reported that she drafted a memo to the Board Members (filed). She cited NRS 439.400 and explained that Subsection 2 is really what is at question here. That says that the District Health Officer must be appointed on the basis of his or her graduate education in public health, training, experience and interest in public health and related programs. She explained that in interpreting statutes, you look at the plain meaning of the words and respect that meaning. The question posed to her was whether the graduate education in public health requires a Master's degree in public health or any type of graduate degree. Her interpretation of the statute, using a plain language interpretation, is no, because the Nevada legislature has required Master's degrees and graduate degrees for certain positions that are listed within Nevada statute, but they did not include it here. Using rules of statutory construction, you have to interpret that as being intentional. Therefore, her conclusion is that that does not require a Master's degree or graduate degree, simply, a graduate education in public health. She advised that she included within the filed memo some of the legislative history. Basically, back before 1981, Washoe County had interpreted the qualifications for the District Health Officer as requiring a physician, and the District Board of Health had some difficulties finding a physician at the salaries offered. Therefore, they wanted a little more flexibility. What they were looking for was an administrator, and not really a physician, to administrate the programs of the Health District. That is how they got the changes to the statue. She knows that the question is going to come up regarding what does graduate education in public health mean. Ms. Admirand explained that she performed a search of all of the NRS, and the only two places that that phrase appeared are in the requirements for a county health officer and a district health officer. It is not defined anywhere else in the statute. That is what is left for this board to decide: what is graduate education in public health. That is a broad spectrum. The Board could say that it would prefer a Master in Public Health and consider certificates or licenses or accreditations or continuing education programs. That is the decision that this Board has to make. Her conclusion is that the Board is not by law required to hire someone with a Master's or graduate degree.</p> <p><b>Chair Smith</b> noted that this Board brought this up previously.</p> <p>Ms. Admirand commented that there is reference to that in 2005 when Barbara Hunt was a candidate with a RN and Master of Public Administration (MPA). Eileen provided an outline of former District Health Officers. The opinion at that time was that the qualifications that are weighed are the four listed in Subsection 2: graduate education in public health, training, experience, and interest in public health and related programs. You may determine that a Master's degree is preferential, but the Board really needs to look at significant experience in public health and a number of years with management experience as she reviewed from the Minutes of that meeting in 2005.</p> <p><b>Dr. Hess</b> noted that Barbara Hunt did have a MPA.</p> <p>Ms. Admirand commented that it is not required, but confirmed that Ms. Hunt did have a MPA.</p>	

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		<p><b>Mr. Smith</b> recalled from that meeting that based on bringing in another Health Officer, it was not necessary that it had to be a doctor.</p> <p><b>Dr. Humphreys</b> commented that he believes the most important thing is to get the right person for the job, capable of doing what needs to be done today but also needs to be able to lead the Health District into the future as well. He added that he has a historical listing of the past Health Officers (filed). There are a few times that physicians sat in the position, but more often than not, it was not a physician. History does not dictate what they are going to do in the future, but he believes that it is important to take a look back to see what has been done in the past.</p> <p><b>Dr. Hess</b> commented that he would interpret this as the need to look for an equivalency. One of the problems he had is that he has never seen a resumé or CV for Mr. Dick. He thinks that is critical so that they can evaluate how much training and experience an individual has in public health administration and the other areas.</p> <p><b>Council Member Zadra</b> commented that she believes the project in front of them starts with defining or at least agreeing to what is public health. Is it specifically and only medical care, or is it the preventative practices that also do interfere with and makeup our health. She has heard this question over the short time she has sat on the Board in regards to whether or not all of the areas are considered as one under public health, including air quality and others.</p> <p><b>Dr. Hess</b> explained that as a physician, he basically sees public health as the primary care provider for a large population of people. However, it entails mathematics in that statistics are critical. It entails epidemiology, environmental health, air quality, sewage, garbage, food, etc. It is a very broad spectrum. He explained that he is not saying that Mr. Dick does not have these qualities, he does not know, but he needs to be a general practitioner in that he has to have an understanding so that if there is an epidemic, for example, and resources need to be shifted, he is able to recognize that as it develops and make those decisions. There is an administrative component to that and a medical understanding component to that. If there is an earthquake, compounded by a flood, for example, and the sewage and water systems are destroyed, how is the Health Department going to respond to something like that, including looking at engineering, etc. It is not just medical, but it does have preventive medicine as a part of it.</p> <p><b>Ms. Zadra</b> commented that that is the path she was really hoping their conversation would go down. She would lean towards defining public health broadly.</p> <p><b>Council Member Ratti</b> commented that she appreciates the starting point, because she likes the big picture concept, and she thinks that they can talk about this in terms of not talking about one individual's qualifications but instead talking about whether certain backgrounds or certifications are needed to be qualified for the position. She had searched for a definition of public health and noted one that stood out, "the collective action of multiple sectors of society working to protect the public</p>	

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		<p>health.” It has a prevention and intervention component, and collective action was emphasized across several definitions. She recalled that the one from the World Health Organization said that the only way to advance public health is by working with a team of specialists. It listed medical professionals, doctors, nurses, clinicians, epidemiologist, air quality specialists, and engineers, everything that has come up today. Their premise is that you cannot accomplish public health without having a team of backgrounds and specialties which she thinks they have at the Health District. Then the question really becomes do they need to have a particular set of skills at the lead of that organization. Like any organization, whether it is a large corporation, where sometimes people are going to come up through marketing or manufacturing or finance, whoever gets to the top is not going to have all of the experience that is needed within an organization. However, they are going to have to have the ability to lead and the ability to manage people who have other expertise. That is really what is important for the head person of any organization. That leads her to evaluating more leadership, management, administration, people who can deal with process improvement, people who can deal with bringing the best out in others, people who are not afraid to have people who are equally or more talented around them. It is really more about the team dynamic more than it is about any one hard set of skills around any specific specialty.</p> <p><b>Dr. Furman</b> expressed agreement.</p> <p><b>Ms. Zadra</b> commented that it sounds like they have some consensus in their fundamental evaluation of what is required for the lead CEO seat. She thinks that they need to give some special attention to how they communicate that within their community. She received at least one communication from the Washoe County Medical Society very earnestly suggesting that this seat needs to be held by a MD. She is sure that as strongly as the Medical Society believes that, there are a multitude of other agencies and community representatives that have as strong of an opinion in other areas. Therefore, they need to communicate really well with those partners as they proceed so that they do not have distrust or lack of understanding of where the Board is coming from.</p> <p><b>Mr. Smith</b> commented that he thinks the bottom line is that they need somebody who makes it work. If they have any background in public health and as an administrator, he has no problem with that as long as they can make this engine work. He explained that over the years they have tried different health officers. In talking with Washoe County Commissioners, they cannot believe how many times the health officers change. He would like to start something here and get someone that really administers well and has all of the tools to make those decisions, moving forward from there.</p> <p><b>Ms. Ratti</b> added that she thinks that whatever they do, that person or this Board needs to then make sure that all of the specialties are in place. Coming out of a recession where many departments were “swiss-cheesed”, they had to make some challenging decisions where resources went. Taking a step back, after they have a lead permanently in place, they will need to ask if they have these necessary specialties on the team, including a physician. Clearly, a physician is part of the team, whether that be in a full-time position or a contract relationship.</p>	

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		<p><b>Ms. Zadra</b> asked within the industry, regarding public health officers, what is the average or the norm for tenure in those assignments. She advised that she has always been somewhat uncomfortable with the short tenures of these individuals. She thinks that suggests to them that possibly they have not defined exactly what they need and put the policies into place to give them the tools and support they need for them to be able to do their job.</p> <p><b>Ms. Ratti</b> wanted to ensure that the list would be made part of the record. She explained that interim positions are not called out on the list; therefore, the list makes it look like there were more transitions than there actually were. Four of the people on the list were holding down the fort while the Board of Health was making a decision.</p> <p><b>Dr. Hess</b> commented that it is somewhat reassuring that two of the individuals served for five years.</p> <p>Mr. Dick commented that he believes the statistic he heard through NACCHO is that on average a health officer or commissioner serves for about four years. That said, there are also health officers and commissioners who have long and distinguished careers in some locations.</p> <p><b>Dr. Humphreys</b> commented that as they move forward, the word “team” has been mentioned many times, and he thinks that that is one of the real positive aspects they have in that they have some tremendous people on staff. He agrees that they need to have an individual that can not only direct the team but can lead the team.</p> <p><b>Ms. Zadra</b> agreed with statements made by <b>Ms. Ratti</b> in that she believes that the best leader is one who can find the best leaders to serve along with them and not have a hint of insecurity if they even outshine the CEO in the work that they do.</p> <p><b>Dr. Humphreys</b> commented that he certainly has respect for legal counsel and the direction she provided as it opens the door to allow the Board to make the decision they feel comfortable in making without regards to any educational requirement.</p> <p><b>Mr. Smith</b> commented that as Chairman he has spent a lot of time with Mr. Dick, and he has been very professional, has a great rapport with the cities and County. He thinks that they have a person who is currently in the interim that would fill that seat very well. He would like to have the Board consider Mr. Dick, place this on the next month’s agenda, take a look at his resumé, and start making some phone calls around town.</p> <p><b>Dr. Hess</b> commented that he thinks that it is premature to do that. He explained that he has not had a chance to really even look at this, and he thinks that it would make more sense to sit down and define what it is they want in a District Health Officer. He thinks that Mr. Dick clearly has some of those qualifications, but when somebody has to decide where to put resources, they do need to</p>	

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		<p>have knowledge in a variety of these areas. A primary care doctor is not a cardiologist, but he knows a lot about hearts. He believes the same holds true here. He would suspect in knowing air quality that he would also know some things about epidemiology, but he does not know that at this stage. He thinks that this Master's Degree idea comes from the desire to assure a certain minimum quality of knowledge. One of the Health Officers that served five years had her Master's in Public Administration, but she had plenty experience in these other areas. He thinks that they need to define what they want in a Health Officer before they start lobbying to have a particular person be the Health Officer.</p> <p><b>Mr. Smith</b> commented that he is going to stick with what he is saying in that he has been on the Board for over 12 years and has not seen anybody work with the Divisions as well as Mr. Dick and have a rapport with the County and the cities. That is one thing that he has asked from the Health Officer every single time. Build the relationships, because that is who we work for. Work with these people, and they will work with us. That is the City of Reno, City of Sparks, and the County. They have not had very much success in that. To have the success that they have right now makes him elated.</p> <p><b>Ms. Ratti</b> requested clarification that they will not be taking any action today on this item. She requested that the brochure from the last recruitment be distributed to the entire Board (filed), because she thinks that it is a good starting point of a conversation in what they were looking for in a District Health Officer at that time. When they have compromise, perhaps there can be an agenda item that is a discussion of what they are looking for, followed by an agenda item of whether or not to appoint the current interim into that position. She thinks that they risk damaging the morale within the organization, creating uncertainty within the community, if it looks like they are not all operating on the same page. They do not have to agree on everything, it always comes down to a vote, but they need to be moving forward on this process. She does not like leaving the lingering question of who is going to be in charge, and she does not like leaving a Division thinly staffed.</p> <p><b>Ms. Zadra</b> asked if it would be helpful to put a working group together to identify what they need in a health officer.</p> <p><b>Ms. Ratti</b> commented that she has a comfort level with it, because she was on the working group that helped put together the last brochure.</p> <p><b>Dr. Furman</b> expressed agreement.</p> <p><b>Mr. Smith</b> expressed appreciation to Ms. Admirand for her clarifications, and advised that these items can be requested later in the agenda under the Board Comment item.</p>	<p><b><u>NO MOTION</u></b></p>

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*17.	<p><b><u>Staff Reports and Program Updates</u></b></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>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. He commented that they had a very successful Healthy Living Week where they had the Obesity Forum, the presentation at the Boys &amp; Girls Club, and the screening of "The Weight of the Nation". They saw about a total of 250 individuals which was very good, especially since some of those events were new. There will be more information and some information regarding the evaluations from the Obesity Forum in the October Board of Health report.</p>	
	<p>C. <u>Director, Environmental Health Services</u></p>	<p>Mr. Dave McNinch, Acting Division Director, Environmental Health Services, presented the monthly Division Director's Report, a copy of which was placed on file for the record.</p>	
	<p>D. <u>Acting Director, Air Quality Management</u></p>	<p>Ms. Charlene Albee, Acting 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><b>Council Member Ratti</b> commented that during the worst of the air quality during the multiple fires, she had some questions come to her regarding whether or not the cities, and perhaps that County, should be doing more to make safe facilities available for vulnerable populations. She knows that the schools were very active in making some decisions about outdoor recreational activities, She did not see any direction from the Health District saying that certain outdoor activities, such as an outdoor concert in Sparks at Bartley Ranch that attracted many senior citizens, should be cancelled. Normally, it is a one or two day thing, but this went on for quite some time.</p> <p>Mr. Dick responded that they focused on providing information, during the smoke episodes, to help people make decisions. He thinks that they did a very good job of doing that. The school district was terrific in consulting with them. They were also working very closely with the Interscholastic Athletic Council at that time. They were reluctant to tell people that they had to cancel events. As bad as it was over an extended period, they were only into the Very Unhealthy Air Quality Index range for a few hours during the whole episode. He has asked Dr. Todd and Mr. Whitesides of Public Health Preparedness and Mr. Inouye of Air Quality Management to work with Aaron Kenniston and the jurisdictions through the Regional Emergency Operations Center to develop a</p>	

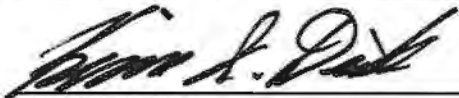


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		<p>plan for response to these kinds of situations. They were fortunate that they only got into the Very Unhealthy range for a few hours. Beyond that, it goes to Hazardous air quality conditions. He does not believe certain sedentary activities required shut down, such as the event at Bartley Ranch, but if they had gotten to higher levels, it would have been good to have a plan in place as to how they were going to respond to that. Therefore, they are working to develop that and have some agreement as to what the response should be. As he has discussed with Dr. Todd, if they are providing shelter for people to have air conditioning and get out of poor air quality for a few hours, but the poor air quality is remaining for days, perhaps they even need to be looking at triggering the shelters for people to be able to stay if they cannot shelter in place in an air conditioned environment. It fits well with some of the resiliency planning efforts that have begun to be taking account of the types of impacts that they could be seeing with warmer temperatures and more wild fires.</p> <p><b>Ms. Ratti</b> commented that she sees it as layers of complexity. There is certainly the education piece, then there is making decisions on public activities and an additional layer of complexity where member of the private sector have to be told that they cannot have their activities. She would like to see that work. As a governing member of another body, she did not feel like she had a great answer to the question. She had faith that the Health District would be telling them if they had to do something, but some more process would be great.</p> <p><b>Council Member Zadra</b> commented that she had the very same concerns. For her, it was illustrated on that Friday when they did hit the extreme level. As she was driving out of town to get away from it, she passed by at least three United States Postal Service (USPS) mail trucks, and they all had masks on. She thought, clearly, the [federal] government or at least the USPS has a policy. Therefore, she placed calls to the Reno City Manager as well as to Mr. Dick to see what policies are in place. Just yesterday, she received agreement from the Reno City Council that they will pursue a policy. They actually learned that they already have an emergency response committee identified but has not been activated at any time that staff can remember. However, they at least already have it on their books. It includes the City Manager, the Mayor, Police, Fire, and Public Works Directors. They are going to be putting together a draft policy in the next several weeks. She is certain that they will be working with the Health District as well.</p> <p>Ms. Albee confirmed that they did work with the private groups in town, and they had a tremendous response from the community. They are hoping to build on those partnerships to come up with some plans in the future.</p> <p>Mr. Dick mentioned that since the problem with smoke was not from locally created sources, such as with the Winter inversion with fireplaces, crematoriums, etc., the impact of shutting down an event, such as the Rib Cook-off, would have been negligible. That is not the message that they wanted to put out; they wanted to really put out the message of how people could protect themselves given the conditions that they had.</p>	

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		<p><b>Chair Smith</b> commented that <b>Ms. Zadra</b> had called and left a message on his phone to determine whether or not they were going to call a state of emergency. He spoke with Mr. Dick who explained that they were not even close to that. Carson City was even worse than Reno, and they may be causing a stampede if they start talking too soon. He believes that they have a great idea to put a plan together in order to be even more prepared for future incidents.</p>	
	<p>E. <u>Administrative Health Services Officer</u></p>	<p>The Administrative Health Services Officer's Reports for this month were addressed in other agenda items.</p>	
	<p>F. <u>Interim District Health Officer and Health District Updates</u></p>	<p>Mr. Kevin Dick, Interim District Health Officer, presented the monthly District Health Officer Report, a copy of which was placed on file for the record.</p> <p>Mr. Dick commented that earlier in today's actions, the Board approved the agreement for the fundamental review, as Dr. Furman had noted. The team that will be conducting the review, from the Public Health Foundation, as well as Matt Stefanak, from the financial management side of things, will be doing a site visit on October 17<sup>th</sup> and 18<sup>th</sup>. Unfortunately, he has not had a chance to get that all planned out yet, they have a conference call to them on Monday morning to do so, but they will be working with them to schedule times for Board Members to be able to meet with them and provide input and perceptions that they can consider in conducting their review. They will also be organizing some external stakeholder sessions for other organizations in the community to be able to provide their input. He has already scheduled a time slot for the City Managers and the County Manager to be able to meet with them. He hopes that they can find times that are workable for Board Members during that two-day period.</p> <p>Mr. Dick commented that he also wanted to talk about the Quality Improvement Initiative that they have been working on to roll out to the Health Department. They have had several meetings now with the Division Directors and the Supervisors to discuss quality improvement and approaches that they want to be taking and moving toward a culture within the Health Department where it is really part of what they are doing on a daily basis. As part of this effort, he wants to thank Washoe County for allowing them to utilize the services of their Organizational Development Manager, Veronica Frenkel. He added that she has been of great assistance to them in working on this initiative and helped them with putting together a survey to assess staff attitudes and perceptions regarding quality improvement. There is a set of bar charts that was not included in the packet (but provided by email to the Board as an ahandout, filed) that will be discussed at the general staff meeting on October 1<sup>st</sup>. He was able to conclude from the results that staff understands and believes that quality improvement can be very beneficial for the Health District. They are a little bit uncertain as to whether they will be provided the time that will be necessary to work on quality improvement initiatives. They also show that they are a little less certain whether management will embrace and support this and be consistent as how they incorporate quality improvement in their actions. As he told the leadership when he met with the Supervisors and Division Directors, he</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>could not be happier with these results, because they show that the staff is willing and ready to be engaged and seize the value in this. It puts them in a position where they can really control success or failure. They will be moving forward with this initiative. He believes that it will be foundational, as they go through the fundamental review process and then get the results from that review, to be able to be acting on those results and making the changes that they may be recommending. They will be working on some quality improvement initiatives as they get to the report recommendations. They have staff who will be working as teams and gaining some experience in those types of approaches.</p>	
*18.	Board Comment – Limited to Announcements or Issues for Future Agendas	None.	
19.	Emergency Items	None.	
*20.	Public Comment (limited to three (3) minutes per person). No action may be taken.	<p>Public Information Officer Phil Ulibarri commented that he distributed a press kit to the Board (filed) that is going to be distributed next Tuesday for media that will be attending a grand opening ceremony and a press conference across the parking lot at the Senior Center as they roll out the new Veterans In Need of Services Project. This is one of the number of different collaborative efforts that the Health District has done with the Senior Center, going back as far as he can remember since he has been at the Health District, in 1999 / 2000 with free fly shots at the Senior Center. Another program was the Elder Abuse Prevention Program. They helped Aging and Disability Resources Center rollout at the Senior Center three years ago. He was asked to assist the Senior Center last year by Dr. Iser. The artwork provided in the packet was developed by his office. In particular, he wanted to draw the Board's attention to the provided bookmark which has the project theme, "Every Day is Veterans Day." That paper is actually a piece of combat paper. Veterans take their uniforms, grind them up, and make them into paper. It is a great physical and mental release for some of our veterans that need services from this type of project. The grand opening will be next Tuesday at 10:00am. They are expecting Caleb Cage, the State of Nevada's new Veterans Officer, as well as representatives from Senator Reid's and Senator Heller's offices. The Nevada Honor Guard will also be there, and he hopes Board Members can attend. The radio ad campaign started a couple weeks ago; they were given \$10,000 by the Senior Center to produce that radio ad for them.</p> <p>Mr. Dick clarified that Phil has been charging a portion of his time to Senior Services for his efforts to support them.</p> <p><b>Chair Smith</b> acknowledged his efforts.</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
21.	<b>Adjournment</b>	There being no further business to come before the Board, the meeting was adjourned.	<p><b>Council Member Zadra</b> moved, seconded by <b>Dr. Hess</b>, that the meeting be adjourned.</p> <p><b><u>MOTION CARRIED</u></b> The meeting was adjourned at 2:41 p.m.</p>



KEVIN DICK,  
INTERIM DISTRICT HEALTH OFFICER



WILLIAM FLORES,  
RECORDING SECRETARY



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: October 24, 2013

TO: District Board of Health

FROM: Charlene Albee, Acting Director, Air Quality Management

SUBJECT: Maverick Inc. – Case No. 1129  
Unappealed Citation No. 5244  
Agenda Item: 8. A. 1. a.

### Recommendation

Air Quality Staff recommends that Citation No. 5244 be upheld and a fine of \$2,500 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: \$5,600.00

Negotiated Fine: \$2,500.00

### Background

On August 9, 2013, Air Quality Specialist II Wallace Prichard was notified by Branch Chief Charlene Albee that the gasoline dispensing equipment at Maverick Inc. Station #475, located at 1223 Prater Way in Sparks, was operating in violation of the conditions of the Authority to Construct Permit. The Authority to Construct Permit was issued by the Air Quality Management Division on September 7, 2012 for the installation of a new gasoline dispensing facility. The Authority to Construct Permit states under Required Testing Prior To Issuance Of The Permit To Operate, within 30 days of the station start-up, a Leak Test for Vapor Tightness, a Dynamic Back Pressure Test, and an A/L (Air to Liquid) test will be required to demonstrate compliance with the California Air Resources Board (CARB) Executive Orders for vacuum assist phase II vapor recovery systems, specifically G-70-150-AE.

On April 18, 2013, Branch Chief Charlene Albee contacted the corporate offices of Maverick Inc. in Salt Lake City, Utah and left a message to remind them of the testing requirements. As of August 9, 2013, the Air Quality Management Division had not received any test results for the above mentioned station putting that station out of compliance for four months. During his investigation, AQ Specialist Prichard was able to identify April 1, 2013, as the date Maverick Station #475 began their fuel sales to the public. A review of the Maverick Inc. compliance history revealed a notice of violation was issued on October 23, 2012 for failure to conduct the required testing at 15 Panther Drive in Reno. That citation was upheld as a negotiated settlement with a \$500 fine.

Based on the results of his investigation, AQ Specialist Prichard issued Notice of Violation Citation No. 5244 for a major violation of Section 030.02175, Operations Contrary to Permit.

**Settlement**


On September 6, 2013, Senior Air Quality Specialist Dennis Cerfoglio received a phone call from Mr. Dennis Riding, Environmental Director for Maverik Inc., to discuss the testing requirements and the issuance of Citation No. 5244. 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, including the prior settlement conversation between AQ Specialist Cerfoglio and Mr. Riding for the citation issued in October of 2012, AQ Specialist Cerfoglio proposed that Citation No. 5244 be upheld with a fine of \$2,500. A Memorandum of Understanding was signed by both parties.

As a follow up, the required testing was completed on August 19, 2013, and the results submitted to the Air Quality Management office on August 26, 2013. Permit to Operate No. G12-0005 was issued for the facility with an expiration date of October 31, 2014.

**Alternatives**

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5244.
2. The Board may determine to uphold Citation No. 5244 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 Mr. Dennis Riding representative of Maverik Inc. may be properly noticed.

  
\_\_\_\_\_  
Charlene Albee, Acting Director  
Air Quality Management Division

CA/DC: mc



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



**Public Health**  
Prevent. Promote. Protect.

**MEMORANDUM OF UNDERSTANDING**

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

Date: Sept. 6, 2013

Company Name: Maverik Store # 475  
Address: 1223 Prater Way  
Notice of Violation # 5244 Case # 1129

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 Violation of Permit Conditions Required Testing Prior To Opening Not Performed

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 2,500.00. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on Oct. 24, 2013.

The undersigned agrees to waive an appeal to the Air Pollution Control Hearing Board so this matter may be submitted directly to the District Board of Health for consideration.

[Signature]  
Signature of Company Representative

[Signature]  
Signature of District Representative

Dennis Ridgway  
Print Name

DENNIS A. CERFOGLIO  
Print Name

Env. Director  
Title

Sr. Air Quality Spec.  
Title

[Signature]  
Witness

\_\_\_\_\_  
Witness

**AIR QUALITY MANAGEMENT - ADMINISTRATIVE PENALTY TABLE &  
RECOMMENDED FINE CALCULATION WORKSHEET**



# Administrative Penalty Table

## Air Quality Management Division Washoe County Health District

### I. Minor Violations - Section 020.040(C)

<u>Regulation</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>
040.005 Visible Emissions	\$ 1,000	\$ 2,500
040.030 Dust Control (fugitive)	250	750
040.035 Open Fires	500	1,000
040.040 Fire Training	500	1,000
040.050 Incinerator	1,000	2,000
040.051 Woodstoves	500	1,000
040.055 Odors	1,000	2,000
040.080 Gasoline Transfer (maintenance)	1,000	2,000
040.200 Diesel Idling	500	1,000
050.001 Emergency Episode	1,000	2,000

### II. Major Violations - Section 020.040

<u>Regulation</u>	<u>Violation</u>	<u>Source Category</u>	
		<u>Minimum</u>	<u>Maximum</u>
030.000	Construction/Operating without Permit (per major process system or unit/day)	\$ 5,000	\$ 10,000
030.1402	Failure to Comply with Stop Work Order	10,000/day	10,000/day
030.2175	Operation Contrary to Permit Conditions (per day or event)	2,500	10,000
030.235	Failure to Conduct Source Test or Report (per Reporting Period for Each Unit)	2,500	5,000
	All other Major Violations (per day or event)	\$ 5,000	\$ 10,000
030.000	Construction Without a Dust Control Permit		
	Project Size – Less than 10 acres	\$ 500 + \$50 per acre	
	Project Size – 10 acres or more	\$1,000 + \$50 per acre	

### III. Major Violations - Section 030.107 Asbestos

A. Asbestos Sampling & Notification	\$ 2,000 - \$10,000
B. Asbestos Control Work Practices (per day or event)	\$ 5,000 - \$10,000
C. Asbestos Containmentment & Abatement (per day or event)	\$ 5,000 - \$10,000

**Washoe County Air Quality Management  
Permitting & Enforcement Branch  
Recommended Fine Calculation Worksheet**

Company Name Maverik Store #475  
 Contact Name Dennis Riding

Case #1129 NOV #5244 Complaint CMP13-0116

Violation of Section 030.2175 Operations Contrary to Permit

I. **Base Penalty as specified in the Penalty Table** = \$ 5,000

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

(The degree of which the person/company has deviated from the regulatory requirements)

Minor – 0.5    Moderate – 0.75    Major – 1.0    **Adjustment Factor** 1.0

2. **Toxicity of Release**

Criteria Pollutant – 1x

Hazardous Air Pollutant – 2x    **Adjustment Factor** 1.0

3. **Environmental/Public Health Risk** (Proximity to sensitive environment or group)

Negligible – 1x    Moderate – 1.5x    Significant – 2x    **Adjustment Factor** 1.0

Total Adjustment Factors (1 x 2 x 3) = 1.0

B. **Adjusted Base Penalty**

Base Penalty 5,000 x Adjustment Factor 1.0 = \$ 5,000

C. **Multiple Days or Units in Violation**

Adjusted Penalty 5,000 x Number of Days or Units 1.0 = \$ 5,000

D. **Economic Benefit**

Avoided Costs \$ 600 = \$ 600

Average cost of performance testing

**Penalty Subtotal – Recommended Fine**

Adjusted Base Penalty \$ 5,000 + Economic Benefit \$ 600 = \$ 5,600

### III. Penalty Adjustment Consideration

<b>A. Degree of Cooperation</b> (0 – 25%)	- 25	%
<b>B. Mitigating Factors</b> (0 – 25%)	- 25	%
1. <u>Negotiated Settlement</u>		
2. Ability to Pay		
3. Other (explain)		
<b>C. Compliance History</b>		
No Previous Violations (0 – 10%)	-	_____ %
Similar Violation in Past 12 months (5 - 50%)	+ 5	%
Previous Citation #5314 Issued on 10/23/12		
Similar Violation within past 3 year (10 - 25%)	+ _____	%
Previous Unrelated Violation (5 – 25%)	+ _____	%
<b>Total Penalty Adjustment Factors</b> – sum of A, B, & C	<b>-45</b>	<b>%</b>

### IV. Recommended/Negotiated Fine

Penalty Adjustment:

<u>\$ 5,600</u>	x	<u>-65 %</u>	=	<u>\$ 3,100</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

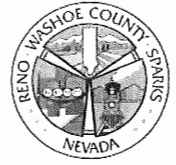
**Additional Credit for Environmental Investment/Training – N/A**

Adjusted Penalty:

<u>\$ 5,600</u>	-	<u>\$ 3,100</u>	=	<u>\$ 2,500</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		<b>Negotiated Fine</b>

  
Air Quality Specialist

9-6-2013  
Date



**NOTICE OF VIOLATION**

NOV 5244 # 475 DATE ISSUED: 08/09/2013  
 ISSUED TO: Maverik Inc. PHONE #: 358-9715 355-6715  
 MAILING ADDRESS: 1223 E Prater Way CITY/ST: Sparks, NV ZIP: 89434  
 NAME/OPERATOR: Josh Barkocy PHONE #: Laramie (1-801-971-3398)  
Melkonus  
 PERMIT NO. G12-0005 COMPLAINT NO. CMP-13-0116

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 08/09/2013 (DATE) AT 10:00 AM (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 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 (Temperate Permit to Operate: Required Testing Prior to Issuance of Permit to Operate.)

LOCATION OF VIOLATION: 1223 E Prater Way, Sparks

POINT OF OBSERVATION: 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 08/09/13 (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: Wallace Richard Date: 08/09/2013  
 Issued by: [Signature] Title: STORE DIRECTOR

**PETITION FOR APPEAL FORM PROVIDED**

H-AIR-09 (Rev. 04/12)

AIR QUALITY MANAGEMENT  
AUTHORITY TO CONSTRUCT  
APPLICATION SUBMITTED BY MAVERIK INC  
LOCATED AT 1223 EAST PRATER WAY, SPARKS NV  
DATED SEPTEMBER 7, 2012



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

September 7, 2012

Mr. Gary Gines  
Maverik, Inc.  
880 West Center Street  
N. Salt Lake City, UT 84054

**COPY**

Re: Installation of a Gasoline Dispensing Facility

Dear Mr. Gines:

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 1223 E. Prater Way in Sparks, NV. The equipment, as proposed in your application received August 29, 2012, 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 affect 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

[www.washoecounty.us/health](http://www.washoecounty.us/health)

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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).

COPY

Mr. Gines/Maverick, Inc.  
September 7, 2012

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 G-70-150-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.



COPY

Mr. Gines/Maverick, Inc.  
September 7, 2012

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) 784-7206.

Sincerely,



Michael Wolf C.E.M.  
Environmental Engineer II

COMPLAINT INVESTIGATION REPORT  
Washoe County Air Quality Management Division

Complaint Number: **CMP13-0116**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 08/08/2013

Time: 8:00 A.M.

Inspector: WPRICHARD

Inspector Area: 2

Complaint Description: NOV CITATION 5244 - CASE 1129 - VIOLATION OF PERMIT TO OPERATE  
030.2175

Address: 1223 E PRATER WAY SPKS

Location: MAVERIK STORE #475

Parcel Number:

Related Permit Number:

Complainant:

WALLACE PRICHARD - AQ SPECIALIST II  
AIR QUALITY MANAGEMENT  
1001 E 9TH ST STE B171  
RENO NV 89512  
775-784-7212

Responsible Party:

MAVERIK INC  
  
1223 E PRATER WAY  
SPARKS NV 89434

Investigation:

Violation of Permit conditions

On August 9, 2013, it was brought to the attention of Air Quality Specialist Prichard by Branch Chief Charlene Albee that Maverick Inc., Station #475 was operating in violation of their Authority to Construct-Permit Conditions Testing. This generated a complaint CMP13-0116 from the office of Air Quality Management Division (AQMD) for a violation of permit conditions.

Maverick Inc., Station #475 was issued an Authority to Construct on September 7, 2012. The location is 1223 Prater Way, Sparks, Nevada 89434.

On March 21, 2013, Branch Chief Charlene Albee was notified by Nicholas J Florey the Environmental Health Specialist, Washoe County that the Underground Storage Tank inspections were completed.

On April 1, 2013 Maverick Station #475 started their sales of fuel and continued operating for five (5) months without submitting testing results which are required within thirty (30) days of the station opening for business.

On April 18, 2013 a call to Maverick Inc., was placed by Branch Chief Charlene Albee to remind Maverick of the required testing and requested the results of their Leak Test For Vapor Tightness,

Dynamic Back Pressure Test and A/L (Air to Liquid) Test be sent to (AQMD) as soon as completed. These tests are required to be conducted prior to issuance of the Permit to Operate also the following tests must be conducted within thirty (30) days of the station opening for business and the results must be submitted to the Washoe County Health District, Air Quality Management Division.

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

Specialist Prichard upon review of file information and the failure to comply with the required testing and submittal to Air Quality Management Division; a Notice of Violation Of Permit Conditions, #5244 Citation was issued. This is a Major Violation of Section: 030.2175 Violation Of Permit Conditions. At the time the citation was issued and a appeal form was include along with Specialist Prichard's business card and Branch Chief Charlene Albee's direct phone line.

Enforcement Activities

Warning Citation...: 08/09/2013	Citation Number: 5244
NOV.....:	NOV Number....: 0
	Case Number.....: 1129
Settlement.....:	Amount.....: \$0.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON	Completed Date...:
Date Assigned.....: 08/08/2013	Completed By.....:

CHRONOLOGY OF COMPLIANCE ACTIONS

Maverick Inc. #475

Notice of Violation - WARNINGS

<u>Date</u>	<u>Action</u>	<u>Reason</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notice of Violation - CITATIONS

<u>Date</u>	<u>Action</u>	<u>Reason</u>
<u>10/23/12</u>	<u>Citation</u>	<u>Violation of Permit Conditions.</u>

Details: Fined \$500.00

Maverick Inc. 15 Panther Drive Reno

Details: 8/09/2013 Citation Violation of Permit conditions  
Open Citation no fine as of yet.

Maverick Inc. # 475 11795 Veterans Parkway, Reno

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL CORRESPONDENCE  
FROM NICHOLAS FLOREY, WC HEALTH DISTRICT, ENVIRONMENTAL HEALTH SPECIALIST  
TO CHARLENE ALBEE, WC HEALTH DISTRICT, ACTING DIVISION DIRECTOR

DATED: TUESDAY, MARCH 21, 2013

## Albee, Charlene

---

**From:** Florey, Nicholas J  
**Sent:** Thursday, March 21, 2013 10:49 AM  
**To:** Albee, Charlene  
**Subject:** Maverik Stores #475 (E Prater) 7 #477 (Geiger)

Charlene,

We have completed our UST inspections at the latest Maverik locations. I may have lost the forms we usually send over to you guys, so I just wanted to let you know. Please let me know if you need any information from us. Thanks.

**Nicholas Florey, REHS**  
Environmental Health Specialist  
Washoe County Health District  
1001 E Ninth Street Reno, NV 89512  
[nflorey@washoecounty.us](mailto:nflorey@washoecounty.us)  
ph: 775-328-2702 fax: 775-328-6176

L. A. PERKS - TESTING AND INSPECTION CERTIFICATE RESULTS FOR  
MAVERIK INC #475 -LOCATED AT  
1223 PRATER WAY, SPARKS NV 89432

DATED: AUGUST 19, 2013

**SUMMARY OF SOURCE TEST RESULTS**

Source Name and Address:	Testing Company Name and Address
<u>MAVRIK 475</u>	<u>L.A.Perks Plumbing &amp; Heating Inc.</u>
<u>1223 PRATER WAY</u>	<u>765 East Greg Street Suite 103</u>
<u>SPARKS 89432</u>	<u>Sparks, NV 89431</u>
Ph:	Ph: 775-358-4403 FX: 775-358-4411

<b>Facility Parameters</b>	<b>Operational Parameters</b>
Phase II System Type	
Tank# #of Nozzles served by tank (check one)	
Gilbarco Vac <u>X</u> Wayne Vac _____	
Balance _____	1. _____ 10
Hirt _____	2. _____ 10
Red Jacket _____	3. _____ 10
Hasstech _____	
Healy _____	Total # of Gas Nozzles <u>10</u>
Manifolded Yes <u>X</u> No _____	

**Source Test Results and Comments:**

Tank #	1/2	3	TOTAL
Product Grade:	<u>87</u>	<u>91</u>	_____
Actual tank Capacity, Gallons	<u>23216</u>	<u>11608</u>	<u>34824</u>
Gasoline Volume, Gallons	<u>18933</u>	<u>4834</u>	<u>23767</u>
Ullage, Gallons (#2 - #3)	<u>4283</u>	<u>6774</u>	<u>11057</u>
Initial Pressure, inches h2o	_____	_____	<u>2.0</u>
Pressure After 1 min. inches h2o	_____	_____	<u>2.03</u>
Pressure After 2 min. inches h2o	_____	_____	<u>2.05</u>
Pressure After 3 min. inches h2o	_____	_____	<u>2.07</u>
Pressure After 4 min. inches h2o	_____	_____	<u>2.10</u>
Final Pressure After 5 min. inches h2o	_____	_____	<u>2.13</u>
Allowable Final Pressure from (table 1)	_____	_____	<u>1.91</u>
<b>Test Status (Pass or Fail)</b>	<u>PASS</u>		

Test Conducted By: Ron Wood Date: 8/19/13

District Witness: \_\_\_\_\_ Date: \_\_\_\_\_





TP-201.1E

Leak Rate and Cracking Pressure of Pressure/Vacuum Vent Valves

Permit Number:		Test Company: L.A.Perks Plumbing & Heating Inc.	
Site Name: MAVRIK 475		Technician:	
Site Address: 1223 PRATER		Certification Number:	Expiration Date:
City: SPARKS	Zip:	District:	
Date/Time of Test:			

TEST INFORMATION	
Calibration date for digital manometer (must be within 180 days of the test)	8/5/13
Ending value for digital manometer drift test (must be 0.01 in. w.c. or less)	0.00
	Pass/Fail:
Test stand leak check (must maintain a steady pressure between 18.0 and 20.0 in. w.c. with no soap bubbles forming)	PASS

<b>P/V Valve Manufacturer:</b> OPW	<b>Model Number:</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH): 5	Manufacturer's Specified Negative Leak Rate (CFH): .21		
Measured Positive Leak Rate (CFH): 6	Measured Negative Leak Rate (CFH): 24		
Positive Cracking Pressure (in. w.c.): 2.66+	Negative Cracking Pressure (in. w.c.): 3.33-		

<b>P/V Valve Manufacturer:</b> OPW	<b>Model Number:</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH): 5	Manufacturer's Specified Negative Leak Rate (CFH): .21		
Measured Positive Leak Rate (CFH): 8	Measured Negative Leak Rate (CFH): 277		
Positive Cracking Pressure (in. w.c.): 2.55+	Negative Cracking Pressure (in. w.c.): 4.00		

<b>P/V Valve Manufacturer:</b>	<b>Model Number:</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH):	Manufacturer's Specified Negative Leak Rate (CFH):		
Measured Positive Leak Rate (CFH):	Measured Negative Leak Rate (CFH):		
Positive Cracking Pressure (in. w.c.):	Negative Cracking Pressure (in. w.c.):		

<b>P/V Valve Manufacturer:</b>	<b>Model Number:</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH):	Manufacturer's Specified Negative Leak Rate (CFH):		
Measured Positive Leak Rate (CFH):	Measured Negative Leak Rate (CFH):		
Positive Cracking Pressure (in. w.c.):	Negative Cracking Pressure (in. w.c.):		

I declare, under penalty of perjury under the laws of the state of California that based on information and belief formed after reasonable inquiry, the statements and information provided in this document are true, accurate, and complete.

Signature of Technician: Lon Wood Date: 8/19/13



AIR QUALITY MANAGEMENT  
PERMIT TO OPERATE # 612-0005  
APPLICATION SUBMITTED BY MAVERIK INC #475



# PERMIT TO OPERATE

An Air Pollution Emission Source

No. G12-0005

Issued By Air Quality Management Division, Washoe County Health District

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

ISSUED TO: MAVERIK INC. Gen Air - Gasoline

ADDRESS: 1223 E. PRATER WAY, SPARKS, NV, 89434

LOCATION: 1223 E. PRATER WAY SPARKS, NV 89434

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDER #G70-150-AE, 20 GASOLINE AND 6 DIESEL 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 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: 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.

CONTROL OFFICER

10/31/2014

EXPIRATION DATE

\$919.00

ANNUAL RENEWAL FEE

G12-0005

PERMIT NO.

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



# PERMIT TO OPERATE

An Air Pollution Emission Source

No. G12-0005

Issued By Air Quality Management Division, Washoe County Health District

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

ISSUED TO: MAVERIK INC. Gen Air - Gasoline

ADDRESS: 1223 E. PRATER WAY, SPARKS, NV, 89434

LOCATION: 1223 E. PRATER WAY SPARKS, NV 89434

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDER #G70-150-AE, 20 GASOLINE AND 6 DIESEL NOZZLES

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).

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.

CONTROL OFFICER

10/31/2014

EXPIRATION DATE

\$919.00

ANNUAL RENEWAL FEE

G12-0005

PERMIT NO.

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



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: October 24, 2013

TO: District Board of Health

FROM: Charlene Albee, Acting Director, Air Quality Management

SUBJECT: Maverick Inc. – Case No. 1130  
Unappealed Citation No. 5245  
Agenda Item: **8. A. 1. b.**

### Recommendation

Air Quality Staff recommends that Citation No. 5245 be upheld and a fine of \$5,000 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: \$8,100.00

Negotiated Fine: \$5,000.00

### Background

On August 9, 2013, Air Quality Specialist II Wallace Prichard was notified by Branch Chief Charlene Albee that the gasoline dispensing equipment at Maverick Inc. Station #477, located at 11795 Veterans Parkway in Reno, was operating in violation of the conditions of the Authority to Construct Permit. The Authority to Construct Permit was issued by the Air Quality Management Division on August 1, 2012 for the installation of a new gasoline dispensing facility. The Authority to Construct Permit states under Required Testing Prior To Issuance Of The Permit To Operate, within 30 days of the station start-up, a Leak Test for Vapor Tightness, a Dynamic Back Pressure Test, and an A/L (Air to Liquid) test will be required to demonstrate compliance with the California Air Resources Board (CARB) Executive Orders for vacuum assist phase II vapor recovery systems, specifically G-70-150-AE.

On April 18, 2013, Branch Chief Charlene Albee contacted the corporate offices of Maverick Inc. in Salt Lake City, Utah and left a message to remind them of the testing requirements. As of August 9, 2013, the Air Quality Management Division had not received any test results for the above mentioned station putting that station out of compliance for four months. During his investigation, Specialist Prichard was able to identify April 1, 2013, as the date Maverick Station #477 began their fuel sales to the public. A review of the Maverick Inc. compliance history revealed a Notice of Violation was issued on October 23, 2012 for failure to conduct the required testing at 15 Panther Drive in Reno. That citation was upheld as a negotiated settlement with a \$500 fine.

Based on the results of his investigation, AQ Specialist Prichard issued Notice of Violation Citation No. 5245 for a major violation of Section 030.02175, Operations Contrary to Permit.

**Settlement**

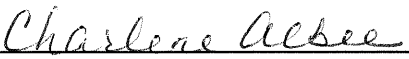
On September 6, 2013, Senior Air Quality Specialist Dennis Cerfoglio received a phone call from Mr. Dennis Riding, Environmental Director for Maverik Inc., to discuss the testing requirements and the issuance of Citation No. 5245. AQ Specialist Cerfoglio explained in detail to Mr. Riding the testing 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, including the prior settlement conversation between AQ Specialist Cerfoglio and Mr. Riding for the citation issued in October of 2012, AQ Specialist Cerfoglio proposed that Citation No. 5245 be upheld with a fine of \$5,000. A Memorandum of Understanding was signed by both parties.

As a follow up, the required testing was completed on August 19, 2013, and the results submitted to the Air Quality Management office on August 26, 2013. Permit to Operate No. G12-00045 was issued for the facility with an expiration date of October 31, 2014.

**Alternatives**

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5245.
2. The Board may determine to uphold Citation No. 5245 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.

  
\_\_\_\_\_  
Charlene Albee, Acting Director  
Air Quality Management Division

CA/DC: ma





**NOTICE OF VIOLATION**

NOV 5245

DATE ISSUED: 08/09/2013

ISSUED TO: Maverick Inc #477 PHONE #: 853-1814

MAILING ADDRESS: 11795 Veterans Pkwy CITY/ST: Reno, NV ZIP: 89521

NAME/OPERATOR: Larain Melkonian PHONE #: 1-801-971-3398

PERMIT NO. G12-0004 COMPLAINT NO. CMPI3-0017

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 08/09/2013 (DATE) AT 11:00 AM. (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 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 (Temporary Permit to Operate: Required Testing Prior to Issuance of Permit to Operate.)

LOCATION OF VIOLATION: 11795 Veterans Parkway Reno

POINT OF OBSERVATION: 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 08/09/13 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within Immediately 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: 08/09/2013

Issued by: [Signature] Title: Air Quality Specialist

PETITION FOR APPEAL FORM PROVIDED  
 H-AIR-09 (Rev. 04/12)



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



**Public Health**  
Prevent. Promote. Protect.

**MEMORANDUM OF UNDERSTANDING**

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

Date: Sept. 6, 2013

Company Name: Maverik Store #477  
 Address: 11795 Veterans Parkway  
 Notice of Violation # 5245 Case # 1130

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 Violation of Permit Condition. Required Testing Prior To Opening Not Performed.

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 Oct. 24, 2013.

The undersigned agrees to waive an appeal to the Air Pollution Control Hearing Board so this matter may be submitted directly to the District Board of Health for consideration.

[Signature]  
Signature of Company Representative

Dennis Ridong  
Print Name

Env. Director  
Title

[Signature]  
Witness

[Signature]  
Signature of District Representative

DENNIS A. CERFOGLIO  
Print Name

Sr. Air Quality Spec.  
Title

\_\_\_\_\_  
Witness

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

[www.washoecounty.us/health](http://www.washoecounty.us/health)  
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**AIR QUALITY MANAGEMENT - ADMINISTRATIVE PENALTY TABLE &  
RECOMMENDED FINE CALCULATION WORKSHEET**

# Administrative Penalty Table

## Air Quality Management Division Washoe County Health District

### I. Minor Violations - Section 020.040(C)

<u>Regulation</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>
040.005 Visible Emissions	\$ 1,000	\$ 2,500
040.030 Dust Control (fugitive)	250	750
040.035 Open Fires	500	1,000
040.040 Fire Training	500	1,000
040.050 Incinerator	1,000	2,000
040.051 Woodstoves	500	1,000
040.055 Odors	1,000	2,000
040.080 Gasoline Transfer (maintenance)	1,000	2,000
040.200 Diesel Idling	500	1,000
050.001 Emergency Episode	1,000	2,000

### II. Major Violations - Section 020.040

<u>Regulation</u>	<u>Violation</u>	<u>Source Category</u>	
		<u>Minimum</u>	<u>Maximum</u>
030.000	Construction/Operating without Permit (per major process system or unit/day)	\$ 5,000	\$ 10,000
030.1402	Failure to Comply with Stop Work Order	10,000/day	10,000/day
030.2175	Operation Contrary to Permit Conditions (per day or event)	2,500	10,000
030.235	Failure to Conduct Source Test or Report (per Reporting Period for Each Unit)	2,500	5,000
	All other Major Violations (per day or event)	\$ 5,000	\$ 10,000
030.000	Construction Without a Dust Control Permit		
	Project Size – Less than 10 acres	\$ 500 + \$50 per acre	
	Project Size – 10 acres or more	\$1,000 + \$50 per acre	

### III. Major Violations - Section 030.107 Asbestos

A. Asbestos Sampling & Notification	\$ 2,000 - \$10,000
B. Asbestos Control Work Practices (per day or event)	\$ 5,000 - \$10,000
C. Asbestos Containment & Abatement (per day or event)	\$ 5,000 - \$10,000

**Washoe County Air Quality Management  
Permitting & Enforcement Branch  
Recommended Fine Calculation Worksheet**

Company Name Maverik Store #477  
 Contact Name Dennis Riding

Case #1130 NOV #5245 Complaint CMP13-0117

Violation of Section 030.2175 Operations Contrary to Permit

**I. Base Penalty as specified in the Penalty Table = \$ 7,000**

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

(The degree of which the person/company has deviated from the regulatory requirements)

Minor – 0.5    Moderate – 0.75    Major – 1.0    **Adjustment Factor** 1.0

**2. Toxicity of Release**

Criteria Pollutant – 1x

Hazardous Air Pollutant – 2x    **Adjustment Factor** 1.0

**3. Environmental/Public Health Risk** (Proximity to sensitive environment or group)

Negligible – 1x    Moderate – 1.5x    Significant – 2x    **Adjustment Factor** 1.0

Total Adjustment Factors (1 x 2 x 3) = 1.0

**B. Adjusted Base Penalty**

Base Penalty 7,000 x Adjustment Factor 1.0 = **\$ 7,000**

**C. Multiple Days or Units in Violation**

Adjusted Penalty 7,000 x Number of Days or Units 1.0 = **\$ 7,000**

**D. Economic Benefit**

Avoided Costs \$ 600 = **\$ 600**

Average cost of performance testing

**Penalty Subtotal – Recommended Fine**

Adjusted Base Penalty \$ 7,000 + Economic Benefit \$ 600 = **\$ 8,100**

**III. Penalty Adjustment Consideration**

<b>A. Degree of Cooperation</b> (0 – 25%)	-	<u>25</u>	%
<b>B. Mitigating Factors</b> (0 – 25%)	-	<u>25</u>	%
1. <u>Negotiated Settlement</u>			
2. Ability to Pay			
3. Other (explain)			
<b>C. Compliance History</b>			
No Previous Violations (0 – 10%)	-	_____	%
Similar Violation in Past 12 months (5 - 50%)	+	<u>15</u>	%
Previous Citation #5314 Issued on 10/23/12			
Previous Citation #5244 Issued on 08/09/12			
Similar Violation within past 3 year (10 - 25%)	+	_____	%
Previous Unrelated Violation (5 – 25%)	+	_____	%
<b>Total Penalty Adjustment Factors</b> – sum of A, B, & C		<u>-35</u>	%

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:

<u>\$ 8,100</u>	x	<u>-35 %</u>	=	<u>\$ 2,835</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

**Additional Credit for Environmental Investment/Training – N/A**

Adjusted Penalty:

<u>\$ 8,100</u>	-	<u>\$ 2,835</u>	=	<u>\$ 5,000</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		<b>Negotiated Fine</b>

*Dennis A. Carfoglio*  
 Air Quality Specialist

9-6-2013  
 Date

AIR QUALITY MANAGEMENT  
AUTHORITY TO CONSTRUCT  
APPLICATION SUBMITTED BY MAVERIK INC  
LOCATED AT 11795 VETERANS PAKWAY, RENO NV  
DATED AUGUST 1, 2012



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

August 1, 2012

Mr. Gary Gines  
Maverik, Inc.  
880 West Center Street  
N. Salt Lake City, UT 84054

COPY

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 11795 Veterans Pkwy in Reno, NV. The equipment, as proposed in your application received July 23, 2012, 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 affect 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

[www.washoecounty.us/health](http://www.washoecounty.us/health)

WASHOE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER HIRING EMPLOYMENT ELIGIBLE APPLICANTS  
Printed on Recycled Paper



COPY

**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).

COPY

Mr. Gines/Maverick, Inc.  
August 1, 2012

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 G-70-150-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.

COPY

Mr. Gines/Maverick, Inc.  
August 1, 2012

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) 784-7206.

Sincerely,



Michael Wolf C.E.M.  
Environmental Engineer II

COMPLAINT INVESTIGATION REPORT  
Washoe County Air Quality Management Division

Complaint Number: **CMP13-0117**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 08/08/2013

Time: 8:00 A.M.

Inspector: WPRICHARD

Inspector Area: 4

Complaint Description: NOV CITATION 5245 - CASE 1130 - VIOLATION PERMIT TO OPERATE 030.2175

Address: 11795 VETERANS PKWY RENO

Location:

Parcel Number:

Related Permit Number:

Complainant:

WALLACE PRICHARD - AQ SPECIALIST II  
AIR QUALITY MANAGEMENT  
1001 E 9TH ST STE B171  
RENO NV 89512  
775-784-7212

Responsible Party:

MAVERIK  
11795 VETERANS PARKWAY  
RENO NV 89521

Investigation:

Violation of Permit to Operate 030.2175

On August 9, 2013, it was brought to the attention of Air Quality Specialist Prichard by Branch Chief Charlene Albee that Maverick Inc., Station #477 was operating in violation of their Authority to Construct-Permit Conditions Testing. This generated a complaint CMP13-0117 from the office of Air Quality Management Division (AQMD) for a violation of permit conditions.

Maverick Inc., Station #477 was issued an Authority to Construct on August 1, 2012. The location is 11795 Veterans Parkway, Reno, Nevada 89521.

On March 21, 2013, Branch Chief Charlene Albee was notified by Nicholas J Florey the Environmental Health Specialist, Washoe County that the Underground Storage Tank inspections were completed.

On April 1, 2013 Maverick Station #477 started their sales of fuel and continued operating for five (5) months without submitting testing results which are required within thirty (30) days of the station opening for business.

On April 18, 2013 a call to Maverick Inc., was placed by Branch Chief Charlene Albee to remind Maverick of the required testing and requested the results of their Leak Test For Vapor Tightness, Dynamic Back Pressure Test and A/L (Air to Liquid) Test be sent to (AQMD) as soon as completed.

These tests are required to be conducted prior to issuance of the Permit to Operate also the following tests must be conducted within thirty (30) days of the station opening for business and the results must be submitted to the Washoe County Health District, Air Quality Management Division.

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

Specialist Prichard upon review of file information and the failure to comply with the required testing and submittal to Air Quality Management Division; a Notice of Violation Of Permit Conditions, #5245 Citation was issued. This is a Major Violation of Section: 030.2175 Violation Of Permit Conditions. At the time the citation was issued and a appeal form was include along with Specialist Prichards business card and Branch Chief Charlene Albee's direct phone line.

Branch Chief Charlene Albee was notified on August 9, 2013, at 1500 hours that it was confirmed that a Violation Of Permit Conditions had occurred and that a Notice of Violation (NOV) Citation was issued.

Enforcement Activities

Warning Citation...: 08/09/2013	Citation Number: 5245
NOV.....:	NOV Number.....: 0
	Case Number.....: 1130
Settlement.....:	Amount.....: \$0.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON	Completed Date...:
Date Assigned.....: 08/08/2013	Completed By.....:



EMAIL CORRESPONDENCE  
FROM NICHOLAS FLOREY, WC HEALTH DISTRICT, ENVIRONMENTAL HEALTH SPECIALIST  
TO CHARLENE ALBEE, WC HEALTH DISTRICT, ACTING DIVISION DIRECTOR

DATED: TUESDAY, MARCH 21, 2013

## Albee, Charlene

---

**From:** Florey, Nicholas J  
**Sent:** Thursday, March 21, 2013 10:49 AM  
**To:** Albee, Charlene  
**Subject:** Maverik Stores #475 (E Prater) 7 #477 (Geiger)

Charlene,

We have completed our UST inspections at the latest Maverik locations. I may have lost the forms we usually send over to you guys, so I just wanted to let you know. Please let me know if you need any information from us. Thanks.

**Nicholas Florey, REHS**  
Environmental Health Specialist  
Washoe County Health District  
1001 E Ninth Street Reno, NV 89512  
[nflorey@washoecounty.us](mailto:nflorey@washoecounty.us)  
ph: 775-328-2702 fax: 775-328-6176



L. A. PERKS - TESTING AND INSPECTION CERTIFICATE RESULTS FOR  
MAVERIK INC #477 - LOCATED AT  
11795 VETERANS PARKWAY, RENO NV 89521

DATED: AUGUST 19, 2013



## TP-201.1E

## Leak Rate and Cracking Pressure of Pressure/Vacuum Vent Valves

Permit Number:		Test Company: L.A.Perks Plumbing & Heating Inc.	
Site Name: MAVRIK 477		Technician:	
Site Address: VETERANS		Certification Number:	Expiration Date:
City: RENO	Zip: 89521	District:	
Date/Time of Test: 8/19/13			

## TEST INFORMATION

Calibration date for digital manometer (must be within 180 days of the test)	8/5/13
Ending value for digital manometer drift test (must be 0.01 in. w.c. or less)	0.00
	Pass/Fail
Test stand leak check (must maintain a steady pressure between 18.0 and 20.0 in. w.c. with no soap bubbles forming)	PASS

<b>P/V Valve Manufacturer:</b> OPW	<b>Model Number:</b>	<b>Pass</b> <input checked="" type="checkbox"/> <b>Fail</b> <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH): 5	Manufacturer's Specified Negative Leak Rate (CFH): .21	
Measured Positive Leak Rate (CFH): 6	Measured Negative Leak Rate (CFH): 24	
Positive Cracking Pressure (in. w.c.): 3.03+	Negative Cracking Pressure (in. w.c.): 4.33-	

<b>P/V Valve Manufacturer:</b> OPW	<b>Model Number:</b>	<b>Pass</b> <input checked="" type="checkbox"/> <b>Fail</b> <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH): 5	Manufacturer's Specified Negative Leak Rate (CFH): .21	
Measured Positive Leak Rate (CFH): 8	Measured Negative Leak Rate (CFH): 27	
Positive Cracking Pressure (in. w.c.): 2.55+	Negative Cracking Pressure (in. w.c.): -4.44	

<b>P/V Valve Manufacturer:</b>	<b>Model Number:</b>	<b>Pass</b> <input type="checkbox"/> <b>Fail</b> <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH):	Manufacturer's Specified Negative Leak Rate (CFH):	
Measured Positive Leak Rate (CFH):	Measured Negative Leak Rate (CFH):	
Positive Cracking Pressure (in. w.c.):	Negative Cracking Pressure (in. w.c.):	

<b>P/V Valve Manufacturer:</b>	<b>Model Number:</b>	<b>Pass</b> <input type="checkbox"/> <b>Fail</b> <input type="checkbox"/>
Manufacturer's Specified Positive Leak Rate (CFH):	Manufacturer's Specified Negative Leak Rate (CFH):	
Measured Positive Leak Rate (CFH):	Measured Negative Leak Rate (CFH):	
Positive Cracking Pressure (in. w.c.):	Negative Cracking Pressure (in. w.c.):	

I declare, under penalty of perjury under the laws of the state of California that based on information and belief formed after reasonable inquiry, the statements and information provided in this document are true, accurate, and complete.

Signature of Technician: R WOOD \_\_\_\_\_

Date: 8/19/13 \_\_\_\_\_







AIR QUALITY MANAGEMENT  
PERMIT TO OPERATE # 612-0004  
APPLICATION SUBMITTED BY MAVERIK INC #477



# PERMIT TO OPERATE

An Air Pollution Emission Source

No. G12-0004

Issued By Air Quality Management Division, Washoe County Health District

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

ISSUED TO: MAVERIK INC. Gen Air - Gasoline

ADDRESS: 880 WEST CENTER STREET, NORTH SALT LAKE CITY, UT, 84054

LOCATION: 11795 VETERANS PKWY, RENO, NV 89521

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDER #G70-150-AE, 20 GASOLINE AND 6 DIESEL 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 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: 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.

CONTROL OFFICER

10/31/2014

EXPIRATION DATE

\$919.00

ANNUAL RENEWAL FEE

G12-0004

PERMIT NO.

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





# PERMIT TO OPERATE

An Air Pollution Emission Source

No. G12-0004

Issued By Air Quality Management Division, Washoe County Health District

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

ISSUED TO: MAVERIK INC. Gen Air - Gasoline

ADDRESS: 880 WEST CENTER STREET, NORTH SALT LAKE CITY, UT, 84054

LOCATION: 11795 VETERANS PKWY, RENO, NV 89521

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDER #G70-150-AE, 20 GASOLINE AND 6 DIESEL NOZZLES

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).

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.

CONTROL OFFICER

10/31/2014

EXPIRATION DATE

\$919.00

ANNUAL RENEWAL FEE

G12-0004

PERMIT NO.

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



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: October 24, 2013

TO: District Board of Health

FROM: Charlene Albee, Acting Director, Air Quality Management

SUBJECT: Joel Becerra Macias – Case No. 1132  
Unappealed Citation No. 5384  
Agenda Item: **8. A. 1. c.**

### Recommendation

Air Quality Management Staff recommends that Citation No. 5384 be upheld and a fine of \$2,500 be levied against Joel Becerra Macias for disturbing an area in excess of one acre on a 40-acre parcel without a dust control permit and no water trucks for dust control. Failure to obtain a dust control permit and to control fugitive dust while grading is 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: \$5,000

Negotiated Fine: \$2,500

### Background

On August 21, 2013, Air Quality Specialist II Michael Osborn was dispatched to 6155 Sage Flat Road in Palomino Valley to investigate a complaint of fugitive dust. Upon arrival, AQ Specialist Osborn observed a large piece of equipment in an open area grading and scraping vegetation from the very loose bug-dust type material on the site. A large cloud of fugitive dust was being generated by the scraping and grading activities. AQ Specialist Osborn approached and introduced himself to the loader operator to make him aware of the purpose of his visit to the site. The loader operator was identified as Mr. Joel Becerra Macias, the owner of the property.

AQ Specialist Osborn then inquired as to what Mr. Becerra was building on the property. Mr. Becerra told AQ Specialist Osborn that he was constructing a commercial horse race track on the site. AQ Specialist Osborn then asked Mr. Becerra for his dust control permit and water truck logs for the project. Mr. Becerra stated that he had no dust control permit and no water truck logs. Based on the fact that approximately 10 – 15 acres had been graded and Mr. Becerra had no dust control permit, AQ Specialist Osborn issued a STOP WORK Order and Notice of Violation Citation No.5384 for a major violation of Section 030.000 Source Permitting and Operation. AQ Specialist Osborn provided Mr. Becerra with instructions on how to obtain a dust control permit for the horse race track.

### Settlement

On August 26, 2013, Senior Air Quality Specialist Dennis Cerfoglio conducted a negotiated settlement meeting attended by AQ Specialist Osborn, Mr. Joel Becerra Macias and Ms. Veronica Cortes. After consideration of all the facts presented in the case, Senior Specialist Cerfoglio proposed that Citation No. 5384 be upheld with a fine of \$2,500. A Memorandum of Understanding was signed by all parties.

October 24, 2013

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

An application for a dust control permit was submitted by Mr. Macias on September 10, 2013, bringing the property into compliance with the Air Quality Regulations. However, the Stop Work Order will remain in effect for any additional grading activities until a Special Use Permit is issued by the Washoe County Community Services Department.

**Alternatives**

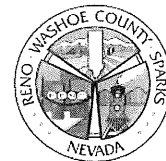
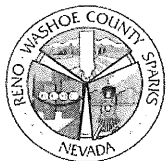
1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5384.
  
2. The Board may determine to uphold Citation No. 5384 and levy a fine in the range of \$0 to \$10,000 per day.

In the event the Board determines to change the penalty, the matter should be continued so that Joel Becerra Marcias may be properly noticed.



Charlene Albee, Acting Director  
Air Quality Management Division

CA/DC: mc



**NOTICE OF VIOLATION**

NOV 5384

DATE ISSUED: Aug 21, 2013

ISSUED TO: Joel Berman-Morris PHONE #: 775-529-4375

MAILING ADDRESS: 1965 Greenbush Dr CITY/ST: Sparks, NV ZIP: 89431

NAME/OPERATOR: Same PHONE #: Same

PERMIT NO. None COMPLAINT NO. CMA13-0125

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON Aug 21, 2013 (DATE) AT 11:15 AM (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 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 a dust control plan for denuding of approx. 40 acres of ground for a horse race track. No water or H<sub>2</sub>O trucks on site

LOCATION OF VIOLATION: 6155 Sage Flat Rd, Reno

POINT OF OBSERVATION: On site (17286 Co-Front Xcode)

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

Emissions Observed: Fugitive dust  
 (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 8/21/13 (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: 8-21-2013

Issued by: [Signature] Title: AQST

**PETITION FOR APPEAL FORM PROVIDED**

# STOP WORK

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

DATE 9/21/2013 TIME 11:25 AM  
OWNER/OPERATOR Joel Barrena-Macias  
ADDRESS 1965 Humboldt, Sparks  
EQUIPMENT DESCRIPTION Grill Moving /  
Demolishing  
NOTICE OF VIOLATION # 5384 DATE 9/21/13

- 30.105 Asbestos Removal
- 40.080 Gas Station Operations
- 30.200 Source Operations Without Permit

VIOLATION SECTION Grill moving / demolishing  
equipment. Commercial ACP  
received.

YOU HAVE BEEN DULY NOTIFIED OF THIS VIOLATION  
AND ARE HEREBY ORDERED TO CEASE CONSTRUCTION,  
INSTALLATION, ALTERATION, OR OPERATION OF THIS  
SOURCE.

FAILURE TO CONFORM MAY RESULT IN A FINE OF UP TO  
\$10,000 PER DAY AS LEVIED BY THE DISTRICT BOARD OF  
HEALTH PURSUANT TO THE AIR POLLUTION CONTROL  
REGULATIONS FOR RENO, SPARKS, AND WASHOE  
COUNTY.

By   
Inspector

**UNLAWFUL TO REMOVE THIS TAG**

H-AIR-13 (REV.04/12)



**DISTRICT HEALTH DEPARTMENT  
AIR QUALITY MANAGEMENT DIVISION**

**MEMORANDUM OF UNDERSTANDING**

AIR QUALITY MANAGEMENT DIVISION  
WASHOE COUNTY HEALTH DISTRICT

Date: August 26, 2013

Company Name: Joel Becerra-Macias

Company Address: 1965 Greenbree, Sparks, NV 89431

Notice of Violation No.: 5384 Case No.: 1132

Location of Violation: 6155 Sage Flat Rd, Reno, NV

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

030.000 DUST CONTROL PLAN Required

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 2,500<sup>00</sup>. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on

October 24, 2013.

Signature of Company Representative

Joel Becerra Macias

Print Name

owner

Title

Cartes

Witness

Witness

Signature of District Representative

DENNIS A. CERFOGLIO

Print Name

Sr. Air Quality Spec.

Title

Witness

Witness

**AIR QUALITY MANAGEMENT - ADMINISTRATIVE PENALTY TABLE &  
RECOMMENDED FINE CALCULATION WORKSHEET**

# Administrative Penalty Table

## Air Quality Management Division Washoe County Health District

### I. Minor Violations - Section 020.040(C)

<u>Regulation</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>
040.005 Visible Emissions	\$ 1,000	\$ 2,500
040.030 Dust Control (fugitive)	250	750
040.035 Open Fires	500	1,000
040.040 Fire Training	500	1,000
040.050 Incinerator	1,000	2,000
040.051 Woodstoves	500	1,000
040.055 Odors	1,000	2,000
040.080 Gasoline Transfer (maintenance)	1,000	2,000
040.200 Diesel Idling	500	1,000
050.001 Emergency Episode	1,000	2,000

### II. Major Violations - Section 020.040

<u>Regulation</u>	<u>Violation</u>	<u>Source Category</u>	
		<u>Minimum</u>	<u>Maximum</u>
030.000	Construction/Operating without Permit (per major process system or unit/day)	\$ 5,000	\$ 10,000
030.1402	Failure to Comply with Stop Work Order	10,000/day	10,000/day
030.2175	Operation Contrary to Permit Conditions (per day or event)	2,500	10,000
030.235	Failure to Conduct Source Test or Report (per Reporting Period for Each Unit)	2,500	5,000
	All other Major Violations (per day or event)	\$ 5,000	\$ 10,000
030.000	Construction Without a Dust Control Permit		
	Project Size – Less than 10 acres	\$ 500 + \$50 per acre	
	Project Size – 10 acres or more	\$1,000 + \$50 per acre	

### III. Major Violations - Section 030.107 Asbestos

A. Asbestos Sampling & Notification	\$ 2,000 - \$10,000
B. Asbestos Control Work Practices (per day or event)	\$ 5,000 - \$10,000
C. Asbestos Containment & Abatement (per day or event)	\$ 5,000 - \$10,000



**Washoe County Air Quality Management  
Permitting & Enforcement Branch  
Recommended Fine Calculation Worksheet**

Company Name Joel Becerra Macias  
Contact Name \_\_\_\_\_

Case #1132 NOV #5284 Complaint CMP13-0125

Violation of Section 030.000 Source Permitting and Operation

**I. Base Penalty as specified in the Penalty Table = \$ 5,000**

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

(The degree of which the person/company has deviated from the regulatory requirements)

Minor – 0.5 Moderate – 0.75 Major – 1.0 **Adjustment Factor** 1.0

**2. Toxicity of Release**

Criteria Pollutant – 1x

Hazardous Air Pollutant – 2x **Adjustment Factor** 1.0

**3. Environmental/Public Health Risk** (Proximity to sensitive environment or group)

Negligible – 1x Moderate – 1.5x Significant – 2x **Adjustment Factor** 1.0

Total Adjustment Factors (1 x 2 x 3) = 1.0

**B. Adjusted Base Penalty**

Base Penalty 5,000 x Adjustment Factor 1.0 = **\$ 5,000**

**C. Multiple Days or Units in Violation**

Adjusted Penalty 5,000 x Number of Days or Units 1.0 = **\$ 5,000**

**D. Economic Benefit**

Avoided Costs \$ 1,237 = **\$ 1,237**

Cost of Dust Control Permit for 10 acres of disturbance

**Penalty Subtotal – Recommended Fine**

Adjusted Base Penalty \$ 5,000 + Economic Benefit \$ 1,237 = **\$ 6,237**

### III. Penalty Adjustment Consideration

<b>A. Degree of Cooperation</b> (0 – 25%)	-	<u>25</u>	%
<b>B. Mitigating Factors</b> (0 – 25%)	-	<u>25</u>	%
1. <u>Negotiated Settlement</u>			
2. Ability to Pay			
3. Other (explain)			
<b>C. Compliance History</b>			
No Previous Violations (0 – 10%)	-	<u>10</u>	%
Similar Violation in Past 12 months (5 - 50%)	+	<u>        </u>	%
Previous Citation #5314 Issued on 10/23/12			
Previous Citation #5244 Issued on 08/09/12			
Similar Violation within past 3 year (10 - 25%)	+	<u>        </u>	%
Previous Unrelated Violation (5 – 25%)	+	<u>        </u>	%
<b>Total Penalty Adjustment Factors</b> – sum of A, B, & C		<u>-60</u>	%

### IV. Recommended/Negotiated Fine

Penalty Adjustment:

$$\begin{array}{rclcl} \underline{\$ 6,237} & & \times & \underline{-60 \%} & = & \underline{\$ 3,745} \\ \text{Penalty Subtotal} & & & \text{Total Adjustment Factors} & & \text{Total Adjustment Value} \\ \text{(From Section II)} & & & \text{(From Section III)} & & \end{array}$$

**Additional Credit for Environmental Investment/Training – N/A**

Adjusted Penalty:

$$\begin{array}{rclcl} \underline{\$ 6,237} & & - & \underline{\$ 3,745} & = & \underline{\$ 2,500} \\ \text{Penalty Subtotal} & & & \text{Total Adjustment Value} & & \text{Negotiated} \\ \text{(From Section II)} & & & \text{(From Section III + Credit)} & & \text{Fine} \end{array}$$

Dennis A. Cerfoglio  
Air Quality Specialist

Aug. 26, 2013  
Date

AIR QUALITY MANAGEMENT  
DUST CONTROL PERMIT # DCP13-0089  
APPLICATION SUBMITTED FOR RANCHO AGUITAS RACE TRACK  
LOCATED AT 6155 SAGE FLAT ROAD, RENO NV - PALOMINO VALLEY



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

Dust Control Permit #: DCP13-0089

Name of Development: RANCHO AGUITAS RACE TRACK

Location of Development: 6155 SAGE FLAT ROAD, RENO NV - PALOMINO VALLEY

Acres: 10

# of Water Trucks: 1

Issued Date: 09/11/2013

Expiration Date: 03/13/2015

Issued To: JOEL BECERRA

The following requirements are special conditions of approval for this dust control permit in addition to the standard conditions noted in the permit application. The special conditions noted below must be followed in all activities covered in this permit.

1. The required number of water trucks will be assigned and available for operation 24 HOURS A DAY, 7 DAYS A WEEK for the purpose of water application for control of fugitive dust. If the required number cannot control fugitive dust emissions from equipment operations and/or gusty wind conditions, the applicant shall immediately provide additional water trucks. CESSATION OF OPERATIONS IS REQUIRED IF DUST CANNOT BE CONTROLLED DUE TO EQUIPMENT OPERATIONS AND/OR GUSTY WIND CONDITIONS. IF CESSATION OF OPERATIONS IS USED AS A DUST CONTROL MEASURE, CONTINUED WATERING OF THE PROJECT IS REQUIRED.
2. Dust emissions generated on any entrance or exit haul roads due to equipment operations or gusty wind conditions must be controlled 24 hours a day, 7 days a week, by the use of water application or an environmentally safe dust palliative (District Regulation 040.030, Section C. 2. a. and b.) Any palliative used must comply with state and local regulations and not provide a noxious odor or contaminate ground water.
3. All projects importing or exporting dirt, rock or other fill materials must comply with the work practice standards in District Regulation 040.030, Section C. 4., including load tarping, watering or Freeboard. Any soil tracked onto adjoining paved roadways will be promptly removed by wet broom or washing. Regular vacuum or wet sweeping will be performed at least daily, and more often if necessary or if ordered by the Control Officer due to a violation. Any materials tracked out or spilled which cause visible fugitive dust for a period of five (5) minutes in any hour period shall be cleaned up immediately.
4. Any soil or fill storage piles operated or maintained as a part of this construction lot will be covered or wetted down sufficiently to prevent wind blown dust. Dust emissions from screening operations will be controlled by the use of a water truck or other control measure that prevents fugitive dust.

1001 E 9<sup>th</sup> Street Suite B171, RENO NV 89512  
(775) 784-7200 · FAX (775) 784-7225 [www.washoecounty.us/health](http://www.washoecounty.us/health)

5. The applicant shall implement additional dust control measures, such as extra water trucks, water cannons, re-vegetation, environmentally safe dust palliatives (which comply with all applicable regulations and do not emit a noxious odor and do not contaminate ground water), wind fencing, and/or cessation of operations should these measures fail to control fugitive dust emissions from this project.
6. Once final grade has been completed, and if no structures are being constructed, the owner/developer shall be required to establish a long-term stable surface. This shall include re-vegetation or covering the disturbed soil with rock or crushed asphalt products within 30 days of completion of final grade. The use of an approved palliative is an option, but must be approved by the Air Quality Management Division (AQMD) prior to application.
7. The applicant shall provide a Material Safety Data Sheet (MSDS) and dilution ratio to AQMD staff for any dust palliative selected for use as a dust control measure at this site.
8. A copy of this dust control permit shall be maintained at the construction project site and available to any sub-contractor or Air Quality Management Division inspector to review upon request.
9. ANY CHANGES MADE TO THE PROPOSED OPERATIONS, SCOPE OF WORK OR SURFACE DISTURBANCES UNDER THIS DUST CONTROL PERMIT shall be submitted to the Washoe County Health District, AQMD in writing and must receive approval from the Control Officer prior to implementation.
10. The owner or the general contractor shall erect an informational sign at the main entrance to the project site. The sign shall be a minimum of 4 ft by 4 ft in size, and shall be in place prior to initiation of disturbance of the ground surface. The sign lettering shall be at least 4 inches high and shall be bold and easily readable by the public. The sign shall remain in place for the life of the project. The sign shall include the following information, also see attached example:
  - a) The name of the project.
  - b) A statement identifying the General Contractor.
  - c) A statement proclaiming that "All operators at this site are required to control dust emissions from their operations. The General Contractor is required to oversee and control project wide dust emissions."
  - d) A statement proclaiming that "For dust related problems coming from this site, or to make a dust complaint, call this phone number 24 hours per day, seven days per week: (775) 784-7200. A 24-hour phone number for both the Contractor/Developer and the Air Quality Management Division shall also be posted. The 24-hour phone number for complaints to the Air Quality Management Division is (775) 784-7200.

11. A log book of all dust control operations, containing all information as required by the Control Officer in the standard "WASHOE COUNTY DUST CONTROL LOG" must be maintained on a daily basis (copies of blank log sheets are available at the Air Quality Management Division Office). Required information includes, but is not limited to, the number of OPERATING water trucks/pulls, the size of OPERATING water trucks/pulls (gallons capacity of each truck/pull), and the condition of the surface crust on disturbed areas. The operator shall record in the logbook all dust control efforts and the compliance level of the site with dust control requirements. The logbook shall be kept at the project site and made available to District representatives upon request.
12. Visible dust may not be emitted into the air from any operations or disturbed areas of this project for more than 5 minutes in any hour period (Regulation 040.030, Section C. 1). All disturbed areas must maintain a visible surface crust or other cover in compliance with Regulation 040.030, Section C.2.c. Compliance shall be determined using US Environmental Protection Agency Reference Method 22, with an observation period of not less than 5 minutes in any hour period. Copies of District Regulations, enforcement policies and USEPA Reference Testing Methods may be obtained by contacting the Air Quality Management Division at (775) 784-7200.
13. Failure to comply with all of the requirements of this Dust Control Permit shall be considered a citable violation of District Regulations and this dust control permit. Citations may be issued for each day of violation, in amounts up to \$10,000 per day as stated in District Regulations.
14. Any use of recycled wastewater from a public or private sewer treatment plant must take into account the protection of public health.

**NOTE:** All operators who clear more than one (1) acre of land also need an NPDES permit addressing water quality issues related to storm run-off from the Nevada Division of Environmental Protection. Contact the Bureau of Water Pollution Control at (775) 687-9418 for further information.

Charlene Albee  
Control Officer

*THIS IS NOT A GRADING PERMIT. THESE CONDITIONS ADDRESS DUST CONTROL ONCE THE GRADING PERMIT HAS BEEN OBTAINED. IF THE GRADING PERMIT IS DENIED THIS PERMIT IS VOID.*

DUST CONTROL PERMIT APPLICATION

AIR QUALITY MANAGEMENT DIVISION
PO Box 11130, Reno NV 89520-0027 \* (775) 784-7200 \* Fax (775) 784-7225
www.ourcleanair.com

SEP 10 2013

WASHOE COUNTY HEALTH DIST.

FEE as of July 1, 2013: \$120.00 per acre - plus a one-time \$37.00 admin fee per permit
(Less than .5 acres round down; .5 and greater round up)

To be filled in by AQ Staff
Permit No.: DCP13-0089
Area: 2
Water Truck(s): 1
Hydro Basin: Yes [No]

THE "APPLICANT" IS RESPONSIBLE FOR ALL DUST CONTROL 24 HOURS A DAY, SEVEN DAYS A WEEK, Including weekends and holidays, from commencement of project to completion.

The Applicant must be the Property Owner/Developer, and signed by the Applicant or his Attorney in Fact. Fill in the application completely or it will be returned for completion.

- 1. Name of Development: Rancho Aquitas RACE TRACK
2. Development Address: 6155 Sage Flat Rd Reno NV 89510
3. Size of Project (disturbed acres): 10
4. Type of Project (choose one): Commercial [X] Municipal Projects Utilities New Road/Street/Highway Road Rehab/Maintenance Residential Sub/Multi-Family Single Family Residence
6. If renewing an existing permit, list permit number:

NOTE - - The Dust Control Permit is valid for eighteen (18) months from the date of approval. If the project is not complete or has not commenced by the expiration date, the Applicant must submit a renewal application to the Air Quality Management Division. Failure to do so will result in the Permit expiring and could result in a citation.

- 7. APPLICANT -- Name and current Address of Property Owner/Developer:
Owner/Developer: Joel Becerra Contact: Joel Becerra
Address: 1965 Greenbark Dr
City: Sparks State: NV Zip: 89431
Phone Number: 775 527-4375 Email:
8. Name and current Address of Project Engineer/Consultant:
Engineer/Consultant: owner same as above Contact:
Address:
City: State: Zip:
Phone Number: Email:
9. Name and Address of General Contractor:
Contractor: owner Contact:
Address:
City: State: Zip:
Phone Number: Email:
10. Name and Address of Grading/Excavating Contractor:
Contractor: owner Contact:
Address:
City: State: Zip:
Phone Number: Email:

10910'13 NOV 25 11:01 AM

11. Proposed Construction Dates – Per Phase:

\*\*\* provide grading and phasing maps \*\*\*

On-Site Grading/Excavation: Start: 8-15-13 Complete: 9-10-13  
Building Construction: Start: \_\_\_\_\_ Complete: \_\_\_\_\_

- 12. Will fill material be required? Yes \_\_\_\_\_ yd<sup>3</sup> \_\_\_\_\_; No X
- 13. Will there be an excess of native material as a result of excavation? Yes \_\_\_\_\_ yd<sup>3</sup> \_\_\_\_\_  
No X
- 14. Amount of Material to be excavated (yd<sup>3</sup>): \_\_\_\_\_
- 15. Is there a soil analysis report available? Yes \_\_\_\_\_ No X
- 16. On-Site soil type: \_\_\_\_\_
- 17. Method of dust control to be utilized (per phase): (attach a map showing dust control strategy-utilize scale with contours)

Water Truck(s) 1 truck - 3 per day (number of trucks)  
Chemical Sealant \_\_\_\_\_ (type – attach MSDS Sheets)  
Sprinklers/Water Cannons \_\_\_\_\_ (locations)  
Compaction \_\_\_\_\_ (percent)  
Enclosure \_\_\_\_\_ (fences, windbreaks)  
Revegetation \_\_\_\_\_ (type – attach seeding schedule)  
Will temporary irrigation be supplied? Yes \_\_\_\_\_ No \_\_\_\_\_  
Water Source: well  
Speed Limits \_\_\_\_\_ Other \_\_\_\_\_

**NOTE - Permanent stabilization methods such as construction/landscaping, revegetation, chemical sealant/palliative, or other approved method(s) of dust suppression must occur "within 30 days of grading completion". Dust suppression must continue regardless of construction status.**

- 18. Method to control mud and soil being tracked onto adjacent paved roadways: 1 mile to pavement  
dry water dries off
- 19. Frequency of daily street cleaning: every four hours
- 20. Describe the methods (fences, barriers, etc.) to prevent unauthorized traffic on the construction site(s): fences and gates
- 21. Persons to be contacted during non-working hours in case of dust problems:  
Name & Phone no: Joel Becerra 507-4375 Email: \_\_\_\_\_  
Name & Phone no: Veronica Cortes 685-4582 Email: \_\_\_\_\_

22. The Applicant's (Owner/Developer) signature or that of his/her Attorney in fact on this application shall constitute agreement by the Applicant to accept responsibility for meeting the "Conditions of Plan" (attached):

[Signature] \_\_\_\_\_ Date 9-10-13  
Signature \_\_\_\_\_ Date  
Joel Becerra \_\_\_\_\_ Title owner  
Print or type name \_\_\_\_\_ Title  
\_\_\_\_\_ Phone Number 527 4375  
Company Name \_\_\_\_\_ Phone Number



COMPLAINT INVESTIGATION REPORT  
Washoe County Air Quality Management Division

Complaint Number: **CMP13-0125**

Complaint Status: NOV

Source of Complaint: CITIZEN

Complaint Type: CNSTDUST

Date Received: 08/21/2013

Time: 9:26:00 AM

Inspector: MOSBORN

Inspector Area: 2

Complaint Description: NOV CITATION 5384 - CASE 1132 - LOTS OF DUST (HAPPENING NOW) FOR THE PAST 2 WEEKS FROM SKIP LOADER GOING BACK & FORTH ON 40 ACR

Address: 6155 SAGE FLAT RD WCTY

Location: SAGE FLAT ROAD & WHISKEY SPRINGS ROAD -

Parcel Number: 07736018

Related Permit Number: None

Complainant:

ANONYMOUS

Responsible Party:

JOEL BECERRA MACIAS

1965 GREENBRAE DR  
SPARKS NV 89431  
775-527-4375

Investigation:

At approximately 1005 a.m. on August 21st, Supervisor Cerfoglio contacted this Specialist about a dust complaint occurring 6155 Sage Flat Road. Anonymous personnel stated that for the past 2 weeks a skip loader was going back and forth on this 40 acre lot with no permits.

On arrival on the scene Specialist Osborn observed an apparent large piece of earth moving equipment in an open area believed to be 6155 Sage Flat Rd. It was producing a huge cloud of dust as Specialist Osborn entered onto an apparent access path or road. The road was very soft with bug dust (estimated to be 6-8 inches deep.) A large cloud of dust was produced just from the Air Quality vehicle traveling at less than five miles per hour.

After gaining access to the forty acre tract of land, there was observed a 1T286 Caterpillar front loader removing vegetation from the northern part of the parcel. This Specialist observed two male individuals standing by a white pick-up truck. One of these individuals was later identified as the owner of the land in question. He was identified as Joel Becerra-Macias. Mr. Becerra was asked what they were going to build on this parcel. Mr. Becerra stated that they were constructing a commercial horse race track. I asked him how much of the forty acres he had planned on denuding and he stated the entire forty acres. I then asked Mr. Becerra for his dust control plan and water truck logs. He stated that he had no dust control plan.

It was obvious from observation that the area had not been watered as of recent and was extremely dry. Mr. Becerra was advised that effective immediately the site was closed down with a stop work order. Mr. Becerra called the rental company to pick up the piece of equipment and was given permission to move it to the property line for pick-up by the rental company. A copy of the stop work order was given directly to him since the equipment was being removed. Mr. Becerra-Macias was issued Notice of Violation Citation No. 5384 for 030.000; Operating without a Dust Control Permit. He was further presented with a petition for appeal form.

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

Enforcement Activities

Warning Citation..:	Citation Number: 5384
NOV.....: 08/21/2013	NOV Number....: 0
	Case Number.....: 1132
Settlement.....: 08/26/2013	Amount.....: \$2,500.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: MAMES	Completed Date....:
Date Assigned.....: 08/21/2013	Completed By.....:

PHOTOS TAKEN BY AQ SPECIALIST II, MICHAEL OSBORN  
OF 6155 SAGE FLAT ROAD, RENO NV 89510

DATED AUGUST 21, 2013



The following six photographs show acreages already denuded on this parcel. No Dust Control Plan, water or water trucks on site.



08/21/2013 11:14:47 AM



08/21/2013 11:14:50 AM



08/21/2013 11:15:03 AM





08/21/2013 11:13:30 AM

This photo depicts a 1T286 Cat front end loader being used to remove vegetation from 40 acre plot located at 6155 Sage Flat Rd.





08/21/2013 11:18:21 AM

The above photograph depicts the only access known to this property estimated at approximately one-half mile of bug dust 6 to eight inches deep.





08/21/2013 11:15:19 AM



08/21/2013 11:15:40 AM



08/21/2013 11:15:50 AM

**WASHOE COUNTY ASSESSORS INFORMATION**



WASHOE COUNTY QUICK INFO (Summary data may not be complete representation of property)

08/21/2013

**All data on this form is for use by the Washoe County Assessor for assessment purposes only.**

Owner Information & Legal Description			Building Information	
APN	077-360-18	Card 1 of 1	Property Name:	
Situs	6155 SAGE FLAT RD <b>Reno 89510</b>		Quality	Building Type
Owner 1	BECERRA, JOEL		Stories	
Owner 2 or Trustee			Year Built	0
Owner 3 or Trustee			Weighted Average Year	0
Mail Address Copy to Clipboard	1965 GREENBRAE DR		Square Feet does not include Basement or Garage Conversion Area.	
	SPARKS NV 89431		Bedrooms	0
Keyline Desc	DLM 169 LT A		Click here for Improvement Details (building sq ft, Yard Items, etc).	
Subdivision	UNSPECIFIED		Full Baths	0
Lot A Block		Section Township 23 Range 21	Half Baths	0
Record of Survey Map : Parcel Map# : Sub Map#	169		Fixtures	0
Special Property Code			Fireplaces	0
2013 Tax Dist	9400	Prior APN	Heat Type	0
2012 Tax Dist	9400	077-360-07	2nd Heat Type	0
Tax Cap Status	Use does not qualify for Low Cap, High Cap Applied		Exterior Walls	0
Last Activity : MB 09/13/2012 Last Permit : KWS 06/02/2004			2nd Ext Walls	0
			Roof Cover	0
			%Incomplete	0
			Obso/Bldg Adj	0
			Construction Modifier	0
			Finished Bsmt	0
			Unfin Bsmt	0
			Bsmt Type	0
			Gar Conv Sq Feet	0
			Total Garage Area	0
			Garage Type	0
			Detached Garage	0
			Basement Gar Door	0
			Sub Floor	0
			Frame	0
			Units/Bldg	0
			Units/Parcel	0

**Up to 7 Sales/Transfer Records/Recorded Document (additional information/records)**

Grantor	Doc #	Doc Date	LUC	Value	Code	Notes
VALENCIA,JOSE L	4176171	11/21/2012	012	164,000	4BV	
WRIGHT,WANDA C	3258900	08/10/2005	018	325,000	1GCR	SP includes fencing, well w/o pump and partially completed barn . SVL and MLSverification.
	2356779	06/30/1999		0		

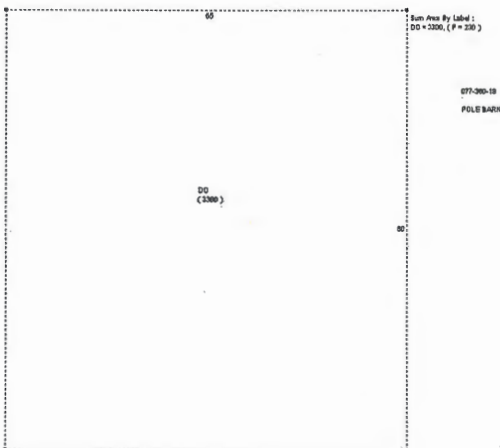
To view sale/transfer/or other recorded documents use EagleRecorder on the Recorder's web site.

Land Information (additional land information)						Create Code	MA Neighborhoods Map
Land Use	012	Sewer	NONE	Street	UNPAVED	S97	
Size	40 Ac	Water	WELL	Value Year	2014	Zoning	GRA Zoning Info
				Reason	Reappraisal	Zoning Maps	2014 Neighborhood MABJ
							2013 Neighborhood MABJ

Zoning information should be verified with the appropriate planning agency.

**Valuation Information (additional valuation information)**

2013 VN	Taxable Land	Taxable Improvement	Secured PP (rounded)	Taxable Total	Assessed Land	Assessed Improvement	Assessed Pers. Prop	Total Assessed	Supplemental New Const
2013/2014 FV	39,950	5,573	0	45,523	13,983	1,951	0	15,934	0
2012/2013 FV	39,950	5,393	0	45,343	13,982	1,888	0	15,870	0





Special Alerts For Parcel: 07736018

Parcel: 07736018 Alerts

Type	Text
Notice	Driver been contacted about expired permit for Pole Barn. Don't add other complaint to this parcel.

Continue

Select	Add New Addr
Show Similar Addresses	Show A/P/D's
Show S.E.U Levels	Change City
Mgre	Reset

Click Here to Select

Selected: 6155 SAGE FLAT RD

Level 1: Level 2: Level 3:

City: WASHOE COUNTY

More Reset Exit

Copy Proj Exit

'PERMITS' Plus®32-Bit © 2008 - Accela, Inc. All Rights Reserved

License: WASHOE COUNTY, NV

Serial Number: 6135 Users: 120

Version: v. 5.5.7



Inbox - Microsoft Out... [Washoe PERMPLUS L... 2013 Dust Permit List... ASBESTOS ASSESSME...

10:06 AM



# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

## STAFF REPORT BOARD MEETING DATE: 10/24/13

**DATE:** October 14, 2013

**TO:** District Board of Health

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

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

**SUBJECT: Ratification of Amendment #1 to Interlocal Agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services to provide consultative and clinical services for the period upon ratification through June 30, 2016; and if approved, authorize the Chairman to execute the Interlocal 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.

District Board of Health Priority supported by this item:  
Ratification of this Amendment #1 to the Interlocal Agreement supports the District Board of Health's strategic priority: *Be assured that mandates are met and needed services are delivered.* It also supports the Sexual Health Program's mission to provide coordinated and quality treatment, prevention and surveillance activities in Washoe County to reduce the transmission of sexually transmitted diseases (STDs); and the Tuberculosis (TB) Program's mission to prevent and control tuberculosis in order to reduce morbidity, disability and premature death due to TB.

BCC Strategic Objective supported by this item: Safe, secure and healthy communities.

### PREVIOUS ACTION

This is an on-going Agreement that has been entered into annually for many years. The Interlocal Agreement was approved by the District Board of Health on July 22, 2010.

**BACKGROUND**

Per the Centers for Disease Control and Prevention (CDC), juvenile detention facilities are recommended locations for STD testing due to high rates of positive Chlamydia. The County does not have the resources to provide STD testing to all Wittenberg juveniles and primarily focus on those anticipated to be held longer-term. The Washoe County Health District would like to increase the number of Wittenberg juveniles that receive STD testing and will work with the Wittenberg facility to identify juveniles which are likely to be discharged before the County can provide STD testing. The Health District will offer Chlamydia, gonorrhea and/or rapid HIV testing to these juveniles and provide personnel and equipment for said testing.

This Agreement provides for STD/TB treatment medications and tuberculosis testing solution. The County will pay for minor acute care medications, laboratory consultant time, pharmacy costs and materials.

Washoe County's Risk Manager and Deputy District Attorney have reviewed and approved this Amendment #1. This Amendment will also require Washoe Board of County Commissioner's approval.

**FISCAL IMPACT**

Should the Board approve this Interlocal Agreement there will be no additional impact to the adopted FY 14 budget, as these amounts were anticipated and included in the adopted budget in Juvenile Services program 127500 (Wittenberg Hall) for approximately \$500 in the medical services (710105) account line item.

**RECOMMENDATION**

Staff recommends that the Washoe County District Board of Health ratify Amendment #1 to Interlocal Agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services to provide consultative and clinical services for the period upon ratification through June 30, 2016; and if approved, authorize the Chairman to execute the Interlocal Agreement.

**POSSIBLE MOTION**

Move to ratify Amendment #1 to Interlocal Agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services to provide consultative and clinical services for the period upon ratification through June 30, 2016; and if approved, authorize the Chairman to execute the Interlocal Agreement.

## AMENDMENT #1 TO INTERLOCAL AGREEMENT

Between Washoe County Health District

And

Washoe County through its  
Department of Juvenile Services

AMENDMENTS: All provisions of the original agreement, attached hereto as Attachment A, remain in effect with the exception of the following:

A. The District agrees to:

**Current Contract Language:**

1. Provide, at no charge to the County, PPD solution for Tuberculosis testing, and STD/TB treatment medications to be utilized per medical protocol.
2. Provide diagnostic services per medical protocol or consultant physician order when indicated to screen for tuberculosis (Chest X-Rays, CT, or IGRA) for uninsured detainees.
3. Provide the services of the District's contract pharmacist to prepare medications for APN to administer and dispense per APN protocol signed by collaborating physician.
4. Make available minor acute care medications, at the District's cost, which would include pharmacy time and materials.
5. Pay for chlamydia, gonorrhea, HIV and syphilis screening as itemized on the State Lab invoice.
6. Sterilize the County's medical equipment on an as-needed basis.
7. Provide training or Technical Assistance for topics related to this agreement as indicated, and as the District is able.
8. Contract Pharmacist and Laboratory Consultant will submit monthly invoice(s) to the County itemizing the costs of minor acute care medications, laboratory consultant time and pharmacy time and materials.
9. Provide access and training of the Insight database/STD Module to county personnel.

**Amended Contract Language:**

1. Provide, at no charge to the County, PPD solution for Tuberculosis testing, and STD/TB treatment medications to be utilized per medical protocol to treat Wittenberg juveniles. (See Exhibit C for list of medications for chlamydia, gonorrhea, and syphilis and TB treatment).
2. Provide diagnostic services per medical protocol or consultant physician order when indicated to screen for tuberculosis (Chest X-Rays, CT, or IGRA) for uninsured Wittenberg juveniles.
3. For Wittenberg juveniles who may not have the opportunity to receive chlamydia, gonorrhea and/or HIV testing by County staff the District will:
  - a. Provide personnel and equipment for said testing
  - b. Track and properly dispose of sharps in an appropriate sharps container.

- c. Transport all specimens to the District or the Nevada State Public Health Lab.
  - d. Provide a list of all tested juveniles to the Wittenberg Clinic.
  - e. Contact all positive individuals and provide them with treatment, unless the juvenile is still at Wittenberg; then the County will provide the juvenile's treatment.
  - f. Provide counseling and education of clients using the Center for Disease Control's Respect model (best practice model).
  - g. For rapid HIV positive clients the District will facilitate confirmatory testing. If County staff is not able to assist with testing prior to the juvenile's discharge from Wittenberg the District staff will assist with referral and transportation assistance of the juvenile to the District for confirmatory testing. The District will assist any HIV positive clients with linkage to HIV care.
4. Provide the services of the District's contract pharmacist to prepare medications for APN to administer and dispense per APN protocol signed by collaborating physician.
  5. Make available minor acute care medications, at the County's cost, which would include pharmacy time and materials.
  6. Pay for chlamydia, gonorrhea, HIV and syphilis screening as itemized on the State Lab invoice.
  7. Sterilize the County's medical equipment on an as-needed basis.
  8. Community and Clinical Health staff will provide training or technical assistance for topics related to this agreement as indicated and deemed necessary by the District.
  9. Submit a monthly invoice to the County itemizing the costs of minor acute care medications, laboratory consultant time and pharmacy time and materials.

B. The County agrees to:

**Current Contract Language:**

1. Screen Juvenile Service's detainees for tuberculosis, chlamydia, gonorrhea, HIV and syphilis and forward applicable tests to the Nevada State Lab.
2. Forward Lab and diagnostic logs to the District to facilitate payment verification by the 15<sup>th</sup> of every following month.
3. In Insight, complete applicable STD/HIV testing sections along with required information in the registration and encounter information sections for every patient screened. In the event of data bases inaccessibility:
  - Complete and forward Sexually Transmitted Infection Survey forms (STIS) for every patient screened for Chlamydia, gonorrhea, HIV and syphilis.
  - Complete STD/HIV Outreach Testing Form for every HIV client screened for Chlamydia, gonorrhea, HIV and syphilis.
4. Forward updated/revised APN protocol to the District annually upon ratification of this contract.
5. Pay for minor acute care medications, laboratory consultant time and pharmacy costs and materials.
6. Pick-up medications from the District within mutually agreed time frame.
7. Consent to APN's participation on the District's Family Planning Advisory Board.
8. Enter appropriate data into the insight database/STD Module.

**Amended Contract Language:**

1. Screen Wittenberg juveniles for tuberculosis, chlamydia, gonorrhea, HIV and syphilis and forward applicable tests to the Nevada State Lab.
2. Work with the District to obtain Quantiferon testing of Wittenberg juveniles that may have a suspected false positive Tuberculin Skin Test as a result of previous administration of the Bacillus Calmette-Guerin (BCG) vaccine.
3. Assist in increasing the number of Wittenberg juveniles that receive STD testing by working with the District to allow chlamydia, gonorrhea and/or HIV testing through District staff at the Wittenberg facility:
  - a. The County agrees to work with the District to identify juveniles, which are likely to be discharged before the County can provide STD testing. The District will offer chlamydia, gonorrhea and/or rapid HIV testing to these juveniles.
  - b. Assure the safety of District testing staff, through presence of County staff.
  - c. Provide District testing staff a confidential room for interviewing, counseling and testing of juveniles.
4. Complete and forward Sexually Transmitted Infection Survey forms (STIS) for every patient screened for chlamydia/gonorrhea and HIV. These forms and number of tested juveniles will also be utilized by the District to verify testing numbers billing accuracy.
5. Complete HIV/STD Outreach Testing Form for every HIV test provided,
6. Forward updated/revised APN protocol to the District annually.
7. Reimburse the District upon receipt of invoice for minor acute care medications, laboratory consultant time and pharmacy costs and materials as per Journal Entry.
8. Pick-up medications from the District within mutually agreed time frame.

C. Terms

**Current Contract Language:**

This Interlocal Agreement will take effect upon ratification by the governing parties and shall remain in effect until June 30, 2012, unless extended by the mutual agreement of the Parties. The Interlocal Agreement will automatically be renewed for two successive one-year periods for a total of 3 years on the same terms unless either party gives the other written notice of nonrenewal at least 60 days prior to June 30 of each year. The automatic renewal provision of this section shall not affect the right of the Health District to terminate the Interlocal Agreement as provided below.

**Amended Contract Language:**

This Amended Interlocal Agreement will take effect upon ratification by the governing parties and shall remain in effect until June 30, 2016.

DISTRICT BOARD OF HEALTH

By: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES

By: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Juvenile Services

WASHOE COUNTY BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman



## Exhibit C

### Chlamydia Treatment:

- Azithromycin
- Doxycycline
- Erythromycin

### Gonorrhea

- Ceftriaxone (injectable cephalosporin) 250 mg IM\* and vial of lidocaine
- Azithromycin
- Doxycycline
- Cefixime

### Syphilis

- Benzathine penicillin G 2.4 million units IM
- Doxycycline

### Tuberculosis

- Isoniazid
- Rifampin
- Rifapentine
- Pyridoxine

**INTERLOCAL AGREEMENT**

This Interlocal Agreement contains the terms of agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services, hereinafter referred to as the District and County respectively, entered into pursuant to Chapter 277 of the Nevada Revised Statutes.

Whereas, the District has clinical infrastructure for adolescent health services; and

Whereas, the County's goal is to maintain optimal detainee health, including detection and treatment of communicable disease, and

Whereas, the District agrees to provide consultative and clinical support services to the County as described herein,

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

The District agrees to:

1. Provide, at no charge to the County, PPD solution for Tuberculosis testing, and STD/TB treatment medications to be utilized per medical protocol.
2. Provide diagnostic services per medical protocol or consultant physician order when indicated to screen for tuberculosis (Chest X-Rays, CT, or IGRA) for uninsured detainees.
3. Provide the services of the District's contract pharmacist to prepare medications for APN to administer and dispense per APN protocol signed by collaborating physician.
4. Make available minor acute care medications, at the District's cost, which would include pharmacy time and materials.
5. Pay for chlamydia, gonorrhea, HIV and syphilis screening as itemized on the State Lab invoice.
6. Sterilize the County's medical equipment on an as-needed basis.
7. Provide training or Technical Assistance for topics related to this agreement as indicated, and as the District is able.
8. Contract Pharmacist and Laboratory Consultant will submit monthly invoice(s) to the County itemizing the costs of minor acute care medications, laboratory consultant time and pharmacy time and materials.
9. Provide access and training of the Insight database/STD Module to county personnel.

The County agrees to:

1. Screen Juvenile Service's detainees for tuberculosis, chlamydia, gonorrhea, HIV and syphilis and forward applicable tests to the Nevada State Lab.
2. Forward Lab and diagnostic logs to the District to facilitate payment verification by the 15<sup>th</sup> of every following month.
3. In Insight, complete applicable STD/HIV testing sections along with required information in the registration and encounter information sections for every patient screened. In the event of data bases inaccessibility:
  - Complete and forward Sexually Transmitted infection Survey forms (STIS) for every patient screened for Chlamydia, gonorrhea, HIV and syphilis.

- Complete STD/HIV Outreach Testing Form for every HIV client screened for Chlamydia, gonorrhea, HIV and syphilis.
4. Forward updated/revised APN protocol to the District annually upon ratification of this contract.
  5. Pay for minor acute care medications, laboratory consultant time and pharmacy costs and materials.
  6. Pick-up medications from the District within mutually agreed time frame.
  7. Consent to APN's participation on the District's Family Planning Advisory Board.
  8. Enter appropriate data into the insight database/STD Module.

The parties hereto agree that in performing the activities contained herein the District is acting as a business associate of the County and the County is acting as a business associate of the District, as that term is defined in the Health Insurance Portability and Accountability Act of 1996, and accordingly the District must comply with the provisions of the attached Exhibit A and Exhibit B in regard to the records used pursuant to this agreement.

This Interlocal Agreement may be modified at any time by written agreement signed by both parties.

This Interlocal Agreement will take effect upon ratification by the governing parties and shall remain in effect until June 30, 2012, unless extended by the mutual agreement of the Parties. The Interlocal Agreement will automatically be renewed for two successive one-year periods for a total of 3 years on the same terms unless either party gives the other written notice of nonrenewal at least 60 days prior to June 30 of each year. The automatic renewal provision of this section shall not affect the right of the Health District to terminate the Interlocal Agreement as provided below.

Either party may terminate this Interlocal Agreement by giving the other party written notice of the intent to terminate. The notice must specify a date upon which the termination will be effective, which date may not be less than 30 calendar days from the date of mailing or hand delivery of the notice.

All notices required under this Agreement shall be in writing and mailed, postage prepaid, addressed to the designated representative of the respective parties:

COUNTY: Frank Cervantes, Division Director  
 Washoe County Department of Juvenile Services  
 P.O. Box 11130  
 Reno, Nevada 89520

DISTRICT: District Health Officer  
 Washoe County Health District  
 P.O. Box 11130  
 Reno, Nevada 89520

This Interlocal Agreement shall be entered into in Washoe County, State of Nevada, and shall be construed and interpreted according to the law of the State of Nevada.

Neither party may assign or subcontract any rights or obligations under this Interlocal Agreement without prior written consent of the other party.

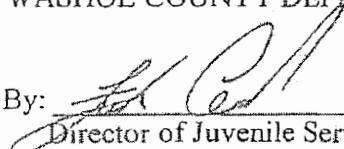
This Interlocal Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, both written and oral.

DISTRICT BOARD OF HEALTH

By:   
Chairman

Date: 6-23-11

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES

By:  per Case file  
Director of Juvenile Services

Date: 7/28/11

WASHOE COUNTY BOARD OF COUNTY COMMISSIONERS

By:   
Chairman

Date: 8/23/11

EXHIBIT A  
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
BUSINESS ASSOCIATE CONTRACT PROVISIONS

I. Definitions

Catch-all definition:

Terms used, but not otherwise defined; in this Exhibit and the Agreement have the same meaning as those terms in the Privacy Rule.

(a) Business Associate. "Business Associate" shall mean The Washoe County Health District.

(b) Covered Entity. "Covered Entity" shall mean The Washoe County Department of Juvenile Services, Jan Evans Juvenile Justice Center/Wittenberg Hall Juvenile detention Facility.

(c) Individual. "Individual" shall have the same meaning as the term "individual" in CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

(d) Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

(e) Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

(f) Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.

(g) Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

II. Obligations and Activities of Business Associate

(a) Business Associate agrees to not use or disclose protected Health Information other than as permitted or required by the Agreement or as required by law.

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

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

(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, at the request of Covered Entity, to Protected Health Information in a Designated Record Set, to covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.

(g) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an Individual.

(h) Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, 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 Washoe County Department of Juvenile Services, Jan Evans Juvenile Justice Center/Wittenberg Hall Juvenile Detention Facility, or 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 CFR §164.528.

(j) Business Associate agrees to provide to Covered Entity or an Individual, information collected in accordance with the 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 CFR §164.528.

### III. Permitted Uses and Disclosures by Business Associate

#### Refer to underlying services agreement:

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Interlocal Agreement, provided that such use or disclosure

would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

#### IV. Specific Use and Disclosure Provisions

(a) Except as otherwise limited in the 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.

(b) Except as otherwise limited in the 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 remain 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.

(c) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 42 CFR §164.504(e)(2)(i)(B).

(d) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with §164.502(j)(1).

#### V. Obligations of Covered Entity

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

## VI. Permissible Requests by Covered Entity

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.

## VII. Termination

(a) Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

(1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;

(2) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(3) If neither termination nor cure are feasible, Covered Entity shall report the violation to the Secretary.

### (b) Effect of Termination

(1) Except as provided in paragraph (2) of this section, upon termination of the 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. This provision shall apply to 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 that 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. Upon receiving concurrence from Covered Entity that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.



VIII. Miscellaneous

(a) Regulatory References. A reference in this Exhibit and Agreement to a section in the Privacy Rule means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

(c) Survival. The respective rights and obligations of Business Associate under this Exhibit to the Agreement shall survive the termination of the Agreement.

(d) Interpretation. Any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule.

EXHIBIT B  
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
BUSINESS ASSOCIATE CONTRACT PROVISIONS

I. Definitions

Catch-all definition:

Terms used, but not otherwise defined; in this Exhibit and the Agreement have the same meaning as those terms in the Privacy Rule.

(a) Business Associate. "Covered Entity" shall mean The Washoe County Department of Juvenile Services, Jan Evans Juvenile Justice Center/Wittenberg Hall Juvenile detention Facility.

(b) Covered Entity. "Business Associate" shall mean The Washoe County Health District.

(c) Individual. "Individual" shall have the same meaning as the term "individual" in CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

(d) Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

(e) Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

(f) Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.

(g) Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

II. Obligations and Activities of Business Associate

(a) Business Associate agrees to not use or disclose protected Health Information other than as permitted or required by the Agreement or as required by law.

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

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

(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, at the request of Covered Entity, to Protected Health Information in a Designated Record Set, to covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.

(g) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an Individual.

(h) Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, 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 Washoe County Department of Juvenile Services, Jan Evans Juvenile Justice Center/Wittenberg Hall Juvenile Detention Facility, or 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 CFR §164.528.

(j) Business Associate agrees to provide to Covered Entity or an Individual, information collected in accordance with the 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 CFR §164.528.

### III. Permitted Uses and Disclosures by Business Associate

#### Refer to underlying services agreement:

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Interlocal Agreement, provided that such use or disclosure

would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

#### IV. Specific Use and Disclosure Provisions

(a) Except as otherwise limited in the 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.

(b) Except as otherwise limited in the 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 remain 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.

(c) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 42 CFR §164.504(e)(2)(i)(B).

(d) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with §164.502(j)(1).

#### V. Obligations of Covered Entity

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

VI. Permissible Requests by Covered Entity

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.

VII. Termination

(a) Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

(1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;

(2) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(3) If neither termination nor cure are feasible, Covered Entity shall report the violation to the Secretary.

(b) Effect of Termination

(1) Except as provided in paragraph (2) of this section, upon termination of the 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. This provision shall apply to 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 that 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. Upon receiving concurrence from Covered Entity that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

VIII. Miscellaneous

(a) Regulatory References. A reference in this Exhibit and Agreement to a section in the Privacy Rule means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

(c) Survival. The respective rights and obligations of Business Associate under this Exhibit to the Agreement shall survive the termination of the Agreement.

(d) Interpretation. Any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule.



# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

**STAFF REPORT**  
**BOARD MEETING DATE: 10/24/13**

**DATE:** October 14, 2013

**TO:** District Board of Health

**FROM:** Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District *pb*  
775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)

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

**SUBJECT:** Approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Funds for a Healthy Nevada, for the period Upon Approval through June 30, 2015 in the total amount of \$186,590 in support of the Comprehensive Tobacco Prevention Program; Approval of amendments totaling a net increase of \$172,769 in both revenue and expenses to the adopted FY 14 Comprehensive Tobacco Prevention Program Grant budget, IO 10418; and if approved, authorize the Chairman of the Board to execute the Notice of Subgrant Award.

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**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 Washoe County Health District has received a Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Fund for a Healthy Nevada, for the period Upon Approval through June 30, 2015 in the total amount of \$186,590 in support of the Comprehensive Tobacco Prevention Program, IO 10418. A copy of the Notice of Subgrant Award is attached.

District Board of Health Priority supported by this item: Make healthy lifestyle choices that minimize chronic disease and increase quality and years of healthy life.

Approval of this Notice of Subgrant Award and these budget amendments supports the Health District Tobacco Use Prevention Program's mission to reduce tobacco use and its impact on other health determinants in Washoe County through the promotion of education, policy development and enforcement, and cessation.

**PREVIOUS ACTION**

There has been no previous action taken this year.

**BACKGROUND**

The Washoe County Health District received from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Fund for a Healthy Nevada, a Notice of Subgrant Award in the total amount of \$186,590 that supports the Comprehensive Tobacco Prevention Program. This award includes funding for personnel, travel, professional services, educational materials, special awards (to include but not limited to signage, plaques, awards, for smoke free multi-unit housing complexes.)

The FY 14 Comprehensive Tobacco Prevention Program budget, IO 10418, was adopted with \$0 in funding. A budget amendment in the amount of \$172,769 is necessary to bring the Notice of Grant Award into alignment with the program budget.

**FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 14 budget will be **increased by \$172,769** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
<b>2002-IN-10418-432100</b>	<b>State Revenue</b>	<b>\$172,769</b>
2002-IN-10418-701130	Pooled Positions	20,394
-705230	Medicare	460
-705320	Workmens Comp	854
-705330	Unemployment Ins	196
-710100	Professional Services	138,315
-710512	Mileage	400
-710300	Operating Supplies	3,100
-710334	Copy Machine	300
-710350	Office Supplies	400
-710360	Postage	75
-710361	Express Courier	50
-710500	Other Expense	1,000
-710502	Printing	3,700
-710508	Telephone	125
-711504	Equipment NonCapital	100
-710546	Advertising	3,300
	<b>Total Expenditures</b>	<b>\$172,769</b>



The difference between the Notice of Subgrant Award of \$186,590 and the budget amendment is \$13,821 which will be collected in indirect revenue. No budget adjustment is necessary for the indirect revenue.


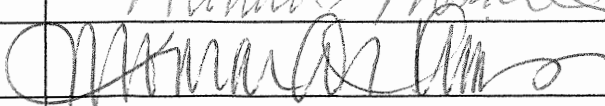
**RECOMMENDATION**

Staff recommends that the Washoe County District Board of Health approve the Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Funds for a Healthy Nevada, for the period Upon Approval through June 30, 2015 in the total amount of \$186,590 in support of the Comprehensive Tobacco Prevention Program; Approve amendments totaling a net increase of \$172,769 in both revenue and expenses to the adopted FY 14 Comprehensive Tobacco Prevention Program Grant budget, IO 10418; and if approved, authorize the Chairman of the Board to execute the Notice of Subgrant Award.

**POSSIBLE MOTION**

Move to approve the Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Funds for a Healthy Nevada, for the period Upon Approval through June 30, 2015 in the total amount of \$186,590 in support of the Comprehensive Tobacco Prevention Program; Approve amendments totaling a net increase of \$172,769 in both revenue and expenses to the adopted FY 14 Comprehensive Tobacco Prevention Program Grant budget, IO 10418; and if approved, authorize the Chairman of the Board to execute the Notice of Subgrant Award.

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> Tobacco Prevention & Control Program Bureau of Child Family and Community Wellness Nevada State Division of Public and Behavioral Health		<b>Subgrantee Name:</b> Washoe County Health District (WCHD) Kelli Seals, Health Educator II (775) 825-8244 <i>IO-10418</i>	
<b>Address:</b> 4150 Technology Way, Suite #210 Carson City, NV 89706-2009		<b>Address:</b> P.O. Box 11130 Reno, NV 89520	
<b>Subgrant Period:</b> Upon approval by all parties through June 30, 2015		<b>Subgrantee's EIN#:</b> 88-6000138 <b>Vendor#:</b> T40283400Q <b>Dun &amp; Bradstreet#:</b> 73-786-998	
<b>Reason for Award:</b> To address tobacco prevention and control in Nevada by educating community stakeholders and citizens to drive environmental and system changes.			
<b>County(ies) to be served:</b> ( ) Statewide ( X ) Specific county or counties: <b>Washoe</b>			
<b>Approved Budget Categories:</b>			
1. Personnel	\$	21,904	
2. Travel	\$	400	
3. Operating	\$	5,050	
4. Equipment	\$	0	
5. Contractual/Consultant	\$	141,615	
6. Supplies	\$	3,800	
7. Indirect (8%)	\$	13,821	
<b>Total Cost</b>		\$	<b>186,590</b>
<b>Disbursement of funds will be as follows:</b> Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$ <b>186,590.00</b> per fiscal year. Total for the subgrant period will be <b>\$373,180.00</b> .			
<b>Source of Funds:</b>		<b>% of Funds:</b>	<b>CFDA#:</b>
1. Funds for Healthy Nevada		100%	n/a
<b>Federal Grant #:</b> n/a			
<b>Terms and Conditions</b> 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, and C of this subgrant award.			
Matt Smith III Chairman, WCHD		Signature	
Mónica Morales Program Manager			
Deborah Harris Bureau Chief			
Richard Whitley, MS Administrator, Division of Public and Behavioral Health		Date	
		10/10/13	
		10/11/13	

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
**NOTICE OF SUBGRANT AWARD**  
**SECTION A**  
Assurances

As a condition of receiving subgranted funds from the Nevada State Division of Public and Behavioral Health, 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 Division of Public and Behavioral Health.
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 Division of Public and Behavioral Health, may result in denial of reimbursement.
3. Approval of subgrant budget by the Division of Public and Behavioral Health 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 Division of Public and Behavioral Health 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 Division of Public and Behavioral Health. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division of Public and Behavioral Health.
  - 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 Division of Public and Behavioral Health 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 Division of Public and Behavioral Health, as required by 45 C.F.R 164.504 (e). If no Protected Health Information will be disclosed, as in this case, then a Confidentiality Agreement will be entered into.
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. Division of Public and Behavioral Health subgrants are subject to inspection and audit by representatives of the Division of Public and Behavioral Health, 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 Division of Public and Behavioral Health (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27<sup>th</sup>, 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 DIVISION OF PUBLIC AND BEHAVIORAL HEALTH, 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.**

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
NOTICE OF SUBGRANT AWARD  
SECTION B**

Description of services, scope of work, deliverables and reimbursement

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

**SCOPE OF WORK**

Goal 1: Eliminate exposure to second-hand smoke					
Objective	Activity	Target Population	Timeline Begin /End	Evaluation Measure (Indicator)	Evaluation Tool Utilized to Collect Data
By June 2015, increase the number of tobacco free locations where at risk populations work, live, study and play	1. Educate 50% of UNR students, staff, faculty, and administration on the health benefits of tobacco free spaces.	UNR	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>• Number of UNR students, faculty and administration reached</li> <li>• Number of presentations provided</li> <li>• Number of educational campaigns developed</li> <li>• Number of decision makers educated</li> <li>• Number of policies, systems or environmental changes made</li> </ul>	<ul style="list-style-type: none"> <li>• Media contacts (TVeyes.com)</li> <li>• Meeting agendas</li> <li>• Copies of educational materials</li> <li>• Documentation of policy, system or environmental changes</li> </ul>
	2. Increase the number of businesses listed on the smoke free meeting list by 25%.	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>• Number of businesses educated on the importance of smoke free spaces</li> <li>• Number of businesses that sign up for the smoke free meeting list</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations given, contacts made, advertisements placed</li> <li>• Smoke free meeting locations list</li> </ul>
	3. Increase the number of businesses with voluntary policies supporting smoke	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>• Number of businesses educated on the importance of smoke free meeting policies</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations given, contacts made, advertisements placed</li> <li>• Signup sheet for businesses that adopt</li> </ul>

	free meetings by 10.			<ul style="list-style-type: none"> <li>Number of businesses that adopt a smoke free meeting policy</li> </ul>	policies
	4. Provide educational information to 50 multi-unit housing owners and managers.	Adults and families	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of tenants in support of smoke free living options</li> <li>Number of multi-unit housing facilities with smoke free living options</li> <li>Number of multi-unit housing owners and manager reached with information on the opportunities for smoke free living</li> <li>Number of multi-unit housing facilities with new smoke free living options</li> <li>Number of tenants impacted by smoke free policies</li> </ul>	<ul style="list-style-type: none"> <li>Survey results of random sampled tenants</li> <li>Survey results of multi-unit housing facilities</li> <li>Presentations given, informational packets provided</li> <li>Number of</li> </ul>
	5. Train and develop two groups of youth educators to encourage tobacco free places.	Youth	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of and location of youth educator groups including meeting dates and times</li> <li>Number of presentations provided by youth educators on the importance of smoke free spaces</li> <li>Number of decision makers reached by youth educators</li> </ul>	<ul style="list-style-type: none"> <li>Sign in sheets</li> <li>Presentations given, informational packets provided</li> </ul>
	<ul style="list-style-type: none"> <li>Reach 30% of the Washoe county population with secondhand smoke messaging</li> </ul>	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of adults 18-54 reached and frequency with secondhand smoke messaging.</li> </ul>	<ul style="list-style-type: none"> <li>Media reports (TVeyes.com)</li> <li>Location of media placed</li> <li>Copies of media used</li> </ul>

Goal 2: Promote tobacco use cessation among adults and youth						
By June 2015 reach a minimum of 75% of Washoe County residents with tobacco cessation messaging and increase the calls to the Nevada Tobacco Users Helpline by 50%.	1. Reach 75% of Washoe County adults with tobacco cessation media messaging, including 1-800-Quit-Now.	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Media reports on the number of adults 18-54 reached and frequency with cessation messaging</li> <li>Number of calls to Tobacco Users Helpline during media placement</li> </ul>	<ul style="list-style-type: none"> <li>Media reports (TVeyes.com)</li> <li>Location of media placed</li> <li>Copies of media used</li> </ul>	
	2. Provide tobacco cessation services in four locations for youth in Washoe County.	Youth	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of tobacco cessation classes held</li> <li>Number of youth attending cessation classes</li> <li>Number of youth reached with cessation marketing materials</li> </ul>	<ul style="list-style-type: none"> <li>Sign in sheets with identifying markers removed</li> </ul>	
	3. Print, store, and distribute Nevada Tobacco Users Helpline materials for medical offices.	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of Nevada Tobacco Users Helpline materials printed</li> <li>Number of requests from medical offices for materials (opportunity will be promoted to medical offices by NTUH)</li> <li>Amount of materials distributed to medical offices</li> </ul>	<ul style="list-style-type: none"> <li>Reports from reprographics</li> <li>Tracking form for material distributed</li> </ul>	
Goal 3: Promote collaboration and coordination among the tobacco prevention and the Public Health communities in Washoe County and Nevada						
By June 2015, host three statewide trainings/meetings to increase knowledge and collaboration among tobacco prevention and control professionals and volunteers across Nevada.	<ul style="list-style-type: none"> <li>Host 3 statewide meetings for tobacco prevention and control advocates</li> </ul>	Adults	Nov 2013  June 2015	<ul style="list-style-type: none"> <li>Number of meetings held, participants attended and topics covered</li> </ul>	<ul style="list-style-type: none"> <li>Meeting dates, attendance sign in sheets, agendas, and speaker bios</li> </ul>	

**DELIVERABLES**

Participate in the following Technical Assistance calls throughout the project period. Participation in a minimum of two calls is required.

**TECHNICAL ASSISTANCE CALL:**

(877) 848-7030 Access Code: 2541093

<b>SFY 2014 (11/2013 – 7/31/2014)</b>	<b>SFY 2015 (6/1/14-7/31/2015)</b>
November 19, 2013	September 30, 2014
January 31, 2014	December 16, 2014
March 25, 2014	March 24, 2015
June 24, 2014	June 30, 2015

Please submit all of the following evaluation and data items in a report to the Chronic Disease Section for your Quarterly and Annual Reports. See attached report template.

**REPORT SCHEDULE**

<b>SFY 2014</b>		<b>SFY 2015</b>	
<b><u>Reporting Period</u></b>	<b><u>Due Date</u></b>	<b><u>Reporting Period</u></b>	<b><u>Due Date</u></b>
Quarter 2 (Nov - Dec)	January 31, 2014	Quarter 1 (Jul -Sept)	October 31, 2014
Quarter 3 (Jan - Mar)	April 30, 2014	Quarter 2 (Oct - Dec)	January 30, 2015
2014 Annual Report, including Quarter 4 (Apr - Jun) updates	July 31, 2014	Quarter 3 (Jan - Mar)	April 30, 2015
		2015 Annual Report, includes Quarter 4 (Apr - Jun) updates	July 31, 2015

Subgrantee agrees to adhere to the following budget:

**1. PERSONNEL**

Intermittent Hourly Health Educator - Vacant (.475% 1.0 FTE)		\$ 17,846
Base Salaries (\$27/hour*19hr/week*33weeks)	\$ 16,929	
Workmen's Comp	\$ 427	
Unemployment Insurance	\$ 98	
Medicare	\$ 392	
Public Service Intern - Vacant (\$10.5/hour*10hr/week*33 weeks)		\$ 4,058
Base Salaries	\$ 3,465	
Workmen's Comp	\$ 427	
Unemployment Insurance	\$ 98	
Medicare	\$ 68	
<b>TOTAL PERSONNEL</b>		<b>\$ 21,904</b>

**2. TRAVEL & REGISTRATION**

Mileage		\$ 400
<b>TOTAL TRAVEL/REGISTRATION</b>		<b>\$ 400</b>

**3. OPERATING**

Operating Supplies		\$ 300
Copy Machine		\$ 300
Office Supplies		\$ 400



Office Supplies		\$	400
Postage		\$	50
Express Courier		\$	50
		\$	25
Printing (in house)		\$	3,700.00
Multi-Unit housing complex (includes mailing)	\$1,550.00		
Resource materials for Nevada Tobacco Users Helpline	\$1,550.00		
Smoke free meetings lists (includes mailing)	\$ 600.00		
Telephone (including conference calls)		\$	125
Equipment < \$10,000		\$	100
<b>TOTAL OPERATING</b>		\$	<b>5,050</b>
<b>4. EQUIPMENT</b>		\$	<b>-</b>
<b>5. CONTRACTUAL/CONSULTANT</b>			
Other Professional Services		\$	138,315
#1 Vendor - American Lung Association in Nevada (sole source*)	\$ 6,349		
Services: On behalf of NTPC provide statewide trainings			
#2 Vendor - University of Nevada Reno Student Health Center (sole source*)	\$ 16,000		
Services: Promote smoke free spaces to students, staff, faculty, admin			
#3 Vendor - American Lung Association in Nevada - Northern Nevada (sole source*)	\$ 19,000		
Services: Provide youth cessation, youth education, promote clean air			
#4 Vendor - Survey company/ies (to be determined)			
Services: Surveying of Washoe County multi-unit housing tenants	\$ 7,500		
Services: Assessment of smoking policies in all major housing complex	\$ 1,800		
#5 Vendor - Nevada Cancer Coalition (sole source*)	\$ 6,100		
Services: Develop and promote smoke free meetings and events			
Mass media communications (Vendor agreement - requires competitive bid)			
Cessation promotion, including 1-800-Quit-Now	\$ 56,566		
Education on harms of secondhand smoke exposure	\$ 25,000		
*Requesting vendors be identified in issued award to support sole source			
Advertising		\$	3,300
Promotion of smoke free multi unit housing with Apartment guides	\$ 3,300		
<b>TOTAL OTHER</b>		\$	<b>141,615</b>
<b>6. SUPPLIES</b>			
Operating Supplies (Educational Supplies)		\$	2,800
Smoke free housing window clings and signage	\$ 800		
Educational materials for low SES service providers (quit cards, posters, etc.)	\$2,000		
Special Awards/Other Expense		\$	1,000
Smoke free multi-unit housing complexes (signage, plaques, awards)	\$1,000		
<b>TOTAL SUPPLIES</b>		\$	<b>3,800</b>
<b>TOTAL GRANT EXPENSES</b>		\$	<b>172,769</b>
<b>7. ADMINISTRATIVE COSTS 8%:</b>		\$	<b>13,821</b>
<b>TOTAL PROGRAM COSTS</b>		\$	<b>186,590</b>

- Subgrantee may make categorical funding adjustments up to ten percent (10%) of the total subgrant amount without amending the agreement, so long as the adjustment is reasonable to support the activities described within the Scope of Work and the adjustment does not alter the Scope of Work.
- 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.

- Reimbursement may be requested quarterly for expenses incurred in the implementation of the Scope of Work, within 30 days of the end of the quarterly reporting cycle and no later than 30 days of the end of the each fiscal period; Year 1 - July 30, 2014 and Year 2 - July 30, 2015.
- The Maximum amount available under this subgrant per year (November through June 2014) is \$186,590.00 annually. Total Maximum amount available under this subgrant is \$373,180.
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred.
- Quarterly invoices will not be approved for payment until quarterly reports are received by the State Tobacco Control & Prevention Program.
- Nevada State Division of Public & Behavioral Health (NSDPBH) reserves the right to conduct a site visit in regards to the subgrant and deliverables. If deliverables are not met for this subgrant period, NSDPBH is not obligated to issue continuation funding.
- Additional expenditure detail will be provided upon request from the Division.

Additionally, the Subgrantee agrees to provide:

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

**The Nevada State Division of Public and Behavioral Health agrees:**

- To providing technical assistance pertaining to a statewide communication plan and additional assistance as needed, upon request from the Subgrantee;
- The Division of Public and Behavioral Health reserves the right to hold reimbursement under this subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division of Public and Behavioral Health.

**Both parties agree:**

An annual site visit will be performed by the State of Nevada Division of Public and Behavioral Health, Bureau of Child, Family and Community Wellness, Tobacco Prevention and Control Program.

The Subgrantee will, in the performance of the Scope of Work specified in this subgrant, perform functions and/or activities that could involve confidential information; therefore, the Subgrantee is requested to fill out and sign Section E., which is specific to this subgrant, and will be in effect for the term of this subgrant.

All reports of expenditures and requests for reimbursement processed by the Division of Public and Behavioral Health 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 Division of Public and Behavioral Health, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

**Nevada State Health Division (NSHD)  
Chronic Disease Prevention and Health Promotion (CDPHP) Section  
Subgrantee Quarterly Report Template**

- 1) Summary of work over project period (period date)
  - Target Audiences
  - Partners
  - Activities
  - Setting
  
- 2) Refer to goals & objectives
  
- 3) Evaluation design
  - Collection and Analysis tools and/or methodologies for demonstrating outcomes
  - Provide information on the outcome/deliverable(s)
  
- 4) Reach and impact
  - i.e. numbers of people reached, organizations or systems covered by policies and what that represents of the whole
  
- 5) Key Successes and Wins

Barriers:

- 6) If you did not work on an objective, state what the barriers or challenges were to this; if it was changed with approval explain why
  - Unanticipated benefits/challenges
  
- 7) Request Technical Assistance: Yes or No
  - Explain request

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

**NOTICE OF SUBGRANT AWARD**

**SECTION C**

**Financial Reporting Requirements**

- '{)o A Request for Reimbursement is due on a monthly or quarterly basis, based on the terms of the subgrant agreement, no later than the 15th of the month.
- '{)o Reimbursement is based on actual expenditures incurred during the period being reported.
- '{)o Payment will not be processed without all reporting being current.
- '{)o Reimbursement may only be claimed for expenditures approved within the Notice of Subgrant Award.

Provide the following information on the top portion of the form: Subgrantee name and address where the check is to be sent, 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 Band 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.***

**Nevada Department of Health and Human Services**

Division of Public and Behavioral Health

Division # S14217  
 Bureau Program # 3220  
 GL # 8516  
 Draw #: \_\_\_\_\_

**REQUEST FOR REIMBURSEMENT / ADVANCE**

<b>Program Name:</b> Tobacco Education and Prevention Program Bureau of Child Family and Community Wellness Nevada State Health Division	<b>Subgrantee Name:</b> Washoe County Health District (WCHD) Kelly Seals, Health Educator II (775) 825-8244
<b>Address:</b> 4150 Technology Way, Suite 210 Carson City, NV 89706	<b>Address:</b> PO Box 11130 Reno, NV 89520
<b>Subgrant Period:</b> Upon approval through June 30, 2015	<b>Subgrantee EIN#:</b> 88-6000138 <b>Subgrantee Vendor#:</b> T40283400Q <b>Dun &amp; Bradstreet#:</b> 73-786-998

**FINANCIAL REPORT AND REQUEST FOR FUNDS**

(report in whole dollars; 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	\$ 21,904	\$ 0	\$ 0	\$ 0	\$ 21,904	0%
2	Travel	\$ 400	\$ 0	\$ 0	\$ 0	\$ 400	0%
3	Operating	\$ 5,050	\$ 0	\$ 0	\$ 0	\$ 5,050	0%
4	Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
5	Contract/Consultant	\$ 141,615	\$ 0	\$ 0	\$ 0	\$ 141,615	0%
6	Supplies	\$ 3,800	\$ 0	\$ 0	\$ 0	\$ 3,800	0%
7	Indirect	\$ 13,821	\$ 0	\$ 0	\$ 0	\$ 13,821	0%
8	<b>Total</b>	<b>\$ 186,590</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 186,590</b>	<b>0%</b>

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: \_\_\_\_\_

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
NOTICE OF SUBGRANT AWARD  
SECTION D**

NEVADA STATE DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
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 DIVISION OF PUBLIC AND BEHAVIORAL HEALTH, 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? \_\_\_\_\_
4. Official name of organization? \_\_\_\_\_
5. How often is your organization audited? \_\_\_\_\_
6. When was your last audit performed? \_\_\_\_\_
7. What time period did it cover? \_\_\_\_\_
8. Which accounting firm conducted the audit? \_\_\_\_\_

---

SIGNATURE

TITLE

DATE

**SECTION E**

**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**NEVADA STATE DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

**CONFIDENTIALITY ADDENDUM**

BETWEEN

Nevada State Division of Public and Behavioral health

---

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

\_\_\_\_\_  
Print Name

Richard Whitley  
Print Name

\_\_\_\_\_  
Title

Administrator  
Title





# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

## STAFF REPORT BOARD MEETING DATE: 10/24/13

**DATE:** October 14, 2013

**TO:** District Board of Health

**FROM:** Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District  
775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us) *pb*

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

**SUBJECT:** **Retroactive approval of District Health Officer acceptance of Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, HIV/AIDS Surveillance Program, for the period January 1, 2013 through December 31, 2013 in the amount of \$74,197 in support of the HIV Surveillance Program, IO 10012.**

### 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 Washoe County Health District received a Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, in the amount of \$74,197 in support of the HIV Surveillance Program, IO 10012. A copy of the Subgrant Amendment is attached.

District Board of Health Priority supported by this item: Experience a low rate of communicable disease.

Approval of the Subgrant Amendment also supports the Health District Sexual Health Program Mission to provide comprehensive prevention education, treatment, and surveillance activities in Washoe County that reduce the incidence of STD infection including HIV. The Sexual Health Program emphasizes strategies that empower individuals to decrease risk-related behaviors, thereby decreasing the incidence of new STD and HIV infections in the community.

**PREVIOUS ACTION**

The Washoe County District Board of Health approved the Notice of Subgrant Award in support of the HIV Surveillance Program in the amount of \$58,284 for Calendar Year 2013 on April 25, 2013.

**BACKGROUND**

This grant provides funding for: personnel and benefits, travel, and operating supplies. This amendment reflects the final round of funding awarded to the Washoe County Health District for calendar year 2013.

**FISCAL IMPACT**

Should the Board approve the Notice of Subgrant Award budget amendments for FY14 are not necessary as this award crosses County fiscal years and there is sufficient budget authority through June 30, 2014.

**RECOMMENDATION**

Staff recommends that the District Board of Health retroactively approve District Health Officer acceptance of Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, HIV/AIDS Surveillance Program, for the period January 1, 2013 through December 31, 2013 in the amount of \$74,197 in support of the HIV Surveillance Program, IO 10012.

**POSSIBLE MOTION**

Move to retroactively approve District Health Officer acceptance of Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, HIV/AIDS Surveillance Program, for the period January 1, 2013 through December 31, 2013 in the amount of \$74,197 in support of the HIV Surveillance Program, IO 10012.

**Nevada Department of Health and Human Services**  
**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
 (hereinafter referred to as the DIVISION)

Amendment #: 13106-1

Budget Account # 3219  
 Category #: 18  
 GL #: 8516  
 Job Number: 9394413

**SUBGRANT AMENDMENT #1**

<b>Program Name:</b> HIV/AIDS Surveillance Program Office of Public Health Informatics and Epidemiology Nevada State Division of Public and Behavioral Health		<b>Subgrantee Name:</b> Washoe County Health District  <i>IO-10012</i>	
<b>Address:</b> 4150 Technology Way, Suite #300 Carson City, NV 89706-2009		<b>Address:</b> P.O. Box 11130 Reno, NV 89520	
<b>Original Subgrant Period:</b> January 1, 2013 through September 30, 2013 <i>nf</i>		<b>Subgrantee EIN#:</b> 88-6000138	
<b>Amended Subgrant Period:</b> January 1, 2013 through December 31, 2013		<b>Subgrantee Vendor#:</b> T40283400Q  <u>Dunn and Bradstreet # 73-786-998</u>	
<b>Source of Funds:</b>	<b>% of Funds:</b>	<b>CFDA#:</b>	<b>Federal Grant #:</b>
1. Centers for Disease Control and Prevention	100	93.944	1U62PS004024-01

**Amendment #1:** This amendment to provide an increase in funds to support activities through December 31, 2013. This amendment will change the total contracted amount from \$58,284.00 to ~~\$72,682.00~~ *\$74,147.00 Ki*

**Change from:**

1. Personnel      \$ 52,517      Funds to cover 0.65 FTE of a RN Disease Intervention Specialist (DIS), \$107,726/year (includes fringe benefits) x 0.65 FTE

**Change to:**

1. Personnel      \$ 68,430      Funds to cover 0.65 FTE of a RN Disease Intervention Specialist (DIS), \$107,726/year (includes fringe benefits) x 0.65 FTE

By signing this Amendment, the Authorized Subgrantee Official or their designee, Program Manager, Bureau Chief, and Division of Public and Behavioral Health Administrator acknowledge the above as the new standard of practice for the above referenced Subgrant. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subgrant Award and all of its Attachments.

	Signature	Date
Authorized Sub-grantee Official Director of Administration	<i>[Signature]</i>	<i>9/19/13</i>
Sandi Larson, MPH Program Manager	<i>[Signature]</i>	<i>8/27/13</i>
Mary E. Wherry Deputy Administrator	<i>[Signature]</i>	<i>9.3.13</i>
Richard Whitley, MS Administrator, Division of Public and Behavioral Health	<i>[Signature]</i>	<i>9.24.13</i>

*nf 9/4/13  
 pw 9/4/13*



# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

**STAFF REPORT**  
**BOARD MEETING DATE: 10/24/13**

**DATE:** October 14, 2013  
**TO:** District Board of Health  
**FROM:** Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District *PB*  
 775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)  
**THROUGH:** Eileen Stickney, Administrative Health Services Officer *ES*  
 775-328-2417, [estickney@washoecounty.us](mailto:estickney@washoecounty.us)

**SUBJECT: Retroactive approval of District Health Officer acceptance of Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2012 through December 31, 2014, in the amount of \$389,206 (reduced from \$460,145), in support of the HIV Prevention Grant Program, IO 10013.**

## 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 Washoe County Health District received Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the amount of \$389,206, for the period January 1, 2013 through December 31, 2014 in support of the HIV Prevention program, IO 10013. A copy of Amendment #2 is attached.

District Board of Health strategic priority supported by this item: Experience a low rate of communicable disease.

Approval of Amendment #2 also supports the District's Community & Clinical Health Services Division Sexual Health program's mission to provide comprehensive prevention education, treatment, and surveillance activities in Washoe County that reduce the incidence of STD infection including HIV. The Sexual Health Program emphasizes strategies that empower individuals to decrease risk-related behaviors, thereby decreasing the incidence of new STD and HIV infections in the community.

**PREVIOUS ACTION**

The District Board of Health approved a Notice of Subgrant Award in the amount of \$486,542 (per calendar year) in support of the HIV Prevention Program on February 23, 2012 for the period January 1, 2012 through December 31, 2013. Subgrant Amendment #1 for the period January 1, 2012 through December 31, 2014 in the amount of \$460,145 was approved on March 28, 2013.

**BACKGROUND**

The Subgrant has been adjusted to reduce funding from \$460,145 to \$389,206 for calendar year 2013. This reduction was anticipated and is due to the sequestration budget reduction by the Centers for Disease Control and Prevention (CDC). As a result, the Empowerment Program was eliminated as well as the Intermittent Hourly Health Educator II position.

The Subgrant provides funding for personnel, travel and training, operating supplies, professional services, educational supplies, advertising , lab/outpatient, non-capital equipment, and other expenses, including funding specifically for community outreach, planning meetings and program participation via the use of incentives/enablers (including but not limited to, gift cards/gift certificates, transportation and food vouchers, educational outreach items, nutritious food and beverage, behavioral reinforcers, etc.).

**FISCAL IMPACT**

This is a calendar year grant and sufficient budget authority exists through June 30, 2014. As such, no budget amendment is necessary.

**RECOMMENDATION**

Staff recommends that the District Board of Health retroactively approve of District Health Officer acceptance of Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2012 through December 31, 2014, in the amount of \$389,206 (reduced from \$460,145), in support of the HIV Prevention Grant Program, IO 10013.

**POSSIBLE MOTION**

Move to retroactively approve of District Health Officer acceptance of Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2012 through December 31, 2014, in the amount of \$389,206 (reduced from \$460,145), in support of the HIV Prevention Grant Program, IO 10013.

**Nevada Department of Health and Human Services**  
**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
 (hereinafter referred to as the DIVISION)

Amendment #: 12132-2

Budget Account # 3215

Category #: 15

GL #: 8503

Job Number: 9394013

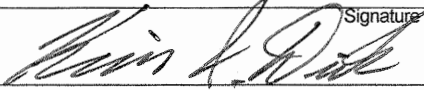

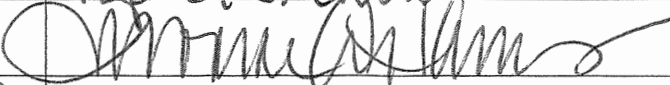

**SUBGRANT AMENDMENT #2**

<b>Program Name:</b> HIV Prevention Program Bureau of Child, Family & Community Wellness Division of Public and Behavioral Health		<b>Subgrantee Name:</b> Washoe County Health District Attn: Eileen Stickney	
<b>Address:</b> 4150 Technology Way, Suite #106 Carson City, NV 89706-2009		<b>Address:</b> P. O. Box 11130 Reno, NV 89520-0027	
<b>Original Subgrant Period:</b> January 1, 2012 – December 31, 2014		<b>Subgrantee EIN#:</b> 88-60000138	
		<b>Subgrantee Vendor#:</b> T40283400Q	
		<b>Dun &amp; Bradstreet #:</b> 73786998	
<b>Source of Funds:</b>	<b>% of Funds:</b>	<b>CFDA#:</b>	<b>Federal Grant #:</b>
1. Centers for Disease Control and Prevention (CDC)	100%	93.940	5U62PS003654-02

Amendment #2: The purpose of this amendment is to reduce funding by \$70,939 due to the sequestration budget reduction by the Centers for Disease Control and Prevention (CDC). Total reimbursement will not exceed **\$389,206** per year.

Budget Categories	From	Reduction of funds	To
Personnel	\$324,074	(\$33,794)	\$290,280
Travel	\$4,549	(\$1,249)	\$3,300
Operating	\$5,410	(\$706)	\$4,704
Supplies	\$24,605	(\$8,605)	\$16,000
Contractual	<0>	<0>	<0>
Other	\$72,988	(\$23,428)	\$49,560
Indirect	\$28,519	(\$3,157)	\$25,362
<b>Total Cost</b>	<b>\$460,145</b>	<b>(\$70,939)</b>	<b>\$389,206</b>

By signing this Amendment, the Authorized Subgrantee Official or their designee, Program Manager, Bureau Chief, and Division of Public and Behavioral Health Administrator acknowledge the above as the new standard of practice for the above referenced Subgrant. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subgrant Award and all of its Attachments.

	Signature	Date
		9/25/13
Lyell S. Collins, MBA Program Manager		9-10-13
Deborah A. Harris, MA Bureau Chief		9/10/13
Richard Whitley, MS Administrator, Division of Public and Behavioral Health		

nf 9/10/13  
mf 9/11/13



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: October 24, 2013

TO: District Board of Health

FROM: Charlene Albee, Acting Director, Air Quality Management

SUBJECT: LHM Inc. dba Rainbow Market #6 – Case No. 1123  
Appealed Citation No. 5326  
Agenda Item: 9. 1. a.

### Recommendation

Air Quality Management Division Staff recommends that Citation No. 5326 be upheld and a fine of \$3,100 be levied against Rainbow Market #6 for failure to conduct the required annual performance testing in accordance with Condition No. 4 of Permit to Operate No. A0155GS. Failure to conduct the required testing constitutes a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit. The case was heard by the Air Pollution Control Hearing Board (APCHB) on September 3, 2013. After consideration of all of the facts and testimony, the APCHB recommended Notice of Violation Citation No. 5326 be upheld with the recommended \$3,100 fine.

### Background

On June 18, 2013, Senior Air Quality Specialist Dennis Cerfoglio was conducting a routine bi-annual gas station inspection at the Rainbow Market #6 located at 7590 Colbert Drive in Reno. After conducting the equipment inspection, AQ Specialist Cerfoglio was completing the inspection report when he discovered the annual Static Pressure Decay and Air-to-Liquid (A/L) Tests had not been conducted. Condition No. 4 of Permit to Operate No. A0155GS issued for the gasoline dispensing equipment states:

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.

The file records identified the most recent testing was completed on January 16, 2012, therefore the annual testing should have been completed prior to January 16, 2013. This testing date would have allowed for the results to be submitted in compliance with the condition since the permit expiration date was December 31, 2012. Permit to Operate No. B0012GS was renewed in December, 2012 with the expectation the testing results would be submitted within the required timeframe. As of the June 18<sup>th</sup> inspection date, the required testing was six months past due.

Based on the results of the inspection and file review, Senior Air Quality Specialist Cerfoglio issued Notice of Violation Citation No. 5326 for a major violation of Section 030.02175, Operations Contrary to Permit. The required testing was completed on June 20<sup>th</sup> and submitted to the Air Quality Office on June 21<sup>st</sup>, bringing the facility back into compliance with the permit to operate conditions.

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

**Settlement**

On July 18, 2013, Senior Air Quality Specialist Dennis Cerfoglio conducted a negotiated settlement meeting attended by Environmental Engineer II Mike Wolf, Mr. Mark Miller and Mr. James White, representing Rainbow Market, and Carlene, the station manager. After consideration of all of the facts presented in the case, AQ Specialist Cerfoglio proposed that Citation No. 5326 be upheld with a fine of \$1,500. Mr. Miller stated that he and Mr. White would take the offer under consideration and provide a response to Specialist Cerfoglio with their decision by the end of the work week.

On July 30, 2013, AQ Specialist Cerfoglio received a Petition to the Hearing Board from Mr. James White, District Manager of Operations for Rainbow Markets, appealing the issuance of Citation No. 5326.

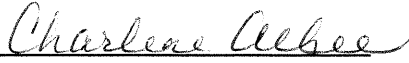
**Air Pollution Control Hearing Board**

On September 3, 2013, the Air Pollution Control Hearing Board convened to hear the appeal of Citation No. 5326. The case was presented by Air Quality Management staff with testimony from Mr. Miller, representing Rainbow Market. After consideration of all of the facts and testimony, a motion was made to uphold Citation No. 5326 with a fine in the amount of \$3,100. A copy of the APCHB meeting transcripts are enclosed for reference.

**Alternatives**

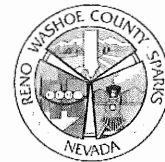
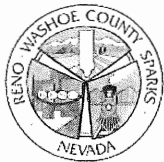
1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5326.
2. The Board may determine to uphold Citation No. 5326 but levy any fine in the range of \$0 to \$10,000 per day.

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

  
Charlene Albee, Acting Director  
Air Quality Management Division

CA/DC: mc





**NOTICE OF VIOLATION**

NOV 5326

DATE ISSUED: June 18, 2013

ISSUED TO: Rainbow Market #6 PHONE #: 851-2009

MAILING ADDRESS: 7590 Colbert Dr. CITY/ST: Reno, Nev. ZIP: 89511

NAME/OPERATOR: Jim White PHONE #: 851-2009 232-8482

PERMIT NO. A0155 GS COMPLAINT NO. cmp13-0088

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 6-18-2013 (DATE) AT 10:00 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 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: Failure to conduct annual Static Pressure Decay Test for vacuum assist vapor recovery system as condition #4 states on permit.

LOCATION OF VIOLATION: 7590 Colbert Drive - Rainbow Market #6

POINT OF OBSERVATION: On site conducting bi-annual inspection

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 6-18-2013 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within immediately 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: Barbara Dech Date: 6-18-2013

Issued by: Lennisa Lopez Title: Sr Air Quality Spec.

**PETITION FOR APPEAL FORM PROVIDED**



# WASHOE COUNTY HEALTH DISTRICT



**Public Health**  
Prevent. Promote. Protect.

CASE NO. 1123 – AS REVIEWED BEFORE THE AIR POLLUTION CONTROL HEARING BOARD

In Re: Appeal of LHM INC., dba )  
RAINBOW MARKET #6 for )  
violation of Section 030.2175 )  
(Operations Contrary to Permit) )  
of the Washoe County District )  
Board of Health Regulations )  
Governing Air Quality Management. )

**CASE NO. 1123**  
**LHM, INC., dba RAINBOW MARKET #6**

At a hearing of the Air Pollution Control Hearing Board  
at Wells Avenue at Ninth Street  
Reno, Nevada  
September 3, 2013

PRESENT: Chairman David Rinaldi  
Vice Chairman Jon Greene  
Member Cathleen Fitzgerald, DEnv, PE  
Member Richard Harris, Esquire  
Member Jim Kenney  
Member Jeanne Rucker, REHS  
Kevin Dick, Interim District Health Officer  
Charlene Albee, Chief, Permitting & Enforcement  
Dennis Cerfoglio, Senior Air Quality Specialist  
Wally Prichard, Air Quality Specialist  
Tina Burton, Plans/Permits/Applications Aide  
Leslie Admirand, Deputy District Attorney  
Janet Smith, CAP-OM, Recording Secretary

ABSENT: Member Joe Serpa

**STATEMENT OF THE FACTUAL QUESTION**

**SECTION 030.200 WASHOE COUNTY PERMIT TO OPERATE REQUIREMENTS**

**SECTION 030.2175 OPERATIONS CONTRARY TO PERMIT**

No person may operate equipment contrary to the permit conditions specified on the Permit to Operate for that equipment. Violation of the conditions of a permit to operate shall constitute a major violation under the provisions of **Section 020.040** and **Section 020.042**, of both of these regulations; and may constitute grounds for immediate suspension of the permit.

**GENERAL COMMENTS**

On September 30 2013, the Hearing Board for the referenced Regulations held a public hearing to consider all evidence and testimony concern the **appeal of LHM INC., dba RAINBOW MARKET #6** located at 7590 Colbert Drive, Reno, **Citation No. 5326, Case No. 1123**, for violation of Section 030.2175 (Operations Contrary to Permit), of the Washoe County District Board of Health Regulations Governing Air Quality Management, specifically condition No. 4 of the Permit to Operate No. AQ155GS issued for the gasoline dispensing equipment, which states:

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.

Ms. Charlene Albee, Chief, Permitting & Enforcement, being duly sworn, advised on June 18, 2013, Mr. Dennis Cerfoglio, Senior Air Quality Specialist, was conducting a routine inspection at Rainbow Market #6; that the inspection includes an annually required equipment efficiency testing, per the conditions of the annual Permit to Operate. Ms. Albee stated during a review of the files for this establishment, Mr. Cerfoglio noted the Static Pressure Decay testing for this facility had not been conducted since January 16, 2012; therefore, the annual required testing should have been completed prior to January 16, 2013. Ms. Albee advised failure to have the

test conducted is in direct violation of the conditions of the Permit to Operate; in this case specifically in violation to Condition No. 4.

Ms. Albee stated Mr. Cerfoglio conferred with both the manager and the other responsible parties and confirmed the equipment efficiency testing had not been performed and was approximately six (6) months past due.

Ms. Albee advised subsequently Mr. Cerfoglio issued a Notice of Violation for failure to comply with the required conditions of the Permit to Operate, specifically not conducting the annual static pressure decay test. Ms. Albee advised the Citation was issued for violation of Section 030.2175 (Operations Contrary to Permit) of the Washoe County District Board of Health Regulations Governing Air Quality Management; that this is a major violation of the Regulations.

Ms. Albee advised the required testing was completed on June 20, 2013, with documentation submitted to the Air Quality Management Division on June 21, 2013; therefore, the facility was again in compliance with the conditions of the Permit to Operate.

Ms. Albee advised Staff conducted a negotiated settlement hearing with representatives of Rainbow Market on July 18, 2013; that Staff presented a settlement recommendation of \$1500. Ms. Albee advised it was the determination of the representatives of Rainbow Market to not accept the recommended settlement fine; and to appeal the case to the Hearing Board. Ms. Albee advised Staff recommends denial of the appeal and a fine in the amount of \$3100 be levied.

Mr. Mark Miller, Managing Partner, Rainbow Market (LHM Inc.), being duly sworn, stated LHM Inc., has been a local company for approximately thirty (30) years, with five (5) locations. Mr. Miller stated he has been “with the company for approximately twenty (20) years”; that LHM Inc. has a good reputation and “a spotless record.”

Mr. Miller stated the reputation of LHM Inc., is “very important to them”; that there are two (2) reasons for the appeal: the company’s “past record prior to this incident and the record since this incident.” Mr. Miller advised the second reason for the appeal is: LHM utilized the services

of Perks Plumbing for the purpose of conducting the annual Static Pressure Decay testing at its facilities. Mr. Miller stated, the on-site manager contacted Perks Plumbing after the Citation was issued; and was advised Rainbow Market #6 was 'on the schedule; that all of the other stores had been completed; that they [Perks Plumbing] don't know how this facility was missed.' Mr. Miller stated after the issuance of the Citation LHM Inc. immediately had the test performed; that he conferred with Mr. Ron Wood, an individual who conducts these tests regarding this incident. Mr. Miller stated Mr. Wood gave him permission to advise the Hearing Board that failure to conduct the testing was due to Perks Plumbing "dropping the ball." Mr. Miller stated, Mr. Wood advised the failure to conduct the testing was due to a change in ownership; a subsequent change in the software program for the database; and a change in personnel responsible for scheduling the testing.

Mr. Miller stated, he acknowledges LHM Inc., is ultimately responsible for Rainbow Market #6 not being in compliance with the requirements of the Permit to Operate; that subsequent to the issuance of the Notice of Violation LHM has tested all of the stores; and are 'ahead of schedule on the other stores.' Mr. Miller stated LHM will be establishing one testing due date for all of its facilities; that in the future all LHM facilities will be tested in June.

Mr. Miller stated contracting the testing to "a reputable business constitutes due diligence; that [LHM] did observe due diligence." Mr. Miller reiterated he is aware LHM is "ultimately responsible" to ensure compliance with the requirements of the Regulations; however, the proposed fine results in the perception of LHM "as a wrong-doer". Mr. Miller stated he understands the necessity of having to levy fines, as there are businesses which "shirk the responsibilities" associated with operating a business; however, "based upon the past record and what has been demonstrated since, this is not his company." Mr. Miller stated "with their reputation, he hates to be lumped into that category."

Mr. Miller advised LHM "became disillusioned with Perks Plumbing; and have now contracted with a different company" to conduct the testing in the future. Mr. Miller stated, during the time this violation occurred he was in the process of opening a new store; his son had had an accident, which "sidetracked him for a little bit." Mr. Miller stated, after the citation was issued, Perks Plumbing "came out without notice and did the test and billed LHM \$1265"; that the new contractor also conducted the test and billed LHM \$400. Mr. Miller stated "he feels [LHM] has already levied its own fine in this matter."

In response to Mr. Harris regarding LHM having coordinated with Air Quality Management regarding the testing requirements for the stores, Mr. Miller advised the store in question came into compliance in June; that other stores were due for this testing in January [2014]; however, LHM had the tests conducted in August; therefore, the stores will be in compliance in January. Mr. Miller stated conducting the testing at the other stores in June will always ensure compliance.

Mr. Harris suggested LHM confer “one compliance date” for all the stores, which would simplify the assurance of compliance for all facilities.

In response to Mr. Harris, Ms. Albee advised Staff has attempted to work with those companies, which have multiple facilities, in an effort to schedule these inspections “all at one time.” Ms. Albee stated Staff is willing to work with Mr. Miller to accomplish this; that the intent of Staff is to ensure compliance within each twelve (12) month period, as it is an annual requirement.

Mr. Miller stated the store in question was tested in June and then in July; that the remaining stores were tested in August; therefore, all the stores would be within the twelve (12) month period. Mr. Miller stated he is willing to work with Staff to establish a ‘one month’ testing date for all of the stores.

In response to Ms. Rucker regarding an individual LHM employee being responsible for ensuring compliance of these requirements, Mr. Miller stated LHM is a small company with five (5) stores; that “it would probably be him” in addition to his other duties; that it would ultimately be his responsibility. In response to Ms. Rucker regarding an individual who is specifically assigned for “reporting and permitting, Mr. Miller advised Mr. Jim White is the General Manager; that as one of the owners Mr. White reviews the reporting with him; that there are a number of agencies to which LHM has to report.

In response to Dr. Fitzgerald regarding Perks Plumbing “being on a regular schedule with LHM Inc., to conduct the testing”, Mr. Miller advised “this was the first year of the new requirement; that [Perks Plumbing] stated ‘their way of doing it was to send a postcard’ indicating the testing was due; that LHM would then schedule an appointment. Mr. Miller stated that did not occur

this year; that, as he advised, Mr. Wood indicated Perks Plumbing did not send the reminder postcard.

In response to Dr. Fitzgerald regarding the testing requirement being new, Ms. Albee advised the testing requirement is not new; that the testing for the “vacuum assist vapor recovery system” has been required since the Executive Orders were approved by the California Air Resources Board (CARB). Ms. Albee stated the testing has been a condition of the Permit to Operate for a number of years.

Mr. Rinaldi stated, while he understands Mr. Miller’s concern regarding having maintained a “pristine record, there is the issue of strict liability.” Mr. Rinaldi stated an example is being unaware there is a school zone and then receiving a traffic ticket for driving too fast through that school zone. Mr. Rinaldi stated the individual or the business owner remains responsible for compliance.

Mr. Miller stated this appeal is different in that LHM Inc. took all possible due diligence to comply through the contract with Perks Plumbing to conduct the test; that having a company perform these tests is the industry standard. In response to Mr. Rinaldi regarding “ultimate responsibility”, Mr. Miller again acknowledged the “ultimate responsibility was his.”

In response to Mr. Miller, there was the requirement of “due diligence” by LHM Inc. to ensure compliance with the operation of the business.

Mr. Greene stated although LHM had contracted with Perks Plumbing for the testing it remained the responsibility of LHM to ensure the stores were in compliance with the requirements of the Permit(s) to Operate. Mr. Greene advised because he lives on property zoned agricultural and has an irrigation ditch the County requires him to have a backflow prevention device between the water main and his water meter for domestic water. Mr. Greene stated he has to have this connection inspected annually; that although he has paid a company for years to conduct this inspection it is ultimately his responsibility to ensure the testing is performed and the report submitted. Mr. Greene stated he has a calendar entry approximately “three (3) weeks ahead of the inspection date” to remind him that this inspection has to be performed. Mr. Greene stated when an individual or business has a CPA

prepare the tax return, it remains the individual or business' responsibility to ensure the tax documents are submitted to the IRS; that it is not the responsibility of the tax preparer. Mr. Greene stated based upon the owner being responsible for compliance to the permitting requirements he would support Staff's recommendation.

Mr. Rinaldi advised the Hearing Board members have been provided with a copy of the negotiated settlement document, which indicates a reduced fine recommendation. Mr. Rinaldi stated it is important to be aware when an appellant does not accept the negotiated settlement, the settlement offer is void; and the higher recommended fine is reinstated and presented to the Hearing Board. Mr. Rinaldi stated the Hearing Board's recommendation should be based upon the merits of the case and the testimony presented during the hearing.

#### MOTION

Mr. Greene moved that based upon the testimony and evidence presented, a violation of Section 030.2175 (Operations Contrary to Permit) of the Washoe County District Board of Health Regulations Governing Air Quality Management did occur and that it be recommended to the District Board of Health that the **appeal of LHM dba RAINBOW MARKET #6, be denied and Citation No. 5326, Case No. 1123 be upheld** and a fine in the amount of **\$3,100** be levied against LHM Inc. for a **major violation**.

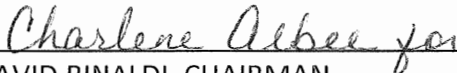
In response to Dr. Fitzgerald regarding the maximum fine which can be levied for this violation, Ms. Albee advised the maximum fine that can be levied for a major violation is \$10,000 per day for each day the violation occurred. Ms. Albee stated "this is a starting range" for determining the fine being recommended. Ms. Albee advised Staff's recommended fine is the assessment of "one event" rather than assessing a fine per day of non-compliance. Ms. Albee advised the recommended fine acknowledges the previous compliance history of LHM and the efforts of the owners to correct the violation. Ms. Albee advised, as the regulations pertaining to gasoline operations are a component of the Federal NESHAP (National Emissions Standards for Hazardous Air Pollutants), there exists the authority to levy the \$10,000 per day fine, which would have been retroactive to January, when this facility was no longer in compliance to the requirements of the Permit to Operate.



Mr. Rinaldi stated the adjusted base penalty (during the negotiated settlement) was \$600, which is the equivalent of the difference between the \$2500 and the recommended \$3100.

The motion was seconded by Ms. Rucker and carried for **approval** with Mr. Harris and Dr. Fitzgerald voting “no”.

Mrs. Janet Smith, CAP-OM, Recording Secretary, advised Mr. Miller for 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-OM  
RECORDING SECRETARY



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



**Public Health**  
 Prevent. Promote. Protect.

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, Tues, Sept 3, ~~2011~~, 2013, 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, October 24, 2013, 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.

*Rainbow Market  
 Citation No. 5326  
 Case No. 1123*

*[Signature]*  
 Appellant's Signature  
9/3/13  
 Date

**Response to Public Comments.** The Air Pollution Control Hearing Board 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 Air Pollution Control Hearing Board. 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 Air Pollution Control Hearing Board 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 Air Pollution Control Hearing Board may do this either during the public comment item or during the following item: "Board Comments – Limited to Announcement or Issues for future Agendas."

Supporting materials are available to the public at the Washoe County Health District located at 1001 E 9<sup>th</sup> Street, in Reno, Nevada. Ms. Mary Clauson is the person designated by the District Board of Health Air Pollution Control Hearing Board to respond to requests for supporting materials. Ms. Clauson is located at the Washoe County Health District Air Quality Management Division and may be reached by telephone at (775) 784-7201 or by email at [mclauson@washoecounty.us](mailto:mclauson@washoecounty.us).

- 6:00 p.m.
1. Call to Order; Pledge of Allegiance Led by Invitation
  2. Roll Call
  3. Public Comment (Discussion limited to individual comments or presentations of not more than 3 minutes on matters not addressed elsewhere on this agenda)
  4. Recommendations of Staff to Uphold Cases Appealed to the Air Pollution Control Hearing Board
    - (a) Recommendation of Staff to Deny the Appeal of Rainbow Market #6 and Uphold Case No. 1123, Citation No. 5326, Levying a Recommended Fine of \$1,500 (**For Possible Action**)
    - (b) Recommendation of Staff to Deny the Appeal of Ticor Title of Nevada Inc. and Uphold Case No. 1127, Citation No. 5280, Levying a Recommended Fine of \$ \$500 (**For Possible Action**)
  5. Board Comment – Limited to Announcements or Issues for future Agendas
  6. Public Comment (Discussion limited to individual comments or presentations of not more than 3 minutes on matters not addressed elsewhere on this agenda.)
  7. Adjournment (**For Possible Action**)

**AIR POLLUTION CONTROL HEARING BOARD**

David Rinaldi, Chairman  
Cathleen M. Fitzgerald, DEnv, P.E.  
Jeanne Rucker, REHS  
Jon S. Greene  
Richard W. Harris  
Jim Kenney  
Joseph M. Serpa

**NOTICE OF MEETING AGENDA**

Washoe County Health District  
Building B – South Auditorium  
1001 East 9th Street, Reno, Nevada

**September 3, 2013  
6:00 p.m.**

Pursuant to **NRS 241.020**, please be advised that the agenda for the **Air Pollution Control Hearing Board** meeting has been posted at the following locations: Washoe County Health District and Washoe County Administration Building, 1001 E. 9th Street, Reno, NV; Reno City Hall, 1 E. 1<sup>st</sup> Street; Sparks City Hall, 431 Prater Way; and the Air Quality Management Division, 1001 E 9<sup>th</sup> Street B171; and further, this agenda will be posted on the official website for the Washoe County Health District at [www.washoecounty.us/health](http://www.washoecounty.us/health).

The Air Pollution Control Hearing Board may take action on those items denoted (For Possible Action).

**NOTE:** 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 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 Section.

The Air Pollution Control Hearing Board 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 11130 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.

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: LHM Inc dba Rainbow Market #4 PHONE: 851-2009

ADDRESS (MAILING): 7590 Collier Dr Reno NV ZIP CODE: 89571

ADDRESS (PHYSICAL LOCATION): Same

EQUIPMENT OR PROCESS REGISTERED WITH CONTROL OFFICER? YES  NO

APPEAL OF ORDER   
APPEAL OF VIOLATION   
REQUEST FOR VARIANCE

NOTICE OF VIOLATION RECEIVED: # 5326 DATE: June 18<sup>th</sup> 2013

REGULATION INVOLVED: SECTION: 030.2175 ; Violation of permit condition

BASIS FOR APPEAL/VARIANCE: We perform vendor due diligence. Failure of vendor follow-up.

FILED BY:

James White  
Name (Type or Print)

District Manager, operations  
Title

[Signature]  
Signature

7/30/13  
Date



**AIR QUALITY MANAGEMENT - ADMINISTRATIVE PENALTY TABLE &  
RECOMMENDED FINE CALCULATION WORKSHEET**

## Administrative Penalty Table

### Air Quality Management Division Washoe County Health District

#### I. Minor Violations - Section 020.040(C)

<u>Regulation</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>
040.005 Visible Emissions	\$ 1,000	\$ 2,500
040.030 Dust Control (fugitive)	250	750
040.035 Open Fires	500	1,000
040.040 Fire Training	500	1,000
040.050 Incinerator	1,000	2,000
040.051 Woodstoves	500	1,000
040.055 Odors	1,000	2,000
040.080 Gasoline Transfer (maintenance)	1,000	2,000
040.200 Diesel Idling	500	1,000
050.001 Emergency Episode	1,000	2,000

#### II. Major Violations - Section 020.040

<u>Regulation</u>	<u>Violation</u>	<u>Source Category</u>	
		<u>Minimum</u>	<u>Maximum</u>
030.000	Construction/Operating without Permit (per major process system or unit/day)	\$ 5,000	\$ 10,000
030.1402	Failure to Comply with Stop Work Order	10,000/day	10,000/day
030.2175	Operation Contrary to Permit Conditions (per day or event)	2,500	10,000
030.235	Failure to Conduct Source Test or Report (per Reporting Period for Each Unit)	2,500	5,000
	All other Major Violations (per day or event)	\$ 5,000	\$ 10,000
030.000	Construction Without a Dust Control Permit Project Size – Less than 10 acres Project Size – 10 acres or more	\$ 500 + \$50 per acre \$1,000 + \$50 per acre	

#### III. Major Violations - Section 030.107 Asbestos

A. Asbestos Sampling & Notification	\$ 2,000 - \$10,000
B. Asbestos Control Work Practices (per day or event)	\$ 5,000 - \$10,000
C. Asbestos Containment & Abatement (per day or event)	\$ 5,000 - \$10,000





### III. Penalty Adjustment Consideration

A. Degree of Cooperation (0 – 25%) - 15 %

B. Mitigating Factors (0 – 25%) - 25 %

1. Negotiated Settlement
2. Ability to Pay
3. Other (explain)

#### C. Compliance History

No Previous Violations (0 – 10%) - 10 %

Similar Violation in Past 12 months (25 - 50%) + \_\_\_\_\_ %

Similar Violation within past 3 year (10 - 25%) + \_\_\_\_\_ %

Previous Unrelated Violation (5 – 25%) + \_\_\_\_\_ %

**Total Penalty Adjustment Factors** – sum of A, B, & C -50 %

### IV. Recommended/Negotiated Fine

Penalty Adjustment:

<u>\$ 3,100</u>	x	<u>-50 %</u>	=	<u>\$ -1,550</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

**Additional Credit for Environmental Investment/Training – N/A**

Adjusted Penalty:

<u>\$ 3,100</u>	-	<u>\$ 1,550</u>	=	<u>\$ 1,500</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		<b>Negotiated Fine</b>

  
Air Quality Specialist

8-18-2013  
Date





# PERMIT TO OPERATE

An Air Pollution Emission Source

No. A0155GS

Issued By Air Quality Management Division, Washoe County Health District

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

ISSUED TO: RAINBOW MARKET #6 Gen Air - Gasoline

ADDRESS: 1225 COMMERCE STREET, SPARKS NV, 89431

LOCATION: 7590 COLBERT DRIVE, RENO, NV 89511

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, 8 GASOLINE AND 2 DIESEL NOZZLES

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).

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. Iser M.D., P.H., M.S.*

CONTROL OFFICER

12/31/2013

EXPIRATION DATE

\$475.00

ANNUAL RENEWAL FEE

A0155GS

PERMIT NO.

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



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



Public Health  
Prevent. Promote. Protect.

DATE: September 3, 2013

TO: Air Pollution Control Hearing Board

FROM: Daniel Inouye, Acting Director, Air Quality Management

SUBJECT: LHM Inc. dba Rainbow Market #6 – Case No. 1123  
Appealed Citation No. 5326  
Agenda Item: 4. a.

### Recommendation

Air Quality Management Division Staff recommends that Citation No. 5326 be upheld and a fine of \$3,100 be levied against Rainbow Market #6 for failure to conduct the required annual performance testing in accordance with Condition No. 4 of Permit to Operate No. A0155GS. Failure to conduct the required testing constitutes a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit.

### Background

On June 18, 2013, Senior Air Quality Specialist Dennis Cerfoglio was conducting a routine bi-annual gas station inspection at the Rainbow Market #6 located at 7590 Colbert Drive in Reno. After conducting the equipment inspection, AQ Specialist Cerfoglio was completing the inspection report when he discovered the annual Static Pressure Decay and Air-to-Liquid (A/L) Tests had not been conducted. Condition No. 4 of Permit to Operate No. A0155GS issued for the gasoline dispensing equipment states:

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.

The file records identified the most recent testing was completed on January 16, 2012, therefore the annual testing should have been completed prior to January 16, 2013. This testing date would have allowed for the results to be submitted in compliance with the condition since the permit expiration date was December 31, 2012. Permit to Operate No. B0012GS was renewed in December, 2012 with the expectation the testing results would be submitted within the required timeframe. As of the June 18, 2013 inspection date, the required testing was six months past due.

Based on the results of the inspection and file review, Senior Air Quality Specialist Cerfoglio issued Notice of Violation Citation No. 5326 for a major violation of Section 030.02175, Operations Contrary to Permit. The required testing was completed on June 20<sup>th</sup> and submitted to the Air Quality Office on June 21<sup>st</sup>, bringing the facility back into compliance with the permit to operate conditions.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225  
[www.ourcleanair.com](http://www.ourcleanair.com)

APCHB AGENDA ITEM NO. 4.a.

September 3, 2013  
APCHB/Rainbow Market #6 /Case 1123  
Page 2

### Settlement

On July 18, 2013, Senior Air Quality Specialist Dennis Cerfoglio conducted a negotiated settlement meeting attended by Environmental Engineer II Mike Wolf, Mr. Mark Miller and Mr. James White, representing Rainbow Market, and Carlene, the station manager. After consideration of all of the facts presented in the case, AQ Specialist Cerfoglio proposed that Citation No. 5326 be upheld with a fine of \$1,500. Mr. Miller stated that he and Mr. White would take the offer under consideration and provide a response to AQ Specialist Cerfoglio with their decision by the end of the work week.

On July 30, 2013, AQ Specialist Cerfoglio received a Petition to the Hearing Board from Mr. James White, District Manager of Operations for Rainbow Markets, appealing the issuance of Citation No. 5326.

### Alternatives

1. The Air Pollution Control Hearing Board may determine that no violation of the Regulations has taken place and dismiss Citation No. 5326.
2. The Board may determine to uphold Citation No. 5326 but levy any fine in the range of \$0 to \$10,000.



Daniel Inouye, Acting Director  
Air Quality Management Division

DI/DC: ma

COMPLAINT INVESTIGATION REPORT  
Washoe County Air Quality Management Division

Complaint Number: **CMP13-0088**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 06/19/2013

Time: 10:00:00 AM

Inspector: DCERFOGLIO

Inspector Area: 4

Complaint Description: NOV CITATION 5326, CASE 1123 - PERMIT VIOLATION: FAILURE TO CONDUCT ANNUAL STATIC PRESSURE DECAY TESTING

Address: 7590 COLBERT DR RENO

Location:

Parcel Number: 02549034

Related Permit Number: A0155GS

Complainant:

DENNIS CERFOGLIO - SENIOR AQ SPECIALIST  
AIR QUALITY MANAGEMENT  
1001 E 9TH ST STE B171  
RENO NV 89512  
775-784-7232

Responsible Party:

RAINBOW MARKET #6  
JIM WHITE  
7590 COLBERT DRIVE  
RENO NV 89511  
775-851-2009

Investigation:

On June 18, 2013, Senior Air Quality Specialist Dennis Cerfoglio was conducting a routine bi-annual gas station inspection at the Rainbow Market #6 located at 7590 Colbert Drive in Reno, Nevada. After conducting the equipment inspection it was discovered by Specialist Cerfoglio that a yearly Static Pressure Decay test was not performed by the station owner as required in condition #4 of the permit conditions listed for the station operation. Condition #4 states that an annual Static Pressure Decay test will be conducted to show compliance with the CARB Executive Orders for vacuum assist phase II vapor recovery systems. The last time the station conducted testing was on January 16 of 2012, making the required testing six months overdue. It was noted on a prior inspection sheet by Specialist Cerfoglio back on December 14, 2011, that the required testing was due on a yearly basis and that the testing needed to be scheduled. Specialist Cerfoglio issued Citation #5326 for failure to conduct annual Static Pressure Decay Test as required by condition #4 of the permit to operate. The store manager immediately called the station owner and once made aware of the failure to test the station owner scheduled to have the testing done. On June 21, 2013 the testing was performed and the vacuum assist system was in compliance with regulations.

Enforcement Activities

Warning Citation.:  
NOV.....: 06/18/2013

Citation Number: 5326  
NOV Number....: 0  
Case Number.....: 1123  
Amount.....: \$0.00  
  
Amount.....: \$0.00

Settlement.....:  
Appealed.....:  
Upheld.....:

Status Information

Initialized By.....: MAMES  
Date Assigned.....: 06/19/2013

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

AIR QUALITY MANAGEMENT  
VAPOR RECOVERY INSPECTION SHEET FOR  
RAINBOW MARKET #6  
LOCATED AT 7590 COLBERT DRIVE, RENO NV 89511  
DATED: JUNE 18, 2013





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

STATION Rainbow Market #6 ADDRESS 7590 Colbert Drive  
 CITY Reno ZIP 89511 CONTACT \_\_\_\_\_  
 OWNER/OPERATOR Leonard Lopez PHONE (775) 851-2009  
 NUMBER OF DISPENSERS (GASOLINE) 4 NUMBER OF NOZZLES (GASOLINE) 8  
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) 4  
 FOR EACH DISPENSER

Date 6-18-2013  
 Permit # A0155GS  
 INSP D. Cafoglio  
 VN# \_\_\_\_\_

**DEFECTIVE OR NON-OPERABLE EQUIPMENT**

NOZZLE NUMBER	<u>4</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	1. NOZZLE/SPOUT .....																			
	2. SWIVEL JOINTS .....																			
	3. FACE SEAL .....																			
	4. BELLOWS .....																			
	5. VAPOR CHECK VALVE .....																			
VENT PIPES	1. 2" DIA. X 12 HGT.-MIN. ....																			
	2. AFTERBURNER .....																			
OTHER	1. VACUUM/ASSISTEQUIP .....																			
	2. AFTERBURNER .....																			

*✓ Nozzle Bent - Replace Within 10 Days*

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: Nozzle #4 bent replace within 10 days. All other assorted equipment is in compliance at this time. Call 772-7806 when repairs & testing complete.  
Static Pressure Decay Test Due Annually. Six Months Past Due. N.O.V. Citation #5376 Issued For No Testing.

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  
(NESHAP, 40 CFR PART 63, SUBPART CCCCCC)

RAINBOW MARKET #6  
LOCATED AT 7590 COLBERT DRIVE, RENO NV 89511  
DATED: JUNE 18, 2013

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

Name of Facility Rainbow Market #6  
 Facility Address 7590 Colbert Drive  
 Permit Number A0155GS

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 87,620 gallons

COMPLIANCE REQUIREMENTS

Monthly Throughput < 10,000 gallons Y/N  
 1. Minimize Spills Y  
 2. Clean Up Spills Expeditiously 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) Y  
 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 1/16/2012

**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       /      /      

Comments: Testing not complete six months over due. Citation # 5316 issued on 6-18-2013.

INSPECTOR: Dennis A. Cerfoglio

DATE: 6/18/2013

**AIR QUALITY MANAGEMENT  
VAPOR RECOVERY INSPECTION SHEET FOR  
RAINBOW MARKET #6  
LOCATED AT 7590 COLBERT DRIVE, RENO NV 89511  
DATED: DECEMBER 14, 2011**



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

Name of Facility Rainbow Market #6  
 Facility Address 7590 Colbert Drive  
 Permit Number A0155GS

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 94,810 gallons

COMPLIANCE REQUIREMENTS

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

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 5/11/2000

**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 7/15/00

Comments: \_\_\_\_\_

INSPECTOR: Dennis Cerfoglio

DATE: 12/14/2011

L. A. PERKS - TESTING AND INSPECTION CERTIFICATE RESULTS FOR  
RAINBOW MARKET #6 -LOCATED AT  
7590 COLBERT DRIVE, RENO NV 89511  
DATED: JUNE 20, 2013

## FORM 1

## SUMMARY OF SOURCE TEST DATA

TP 201.3

SOURCE INFORMATION		FACILITY PARAMETERS		
GDF Name and address  Rainbow 7590 Colbert Reno	GDF Representative and Title  GDF Phone No. ( )	PHASE II SYSTEM TYPE (Check One)  Balance Vapor vac. <u>  X  </u> Healy Other		
Permit Conditions	Source: GDF Vapor Recovery System  GDF # _____ A/C # _____	Manifolded?    X Y    or    N		
Operating Parameters				
Number of Nozzles Served by Tank #1 <u>  8  </u>		Number of Nozzles Served by Tank #3		
Number of Nozzles Served by Tank #2 <u>  8  </u>		Number of Nozzles Served by Tank #4		
Applicable Regulations:		VN Recommended		
Source Test Results and Comments				
Tank #:	1	2	3	4
1. Product Grade	<u>  87  </u>	<u>  91  </u>	_____	_____
2. Actual Tank Capacity, gallons	_____	_____	_____	_____
3. Gasoline Volume	<u>14015</u>	<u>3575</u>	_____	_____
4. Ullage, gallons (#2-#3)	<u>4091</u>	<u>8495</u>	<u>12586</u>	_____
5. Initial Pressure, inches H <sub>2</sub> O	_____	_____	<u>  2.00  </u>	_____
6. Pressure After 1 Minute, inches H <sub>2</sub> O	_____	_____	<u>  1.99  </u>	_____
7. Pressure After 2 Minutes, inches H <sub>2</sub> O	_____	_____	<u>  1.98  </u>	_____
8. Pressure After 3 Minutes, inches H <sub>2</sub> O	_____	_____	<u>  1.98  </u>	_____
9. Pressure After 4 Minutes, inches H <sub>2</sub> O	_____	_____	<u>  1.96  </u>	_____
10. Final Pressure After 5 Minutes, inches H <sub>2</sub> O	_____	_____	<u>  1.95  </u>	_____
11. Allowable Final Pressure	_____	_____	<u>  1.92  </u>	_____



Test Conducted by:R Wood	Test Company: L.A.Perks Plumbing & Heating Inc	Date of Test: 6/20/13
--------------------------	--	--------------------------

GDF Name and Address	<b>A/L Field Data Sheet</b>	Testing Firm Name and Address:
Rainbow		L.A.Perks Plumbing & Heating Inc.
7590 Colbert. Reno		765 East Greg Street Suite 103 Sparks, NV 89431
Test Date/Time: 6/20/13		Phone No. ( 775 ) 358-4403
		Test Performed by:

Disp #	Grade	Nozzle Model #	A/L	GPM	Pass/Fail	COMMENTS
1	87	Opw 12 v	.96	8.57	P	
1	89		1.00	7.50	P	
1	91		1.06	7.93	P	
2	87	12 v	1.09	8.27	P	
2	89		1.13	6.95	P	
2	91		1.09	7.50	P	
3	87	12 v	1.02	8.64	P	
3	89		1.01	7.38	P	
3	91		1.00	7.80	P	
4	87	Opw 27	1.11	9.05	P	Made adjustment to motor and
4	89		1.11	7.08	P	Repair/spout
4	91		1.04	8.42	P	
5	87	Opw 12 v	.98	8.80	P	Replaced nozzle
5	89		1.02	6.53	P	
5	91		1.02	8.23	P	
6	87	12 v	1.00	8.27	P	
6	89		1.03	6.66	P	
6	91		.99	7.44	P	
7	87	12 v	1.02	6.57	P	
7	89		1.04	6.40	P	
7	91		1.01	7.50	P	
8	87	12 v	.99	6.62	P	
8	89		.97	6.85	P	



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: October 24, 2013

TO: District Board of Health

FROM: Charlene Albee, Acting Director, Air Quality Management

SUBJECT: Ticor Title of Nevada, Inc. Case No. 1127  
Appealed Citation No. 5280  
Agenda Item: **9. A. b.**

### Recommendation

Air Quality Management Division Staff recommends that Citation No. 5280 be upheld and a fine of \$250 be levied against Ticor Title of Nevada, Inc. for failure to verify a non-compliant woodstove had been removed and provide notification to Air Quality Management prior to closing escrow on a property located at 154 Mary Street in Reno, Nevada. This Citation was issued for a minor violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 040.051 D (3)(a)(1)(i) Administrative Requirements – Existing Wood Stoves and Change of Ownership. The case was heard by the Air Pollution Control Hearing Board (APCHB) on September 3, 2013. After consideration of all of the facts and testimony, the APCHB recommended Notice of Violation Citation No. 5280 be upheld with a reduced fine of \$250.

### Background

On May 8, 2013, a woodstove inspection was completed at 154 Mary Street in Reno, Nevada, by Greg Scolari, Certified Woodstove Inspector #222. Mr. Scolari verified that the woodstove was not a certified device and was not qualified to remain in the home. The residential woodstove inspection form was properly completed indicating a failed device. The inspection form clearly states if "FAIL" is checked, a second inspection is necessary.

On May 10, 2013, the Air Quality Management office received the inspection form from Mr. Scolari marked FAIL. Upon receipt of the failed inspection, Ms. Christina Burton, Air Quality Plans/Permits/Applications Aid, e-mailed Ms. Luanne Hoyer-Barnes at Ticor Title of Nevada, Inc. informing her that the woodstove failed the inspection and that escrow could not close before the device was removed, the removal was verified, and Air Quality was provided verification of the removal.

May 14, 2013, A Notice of Denial of Certification was mailed to all involved parties. Parties receiving the Notice of Denial included: 1) Leslie Bender, Seller; 2) Pamela Ricci, Re/Max Realty, Double R office; 3) Luanne Hoyer-Barnes, Ticor Title of Nevada, Inc.; and 4) Greg Scolari, Woodstove Inspector #222. A failed inspection automatically requires a second inspection to demonstrate compliance with the Air Quality Management Regulations.

On July 17, 2013, Air Quality Specialist Wallace Prichard was notified by Ms. Burton that she had identified a violation of the Woodstove Regulations during a routine records check. She provided documentation from the Washoe County Assessor's Office to AQ Specialist Prichard documenting a June 28, 2013 close of escrow on the 154 Mary Street property. A verification of removal had not been submitted to Air Quality prior to the close of escrow.

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

Based on the results of his review of the documentation and the regulatory requirements, AQ Specialist Prichard issued Notice of Violation Citation No. 5280 for a violation of Section 040.051, Subpart D.3.a, Existing Wood Stoves and Change of Ownership. This violation is classified as a minor violation per Section 020.040, Civil Fines and Penalties.

On July 23, 2013, AQ Specialist Prichard received confirmation of the removal of the uncertified stove by Fireplace Distributors of Nevada. AQ Specialist Prichard forwarded this confirmation to Ms. Burton. The final Certificate of Compliance was issued on August 12, 2013 bringing the property back into compliance with the District Regulations.

On July 31, 2013, Senior Air Quality Specialist Dennis Cerfoglio received a Petition to the Hearing Board from Ms. Luann Hoyer-Barnes, Senior Escrow Officer Commercial Division for Ticor Title of Nevada, Inc., appealing the issuance of Notice of Violation Citation No. 5280.

#### **Air Pollution Control Hearing Board**

On September 3, 2013, the Air Pollution Control Hearing Board convened to hear the appeal of Citation No. 5280. The case was presented by Air Quality Management staff with testimony from Ms. Luann Barnes, representing Ticor Title Company. After consideration of all of the facts and testimony, a motion was made to uphold Citation No. 5280 with a fine in the amount of \$250. A copy of the APCHB meeting transcripts are enclosed for reference.

#### **Alternatives**

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5280.
2. The Board may determine to uphold Citation No. 5280 but levy any fine in the range of \$0 to \$500 per day.

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



Charlene Albee, Acting Director  
Air Quality Management Division

CA/DC: mc



**NOTICE OF VIOLATION**

NOV 5280

DATE ISSUED: 07/23/2013

ISSUED TO: Ticon Title PHONE #: 775-324-7400

MAILING ADDRESS: 5441 Kietzke Ln CITY/ST: Reno, NV ZIP: 89511

NAME/OPERATOR: Luann Barnes PHONE #: 775-824-3232

Escrow  
 PERMIT NO. 1302384-CD COMPLAINT NO. CMP13-000

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 7/23/2013 (DATE) AT 10:45 AM (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 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 checked="" type="checkbox"/> OTHER <u>040.051</u>        | <input type="checkbox"/> OTHER _____                            |

VIOLATION DESCRIPTION: Existing Wood Stoves & Change of Ownership  
In order to complete any escrow transaction, &/or title change on any residential property. Property owner must obtain Cert of Compliance or notice of Exemption!

LOCATION OF VIOLATION: 154 Mary Street, Reno, NV 89509

POINT OF OBSERVATION: Check of Administrative Records / Notice of Exemptions.

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 6/28/13 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within immediately 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: 7/23/2013

Issued by: Wallace Prichard Title: Air Quality Specialist

**PETITION FOR APPEAL FORM PROVIDED**



# WASHOE COUNTY HEALTH DISTRICT



**Public Health**  
Prevent. Promote. Protect.

CASE NO. 1127 ~ AS REVIEWED BEFORE THE AIR POLLUTION CONTROL HEARING BOARD

In Re: Appeal of TICOR TITLE )  
of NEVADA, INC., for violation of )  
Section 040.051 D (3)(a)(1)(i) )  
(Wood Stove/Fireplace Insert )  
Emissions – Administrative )  
Requirements) of the Washoe )  
County District Board of Health )  
Regulations Governing Air Quality )  
Management. )

**CASE NO. 1127**  
**TICOR TITLE OF NEVADA, INC.**

At a hearing of the Air Pollution Control Hearing Board  
at Wells Avenue at Ninth Street  
Reno, Nevada  
September 3, 2013

PRESENT: Chairman David Rinaldi  
Vice Chairman Jon Greene  
Member Cathleen Fitzgerald, DEnv, PE  
Member Richard Harris, Esquire  
Member Jim Kenney  
Member Jeanne Rucker, REHS  
Kevin Dick, Interim District Health Officer  
Charlene Albee, Chief, Permitting & Enforcement  
Dennis Cerfoglio, Senior Air Quality Specialist  
Wally Prichard, Air Quality Specialist  
Tina Burton, Plans/Permits/Applications Aide  
Leslie Admirand, Deputy District Attorney  
Janet Smith, CAP-OM, Recording Secretary

ABSENT: Member Joe Serpa

1001 EAST NINTH STREET / P.O. BOX 11130, RENO, NEVADA 89520 (775) 328-2410 FAX (775) 328-3752

[www.washoecounty.us/health](http://www.washoecounty.us/health)

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**STATEMENT OF THE FACTUAL QUESTION**

**SECTION 040 PROHIBITED EMISSIONS**

**SECTION 040.051 WOOD STOVE/FIREPLACE INSERT EMISSIONS**

**SECTION D. ADMINISTRATIVE REQUIREMENTS**

(3) EXISTING WOOD STOVES AND CHANGE OF OWNERSHIP. In order to complete any new escrow transaction, and/or title change on any residential property, the current property owner must obtain either a Certificate of Compliance or a Notice of Exemption.

(a) The Control Officer shall issue a Certificate of Compliance if:

(1) An inspection report from an approved Wood Stove Inspector is submitted that demonstrates the residential property contains allowable wood burning devices.

(i) If the report indicated that a wood stove is uncertified, the wood stove must be removed from the residential property and re-inspection by an approved inspector as required.

**GENERAL COMMENTS**

Mr. Harris advised due to a personal conflict of interest he will recuse himself from the proceedings and the vote.

On September 3, 2013, the Hearing Board for the referenced Regulations held a public hearing to consider all evidence and testimony concerning the appeal of **TICOR TITLE of NEVADA, INC., Citation No. 5280, Case No. 1127**, for violation of Section 040.051 (Administrative Requirements [for Wood Stove/Fireplace Insert Emissions] ) of the Washoe County District Board of Health Regulations Governing Air Quality Management.

Ms. Charlene Albee, Chief, Permitting & Enforcement, being duly sworn, advised on May 8, 2013, a woodstove inspection was completed at 154 Mary Street, Reno, Nevada by Mr. Greg Scolari, Certified Woodstove Inspector #222. Ms. Albee advised Mr. Scolari verified the woodstove in the residence was not a certified device and per the requirements of the Regulations could not remain in the home. Ms. Albee advised the residential woodstove inspection form was properly completed indicating a “failed” device and was submitted to the Air Quality Management office on May 10, 2013. Ms. Albee advised the inspection form clearly stipulates if “FAIL” is checked a second inspection is necessary.

Ms. Albee stated upon receipt of the “FAIL” notification Ms. Christina “Tina” Burton, Plans/Permits/Applications Aid, emailed Ms. Luanne Hoyer-Barnes at Ticor Title of Nevada, Inc., advising Ms. Hoyer-Barnes the woodstove “failed” the inspection and escrow could not close before the device was removed; the removal verified; and the Air Quality Management Division was provided verification of said removal.

Ms. Albee advised on May 14, 2013, Ms. Burton issued a Notice of Denial of Certification which was mailed to the following: 1) Leslie Bender, seller; 2) Pamela Ricci, Re/Max Realty, Double R office; 3) Luanne Hoyer-Barnes, Ticor Title of Nevada, Inc.; and 4) Greg Scolari, Woodstove Inspector #222. Ms. Albee stated, the Notice of Denial Certification specifically stipulates in the event of a receipt of a Notice of Denial a failed inspection automatically requires a second inspection to demonstrate compliance with the Air Quality Management Regulations. Ms. Albee stated a Certification of Compliance will not be issued until verification of the removal is completed and submitted to Air Quality Management.

Ms. Albee advised during a routine review of the “failed” notices, Ms. Burton determined a violation of the requirements for compliance of these Regulations had occurred, as the Assessor’s Office provided documentation indicating escrow had closed on the subject property without the filing of the second inspection report verifying the device had been removed as required. Ms. Albee stated on July 17, 2013, Ms. Burton assigned a complaint to Air Quality Specialist Mr. Wallace Prichard providing documentation from the Assessor’s Office verifying a June 28, 2013, escrow closing date for the 154 Mary Street property. Ms. Albee advised based upon the verification and review Mr. Prichard issued Notice of Violation Citation No. 5280 on July 23, 2013, to Ticor Title of Nevada, Inc., Subpart D.3.a. Existing Wood Stoves and Change of Ownership; that this is a minor violation.



Ms. Albee stated the verification of removal was submitted after the issuance of the Notice of Violation; that on August 12, 2013, Ms. Burton issued the Certificate of Completion.

Ms. Albee advised Mr. Wallace Prichard, Air Quality Specialist and Ms. Tina Burton, Plans/Permits/Applications Aide are present should the Hearing Board have any questions.

In response to Ms. Rucker regarding the invoice dated June 19, 2013, from Fireplace Distributors of Nevada, Inc., which indicates the wood stove was removed, Ms. Albee advised the invoice was provided to Tigor Title; however, it had not been submitted to the Health District's Air Quality Management Division. Ms. Albee advised the Certified Wood Stove Inspector had not been provided the opportunity to conduct the second inspection to verify the device had been removed. Ms. Albee stated the violation is due to escrow closing prior to a second inspection being conducted verifying the device had been removed and; documentation submitted to the Air Quality Management Division; for the issuance of the Certificate of Compliance. Ms. Albee stated to refer to Mr. Greene's comments "it is similar to having your taxes prepared but never filing with the IRS."

Ms. Luanne Barnes, Escrow Officer, Tigor Title, being duly sworn, stated, the basis of the appeal is the invoice from Fireplace Distributors of Nevada indicating the non-compliant device had been removed. Ms. Barnes stated "it was her understanding [Tigor Title] simply had to verify the woodstove had been removed." Ms. Barnes stated she "was unaware [Tigor Title] had to do anything further than that; that the woodstove had been removed; and had been capped." Ms. Barnes advised she had documentation of this; therefore, she was unaware of "any wrongdoing on Tigor's part."

In response to Mr. Rinaldi regarding verification of the date of removal and the date of closing, Ms. Barnes indicated she has the documentation indicating the device was removed on June 19, 2013; with escrow closing June 28, 2013.

Ms. Barnes stated she did receive the email from Ms. Burton advising the wood stove failed the inspection; and escrow could not close until the device was properly removed and removal has been verified. Ms. Barnes stated her "understanding was receiving the invoice that it had been

removed was evidence enough; and she did not understand she needed to do anything further than that.”

In response to Mr. Greene regarding the number of years Ms. Barnes has been “in the escrow business,” Ms. Barnes advised she has been in escrow for approximately twenty-eight (28) years. In response to Mr. Greene regarding previous escrows for residences with a wood stove, Ms. Barnes stated advised she “believes this may be her first escrow for a residence with a wood stove as generally does more commercial properties r than residential.” Ms. Barnes stated she has previously received Certificates of Compliance; however, she has never received a denial; that she is not that familiar with this process.

In response to Mr. Kenney regarding her statement on the Petition to the Hearing Board for Ticor Title’s appeal “We were advised that property was inspected and all was completed”, Ms. Barnes stated this was based on the receipt of the invoice for the removal of the wood stove. Ms. Barnes stated she has no other documentation indicating compliance.

Ms. Laurie Frasier, Escrow Administrator, Ticor Title, being duly sworn, stated Ms. Barnes does work “on the commercial side of the escrow, which does not include woodstove” removal(s); therefore, she is unfamiliar with the process. Ms. Frasier stated that “the responsibility of who orders the final inspection and what [the title companies] need to ensure the Health Department is aware the property has been re-inspected is a little bit gray for the [title companies]. Ms. Frasier stated Ticor Title “had the proof that it had been removed; that she is now aware it was necessary to “wait for the Certificate of Compliance”; however, Ticor Title has processing dates which also have to be met.

In response to Mr. Rinaldi regarding the justification for the issuance of the Notice of Violation, Ms. Albee stated the verification of the re-inspection by the Certified Woodstove inspector who completes the re-inspection form was not received by the Air Quality Management Division. Ms. Albee stated after the re-inspection, the re-inspection form is completed by a Certified Wood Stove Inspector and submitted to Air Quality Management verifying the woodstove has been removed; that Air Quality Management then issues the Certificate of Compliance.

Mr. Rinaldi stated Fireplace Distributors of Nevada, Inc., removed the non-compliant woodstove; however, Mr. Scolari (the woodstove inspector), was not notified of the removal; therefore, he had not conducted the re-inspection of the property. Mr. Rinaldi stated prior to Air Quality Management being notified of the removal of the woodstove, which would have allowed for the issuance of a Certificate of Compliance, Ticor Title proceeded with the close of escrow.

Ms. Albee reviewed the documentation in the packet, indicating the woodstove inspection form, which stipulates a device must receive a “pass” prior to escrow being able to close; that the packet includes a copy of the Notice of Denial of Certification. Ms. Albee reiterated the Air Quality Management Division did not receive a notification of the second inspection and the verification of removal.

Ms. Rucker questioned whether the real estate agent or the title company is responsible for the verification.

In response to Ms. Rucker, Ms. Christina “Tina” Burton, Air Quality Management Plans/Permits/Application Aide, being duly sworn, advised the notification of denial is forwarded “to all parties involved.” Ms. Burton stated this process notifies the title company “escrow cannot close; that the home owner, and the real estate agent is also made aware the process cannot go forward until the [requirements] of the Regulation have been met and the property brought into compliance.” Ms. Burton stated she also notifies the woodstove inspector in the event the woodstove inspector is contacted to conduct the second inspection. Ms. Burton advised a different inspector may be contacted to conduct the second inspection as there are no requirements stipulating it must be the same inspector conducting the second inspection; that the requirement is “it must be a [certified] inspector who can verify compliance.” Ms. Burton stated when the Air Quality Management Division receives verification of removal of the device and the re-inspection has been completed she notifies the title company of compliance.

Ms. Rucker questioned if the “ultimate responsibility is placed on the title company rather than the property owner and the real estate agent.”

In response to Ms. Rucker, Ms. Burton advised the title company is the responsible party “handling the file for the actual closing for the home; that the woodstove device is the property of the current home owner. Ms. Burton advised although the property belongs to the home owner; however, the closing of escrow is the responsibility of the title company, “which is why the title company is notified the requirements of the Regulations have not been met.” Ms. Burton advised the Citation was issued to Ticor Title for closing escrow prior to the second inspection verifying compliance.

In response to Dr. Fitzgerald regarding the average number of non-compliant woodstove processes each month, Ms. Burton advised currently she is processing five (5) devices which are awaiting re-inspection and for the notification of removal. In response to Dr. Fitzgerald regarding other incidences in which escrow closed prior to the second inspection and verification, Ms. Burton advised there have been other incidences; however, those incidences are few. Ms. Burton advised typically when a device is determined to be non-compliance the removal, re-inspection and submission of the verification is addressed immediately. Ms. Burton stated when the Air Quality Management Division is notified of compliance the title company is notified immediately to allow escrow to close.

Mr. Rinaldi stated he has discussed this issue of the responsible party previously with Staff; that the title companies are “the gatekeepers as title companies are responsible for closing escrow.”

Ms. Barnes stated in reference to the “Notice of Denial of Certification” form it is does not stipulate “that escrow cannot close without the Notice of Exemption form. Ms. Barnes stated the title companies cannot order a second inspection of a residence; that “it is not clear, as it stipulates the Notice of Exemption cannot be filed.” Ms. Barnes stated once the notification was received regarding the failed inspection, the woodstove was immediately removed.

Mr. Rinaldi stated the title companies should not close escrow unless everything is in compliance, which can include the requirement for the Certificate of Compliance.

Ms. Frasier stated Ticor Title was unaware if the second inspection had been completed; that the close of escrow was based upon the removal of the device, which Ticor Title had received notification of the removal. Ms. Frasier stated the title companies “are not authorized to spend

money from either of the parties by hiring an inspector” to conduct the second inspection. Ms. Frasier stated “if [Ticor Title] is the only company suffering because the requirements weren’t followed that doesn’t seem fair or appropriate.” Ms. Barnes state she understands “if the title company has the Compliance Certificate then they know”; however, “ultimately it is the parties responsibility to have it removed.”

Mr. Greene stated he previously owned and operated a woodstove business; and served as an inspector for a number of years; that “the issuance of an invoice is not proof it happened.”

In response to Mr. Greene, Ms. Frasier stated she concurs with Mr. Greene, “except the invoice” specifies ‘removed non-compliance wood stove from house; capped at box’; that this wasn’t a proposal of work to be done.

Mr. Greene stated an invoice indicating the removal of the wood stove is not verification, which is why the second re-inspection and Certificate of Compliance are necessary to verify compliance.

Ms. Frasier stated the title company “never sees the property; that the [title company] does not know which properties have or don’t have a woodstove.” Ms. Frasier stated the title companies rely upon the information provided. Ms. Frasier stated the title company receives the Notice of Exemption; escrow closes and the title companies pay the [processing] fee. Ms. Frasier stated the title companies “seem to take on all of the responsibility without a lot of the knowledge.” Ms. Frasier stated she concurs Ticor Title “should have obtained the Certificate of Compliance; but Ticor closes hundreds of escrows a month; that Ms. Burton indicated there are currently five (5) failed inspections.” Ms. Frasier stated she “doesn’t know how often this happens”; that it has not happened to Ticor Title previously. Ms. Frasier stated Ms. Albee spoke to the Escrow Association last month regarding the new regulations specific to commercial properties. Ms. Frasier stated this incident “was a mistake and Ticor Title would not have closed escrow except that Fireplace Distributors of Nevada removed the woodstove”; and Ticor Title “was under the impression that Fireplace Distributors was sending in what was necessary.”

In response to Ms. Frasier regarding the title companies “relying on the information provided to them by the inspector, Mr. Greene stated the information provided regarding the compliance or non-compliance of a wood stove is submitted by a licensed certified inspector. Mr. Greene stated, “For the record he would not say Fireplace Distributors of Nevada would pull a fast one.”

In response to Dr. Fitzgerald regarding implementing measures to ensure this type of violation does not occur again, Ms. Frasier advised it was reviewed during the monthly escrow meeting. Ms. Frasier stated “it seems the Regulations are becoming tighter.”

In response to Ms. Rucker regarding “who has the authority to request the re-inspection”, Ms. Alice Griffin, agent for the seller, being duly sworn, advised she observed the device was removed from this residence. Ms. Griffin stated she has been involved in realty for approximately twenty-nine (29) years. Ms. Griffin stated she received the notification of the failed inspection; however, she never received a notification a second inspection needed to be done. Ms. Griffin stated neither she nor her company was ever mentioned or notified a second inspection had to be conducted.

Ms. Griffin stated she has implemented the removal of numerous woodstoves; that upon completion of the removal of the wood stove she submits the documentation to the title company and saves copies of the receipts. Ms. Griffin stated she has “never had one since the new rules passed; that she has never had this occur; that no Realtor who has been in the business a long time, with whom she conferred has ever heard of this happening.” Ms. Frasier stated ensuring compliance with these requirements would “normally the responsibility of the seller’s agent as they are to take care of everything.” Ms. Griffin stated after the first inspection she arranged to have the wood stove removed; that when was advised of the violation she had the re-inspection completed within two (2) days.

Mr. Greene stated Ms. Griffin indicated “a re-inspection being a new requirement”; however, noted in the left-hand corner of the form is: (Rev. 04/09).

In response to Mr. Greene, Ms. Griffin stated it “may not be new; that she has never encountered it.”

In response to Mr. Greene, Ms. Albee advised this is neither a new requirement nor a new process. Ms. Albee stated within the past year and a half the Air Quality Management Division has issued four (4) other Citations for violation of Section 040.051 for closing of escrow without being in compliance with the requirements of the Regulations. Ms. Albee advised two (2) were issued to First Centennial Title; one (1) to Harmony Title and one to Stewart Title; that all of these Citations were resolved in negotiated settlements hearings, with each paying a \$250 fine. Ms. Albee stated those cases were presented to the District Board of Health without being reviewed by the Hearing Board; therefore, the Hearing Board members would not have been aware of these violations.

Ms. Albee stated the requirements of the Regulations are specific regarding the second inspection; that it is indicated on the form. Ms. Albee stated in this case the emails were forwarded to all parties; the Notice of Denial of Certification was issued; and also indicates a second inspection is required. Ms. Albee stated it is the consensus of Staff the requirements of this Section of the Regulations is not new. Ms. Albee stated for residences which claim no device present and submit a Notice of Exemption indicating “no stove present”, Staff conducts an audit of approximately 10% of those to verify compliance. Ms. Albee stated should it be determined a non-compliant device remained in a residence after the submission of a Notice of Exemption, Air Quality Management “would take action against all who had signed-off on the Notice of Exemption.” Ms. Albee advised this would include the title companies.

In response to Dr. Fitzgerald regarding the cases to which Ms. Albee referred, Ms. Albee advised the Citations were issued for the closing of escrow without an exemption being filed to verify compliance. Ms. Albee advised the Notice of Exemption is filed to verify either the absence of a solid fuel burning device or that there is a fireplace, which can't be removed.

Ms. Rucker stated Ticor Title of Nevada and the Realtor both “believed the invoice for the removal of the device was the verification of compliance.”

Ms. Griffin stated she did not receive the notification of the requirement for a second inspection; that she was notified by the buyer's agent that the stove did not comply. Ms. Griffin stated she immediately had it removed and believed she was in compliance as the device was no longer in the residence.

Ms. Albee stated Ms. Pamela Ricci, the seller's agent was notified of the stove not being in compliance; that the Air Quality Management Division had not been provided Ms. Griffin's name as the agent for the seller on the inspection form. Ms. Albee advised Staff notified everyone listed on information provided.

Dr. Fitzgerald stated she conferred with a Realtor and was advised the Realtor was aware of the requirements for the inspection; however, she was not aware of the requirement for a re-inspection in the event the device failed.

Ms. Rucker stated a violation of the regulations obviously occurred; however, the indications are it was not intentional." Ms. Rucker stated "it is a little bit convoluted as how it is determined the title company is ultimately responsible party, as the owner has some responsibility in selling the property; as does the Realtor." Ms. Rucker stated she is having "some difficulty in deciding who ultimately gets the Citation and pays the fine."

Mr. Rinaldi stated the Hearing Board does have the option of upholding the violation and assessing any amount allowable within the parameters of the Regulations; or the Hearing Board may recommend vacating the violation. Mr. Rinaldi stated vacating the violation "may not be entirely appropriate as a violation did occur. In response to Ms. Rucker regarding the requirements to upholding the fine and levying a fine, Mr. Rinaldi stated the Hearing Board can recommend upholding the Citation and not levying a fine.


### **MOTION**

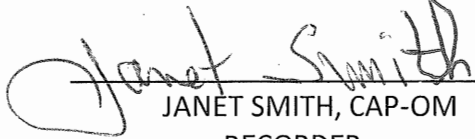
Mr. Kenney moved that based upon the testimony and evidence presented, a violation of Section 040.051 (Wood Stove Fireplace Insert Emissions), Subsection D (Administrative Requirements) of the Washoe County District Board of Health Regulations Governing Air Quality Management did occur and that it be recommended to the District Board of Health that the **appeal** of TICOR TITLE of NEVADA, INC., be **denied** and **Citation No. 5280, Case No. 1127** be **upheld** and a **\$250 fine** be levied against Ticor Title of Nevada, Inc.

The motion was seconded by Mr. Greene and carried for approval with Ms. Rucker voting "no"; and Mr. Harris abstaining.



Mrs. Janet Smith, CAP-OM, Recording Secretary, advised Ms. Barnes of Ticor Title of Nevada, Inc.'s 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-OM  
RECORDER



# WASHOE COUNTY HEALTH DISTRICT AIR QUALITY MANAGEMENT DIVISION



Public Health  
Prevent. Promote. Protect.

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, Tuesday, Sept 3, 2013, 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, October 24, 2013, 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.

Recor Title  
Citation No. 5280  
Case No. 1127

[Signature]  
Appellant's Signature  
9/3/13  
Date

**Response to Public Comments.** The Air Pollution Control Hearing Board 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 Air Pollution Control Hearing Board. 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 Air Pollution Control Hearing Board 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 Air Pollution Control Hearing Board may do this either during the public comment item or during the following item: "Board Comments – Limited to Announcement or Issues for future Agendas."

Supporting materials are available to the public at the Washoe County Health District located at 1001 E 9<sup>th</sup> Street, in Reno, Nevada. Ms. Mary Clauson is the person designated by the District Board of Health Air Pollution Control Hearing Board to respond to requests for supporting materials. Ms. Clauson is located at the Washoe County Health District Air Quality Management Division and may be reached by telephone at (775) 784-7201 or by email at [mclauson@washoecounty.us](mailto:mclauson@washoecounty.us).

- 6:00 p.m.
1. Call to Order; Pledge of Allegiance Led by Invitation
  2. Roll Call
  3. Public Comment (Discussion limited to individual comments or presentations of not more than 3 minutes on matters not addressed elsewhere on this agenda)
  4. Recommendations of Staff to Uphold Cases Appealed to the Air Pollution Control Hearing Board
    - (a) Recommendation of Staff to Deny the Appeal of Rainbow Market #6 and Uphold Case No. 1123, Citation No. 5326, Levying a Recommended Fine of \$1,500 (**For Possible Action**)
    - (b) Recommendation of Staff to Deny the Appeal of Ticor Title of Nevada Inc. and Uphold Case No. 1127, Citation No. 5280, Levying a Recommended Fine of \$ \$500 (**For Possible Action**)
  5. Board Comment – Limited to Announcements or Issues for future Agendas
  6. Public Comment (Discussion limited to individual comments or presentations of not more than 3 minutes on matters not addressed elsewhere on this agenda.)
  7. Adjournment (**For Possible Action**)

## **AIR POLLUTION CONTROL HEARING BOARD**

David Rinaldi, Chairman  
Cathleen M. Fitzgerald, DEnv, P.E.  
Jeanne Rucker, REHS  
Jon S. Greene  
Richard W. Harris  
Jim Kenney  
Joseph M. Serpa

### **NOTICE OF MEETING AGENDA**

Washoe County Health District  
Building B – South Auditorium  
1001 East 9th Street, Reno, Nevada

**September 3, 2013  
6:00 p.m.**

Pursuant to **NRS 241.020**, please be advised that the agenda for the **Air Pollution Control Hearing Board** meeting has been posted at the following locations: Washoe County Health District and Washoe County Administration Building, 1001 E. 9th Street, Reno, NV; Reno City Hall, 1 E. 1<sup>st</sup> Street; Sparks City Hall, 431 Prater Way; and the Air Quality Management Division, 1001 E 9<sup>th</sup> Street B171; and further, this agenda will be posted on the official website for the Washoe County Health District at [www.washoecounty.us/health](http://www.washoecounty.us/health).

The Air Pollution Control Hearing Board may take action on those items denoted **(For Possible Action)**.

**NOTE:** 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 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 Section.

The Air Pollution Control Hearing Board 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 11130 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.

A PETITION TO THE HEARING BOARD

PETITIONER: Ticor Title PHONE: 775-324-7400

ADDRESS (MAILING): 5441 Kietzke Lane, Reno, NV ZIP CODE: 89511

ADDRESS (PHYSICAL LOCATION): 5441 Kietzke Lane, Reno, NV 89511

EQUIPMENT OR PROCESS REGISTERED WITH CONTROL OFFICER?  
YES \_\_\_ NO \_\_\_

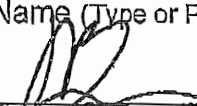
APPEAL OF ORDER \_\_\_\_\_  
APPEAL OF VIOLATION XX  
REQUEST FOR VARIANCE \_\_\_\_\_

NOTICE OF VIOLATION RECEIVED: # CMP13-100 DATE: July 23, 2012

REGULATION INVOLVED: SECTION: 040.051

BASIS FOR APPEAL/VARIANCE: Uncertified woodstove was removed from premises  
prior to close of Escrow No. 1302384-CD (154 Mary St., Reno, NV)  
We were advised that property was inspected and all was completed.

FILED BY:

Luann Barnes  
Name (Type or Print)  
  
Signature

Escrow Officer  
Title  
7.31.2013  
Date



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



**NOTICE OF VIOLATION**

NOV 5280

DATE ISSUED: 07/23/2013

ISSUED TO: Ticor Title PHONE #: 775-324-7400

MAILING ADDRESS: 5441 Kirtlake Ln CITY/ST: Reno, NV ZIP: 89511

NAME/OPERATOR: Leanne Platts PHONE #: \_\_\_\_\_

PERMIT NO. 1302384-CD COMPLAINT NO. C11P13-100

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 7/23/2013 (DATE) AT 10:45 AM (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- MINOR VIOLATION OF SECTION:
  - 040.030 DUST CONTROL
  - 040.055 ODOR/NUISANCE
  - 040.200 DIESEL IDLING
  - OTHER 040.051
- MAJOR VIOLATION OF SECTION:
  - 030.000 OPERATING W/O PERMIT
  - 030.2175 VIOLATION OF PERMIT CONDITION
  - 030.105 ASBESTOS/NESHAP
  - OTHER \_\_\_\_\_

VIOLATION DESCRIPTION: Existing Wood Stove & Change of Ownership

In order to complete any current transaction, e.g. the change on any residential property, property owner must obtain Cert of Compliance on

LOCATION OF VIOLATION: 154 Wagon Street, Reno, NV 89509 Notice of Exemption!

POINT OF OBSERVATION: Check of Administrative Records / Notice of Exemptions

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 6/28/13 (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: 7-23-2013

Issued by: [Signature] Title: Asst. Public Specialist

PETITION FOR APPEAL FORM PROVIDED

H-AIR-09 (Rev. 04/12)

**Barnes, Luann**

---

**From:** Pam Ricci [pam@riccihomes.com]  
**Sent:** Friday, July 26, 2013 1:39 PM  
**To:** Alice Griffin; Barnes, Luann  
**Subject:** Fwd: Wood Stove at 154 Mary St.

Here you go for Mary St. Thanks, Pam

----- Forwarded message -----

**From:** HomeTeam of Reno <reno@hometeam.com>  
**Date:** Fri, Jul 26, 2013 at 1:27 PM  
**Subject:** Wood Stove at 154 Mary St.  
**To:** "TBurton@washoecounty.us" <TBurton@washoecounty.us>  
**Cc:** Pam Ricci <pam@riccihomes.com>, HomeTeam of Reno <reno@hometeam.com>

To: Washoe County Air Quality

Fr: Greg Scolari

Re: 154 Mary St.

On 7/25/13 I verified that the non-compliant wood stove at 154 Mary St. (APN #014-270-03) had been removed from the premises

Greg Scolari  
Inspector # 222

Greg Scolari  
HomeTeam Inspection Service  
775 829-4415  
[www.hometeam.com/reno](http://www.hometeam.com/reno)

--  
*Pamela B. Ricci, CDPE, CRS, GRI, ePro*

RE/MAX Realty Affiliates  
10795 Double R Blvd.  
Reno, NV 89521

Direct: 775.327.9907

# Fireplace Distributors of Nevada, Inc

8521 White Fir St., Ste C-6  
Reno, NV 89523

Phone: (775) 747-1346 Fax: (775) 747-1387  
www.fireplacenv.com

NV. LICENSE #15309 & CA. LICENSE #862648

# INVOICE

Invoice Number: GRIFFIN.A  
Invoice Date: Jun 19, 2013  
Page: 1

License Limit: \$200,000

Bill To:
Cash Customer

Ship to:
Alice Griffin 154 Mary Street Reno, NV 89509 6.18.13 - JR/DG

Customer ID	Customer PO	Payment Terms	
CASH-13	775.901.1722	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JH	None		6/19/13

Quantity	Item	Description	Unit Price	Amount
1.00	WZBM0026	Adj 6/7/8" Flue Stop - Black	13.92	13.92
1.00	LABOR - NV	Labor-Install/Service-NV	160.00	160.00
		Removed non-compliant wood stove from house; capped at support box.		
Subtotal				173.92
Sales Tax				1.08
Total Invoice Amount				175.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>175.00</b>

Check/Credit Memo No:

A Finance Charge of 1 1/2% Per Month (Annual percentage rate of 18%) will be charged on all Past-Due Balances.  
THERE WILL BE A \$25.00 CHARGE FOR ANY RETURNED CHECK.

*Thank You for the Opportunity to Serve You*





5441 Kietzke Lane, Suite 100 , Reno, NV 89511  
Phone: (775) 824-3232 • Fax: (775) 824 3233

**Commercial Division**

**FAX COVER SHEET**

DATE: July 31, 2013 FROM:

TO: Wally Prichard – Dennis Cerfoglio

Luann Barnes, Sr. Escrow Officer  
luann.barnes@ticortitle.com  
Phone: 7750326-5303

FAX: 775-784-7225

RE: NOV 5280 -- 154 Mary Street, Reno

Number of pages including cover sheet 5

Message:

Attached please Petition To The Hearing Board.

Please review and advise what we need to do to correct this.

Thank you,

Luann Barnes

\_\_\_\_\_  
\_\_\_\_\_  
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**SPECIAL INFORMATION ABOUT THIS FAX:**

The information contained in this facsimile message may be confidential, proprietary and/or legally privileged information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any copying, dissemination, or distribution of confidential, proprietary or privileged information is strictly prohibited. If you have received this communication in error, please immediately notify the sender by telephone, and we will arrange for the return of the facsimile. Thank you!

**AIR QUALITY MANAGEMENT - ADMINISTRATIVE PENALTY TABLE &  
RECOMMENDED FINE CALCULATION WORKSHEET**

# Administrative Penalty Table

## Air Quality Management Division Washoe County Health District

### I. Minor Violations - Section 020.040(C)

<u>Regulation</u>	<u>1<sup>st</sup> Violation</u>	<u>2<sup>nd</sup> Violation</u>
040.005 Visible Emissions	\$ 1,000	\$ 2,500
040.030 Dust Control (fugitive)	250	750
040.035 Open Fires	500	1,000
040.040 Fire Training	500	1,000
040.050 Incinerator	1,000	2,000
040.051 Woodstoves	500	1,000
040.055 Odors	1,000	2,000
040.080 Gasoline Transfer (maintenance)	1,000	2,000
040.200 Diesel Idling	500	1,000
050.001 Emergency Episode	1,000	2,000

### II. Major Violations - Section 020.040

<u>Regulation</u>	<u>Violation</u>	<u>Source Category</u>	
		<u>Minimum</u>	<u>Maximum</u>
030.000	Construction/Operating without Permit (per major process system or unit/day)	\$ 5,000	\$ 10,000
030.1402	Failure to Comply with Stop Work Order	10,000/day	10,000/day
030.2175	Operation Contrary to Permit Conditions (per day or event)	2,500	10,000
030.235	Failure to Conduct Source Test or Report (per Reporting Period for Each Unit)	2,500	5,000
	All other Major Violations (per day or event)	\$ 5,000	\$ 10,000
030.000	Construction Without a Dust Control Permit Project Size – Less than 10 acres Project Size – 10 acres or more	\$ 500 + \$50 per acre \$1,000 + \$50 per acre	

### III. Major Violations - Section 030.107 Asbestos

A. Asbestos Sampling & Notification	\$ 2,000 - \$10,000
B. Asbestos Control Work Practices (per day or event)	\$ 5,000 - \$10,000
C. Asbestos Containment & Abatement (per day or event)	\$ 5,000 - \$10,000

**Washoe County Air Quality Management  
Permitting & Enforcement Branch  
Recommended Fine Calculation Worksheet**

Company Name Ticor Title of Nevada Inc.  
Contact Name Luann Hoyer-Barnes

Case #1127                      NOV #5280                      Complaint CMP13-0100

Violation of Section 040.051.D.3.a.1.i – Administrative Requirements – Existing Wood  
Stoves and Change of Ownership

**I. Base Penalty as specified in the Penalty Table**                      =                      \$ 500

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

(The degree of which the person/company has deviated from the regulatory requirements)

Minor – 0.5      Moderate – 0.75      Major – 1.0      **Adjustment Factor**      1.0

**2. Toxicity of Release**

Criteria Pollutant – 1x

Hazardous Air Pollutant – 2x    **Adjustment Factor**      N/A

**3. Environmental/Public Health Risk** (Proximity to sensitive environment or group)

Negligible – 1x      Moderate – 1.5x      Significant – 2x      **Adjustment Factor**      1.0

Total Adjustment Factors (1 x 2 x 3) =                      1.0

**B. Adjusted Base Penalty**

Base Penalty 500 x Adjustment Factor 1.0 =                      \$ 500

**C. Multiple Days or Units in Violation**

Adjusted Penalty \_\_\_\_\_ x Number of Days or Units 1.0 =                      \$ \_\_\_\_\_

**D. Economic Benefit**

Avoided Costs \$ N/A =                      \$ \_\_\_\_\_

**Penalty Subtotal – Recommended Fine**

Adjusted Base Penalty \$ 500 + Economic Benefit \$ \_\_\_\_\_ =                      \$ 500

**III. Penalty Adjustment Consideration**

- A. Degree of Cooperation** (0 – 25%) 0 %
- B. Mitigating Factors** (0 – 25%) 0 %
- 1. Negotiated Settlement
  - 2. Ability to Pay
  - 3. Other (explain)
- C. Compliance History**
- No Previous Violations (0 – 10%) - 0 %
- Similar Violation in Past 12 months (25 - 50%) + \_\_\_\_\_ %
- Similar Violation within past 3 year (10 - 25%) + \_\_\_\_\_ %
- Previous Unrelated Violation (5 – 25%) + \_\_\_\_\_ %
- Total Penalty Adjustment Factors** – sum of A, B, & C          %

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:

$$\begin{array}{rclcl} \underline{\$ 500} & & \times & \underline{0} \% & = & \underline{\$ 500} \\ \text{Penalty Subtotal} & & & \text{Total Adjustment Factors} & & \text{Total Adjustment Value} \\ \text{(From Section II)} & & & \text{(From Section III)} & & \end{array}$$

**Additional Credit for Environmental Investment/Training – N/A**

Adjusted Penalty:

$$\begin{array}{rclcl} \underline{\$ 500} & & - & \underline{\$ 0} & = & \underline{\$ 500} \\ \text{Penalty Subtotal} & & & \text{Total Adjustment Value} & & \text{Recommended} \\ \text{(From Section II)} & & & \text{(From Section III + Credit)} & & \text{Fine} \end{array}$$

  
Air Quality Specialist

8-1-2013  
Date



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

DATE: September 3, 2013

TO: Air Pollution Control Hearing Board

FROM: Daniel Inouye, Acting Director, Air Quality Management

SUBJECT: Ticor Title of Nevada, Inc. Case No. 1127  
Appealed Citation No. 5280  
Agenda Item: 4. b.

### Recommendation

Air Quality Management Division Staff recommends that Citation No. 5280 be upheld and a fine of \$500 be levied against Ticor Title of Nevada, Inc. for failure to verify a non-compliant woodstove had been removed and provide notification to Air Quality Management prior to closing escrow on a property located at 154 Mary Street in Reno, Nevada. This Citation was issued for a minor violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 040.051 D (3)(a)(1)(i) Administrative Requirements – Existing Wood Stoves and Change of Ownership.

Recommended Fine: \$500.00

### Background

On May 8, 2013, a woodstove inspection was completed at 154 Mary Street in Reno, Nevada, by Greg Scolari, Certified Woodstove Inspector #222. Mr. Scolari verified that the woodstove was not a certified device and was not qualified to remain in the home. The residential woodstove inspection form was properly completed indicating a failed device. The inspection form clearly states if "FAIL" is checked, a second inspection is necessary.

On May 10, 2013, the Air Quality Management office received the inspection form from Mr. Scolari marked FAIL. Upon receipt of the failed inspection, Ms. Christina Burton, Air Quality Plans/Permits/Applications Aid, e-mailed Ms. Luanne Hoyer-Barnes at Ticor Title of Nevada, Inc. informing her that the woodstove failed the inspection and that escrow could not close before the device was removed, the removal was verified, and Air Quality was provided verification of the removal.

May 14, 2013, A Notice of Denial of Certification was mailed to all involved parties. Parties receiving the Notice of Denial included: 1) Leslie Bender, Seller; 2) Pamela Ricci, Re/Max Realty, Double R office; 3) Luanne Hoyer-Barnes, Ticor Title of Nevada, Inc.; and 4) Greg Scolari, Woodstove Inspector #222. A failed inspection automatically requires a second inspection to demonstrate compliance with the Air Quality Management Regulations.

On July 17, 2013, Air Quality Specialist Wallace Prichard was notified by Ms. Burton that she had identified a violation of the Woodstove Regulations during a routine records check. She provided documentation from the Washoe County Assessor's Office to AQ Specialist Prichard documenting a June 28, 2013 close of escrow on the 154 Mary Street property. A verification of removal had not been submitted to Air Quality prior to the close of escrow.

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

APCHB AGENDA ITEM NO. 4. b.

September 3, 2013

APCHB/Ticor Title of Nevada Inc. /Case 1127

Page 2

Based on the results of his review of the documentation and the regulatory requirements, AQ Specialist Prichard issued Notice of Violation Citation No. 5280 for a violation of Section 040.051, Subpart D.3.a, Existing Wood Stoves and Change of Ownership. This violation is classified as a minor violation per Section 020.040, Civil Fines and Penalties.

On July 23, 2013, AQ Specialist Prichard received confirmation of the removal of the uncertified stove by Fireplace Distributors of Nevada. AQ Specialist Prichard forwarded this confirmation to Ms. Burton. The final Certificate of Compliance was issued on August 12, 2013 bringing the property back into compliance with the District Regulations.

On July 31, 2013, Senior Air Quality Specialist Dennis Cerfoglio received a Petition to the Hearing Board from Ms. Luann Hoyer-Barnes, Senior Escrow Officer Commercial Division for Ticor Title of Nevada, Inc., appealing the issuance of Notice of Violation Citation No. 5280.

#### Alternatives

1. The Air Pollution Control Hearing Board may determine that no violation of the Regulations has taken place and dismiss Citation No. 5280.
2. The Board may determine to uphold Citation No. 5280 but levy any fine in the range of \$0 to \$500.



Daniel Inouye, Acting Director  
Air Quality Management Division

DI/DC: ma

COMPLAINT INVESTIGATION REPORT  
Washoe County Air Quality Management Division

Complaint Number: **CMP13-0100**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: WOODSTV

Date Received: 07/17/2013

Time: 10:00:00 AM

Inspector: WPRICHARD

Inspector Area: 3

Complaint Description: NOV CITATION 5280 CASE 1127 - CLOSE OF ESCROW PRIOR TO UNCERTIFIED DEVICE REMOVED & VERIFIED

Address: 5441 KIETZKE LN RENO

Location: APCHB MTG - SEPT 3, 2013 \*\*\* DBOH MTG -

Parcel Number: 04097106

Related Permit Number:

Complainant:

TINA BURTON - PLANS, PERMITS, APPLICATIONS  
ESCROW  
AIR QUALITY MANAGEMENT DIVISION  
1001 E 9TH ST STE B171  
RENO NV 89512  
772-784-7230

Responsible Party:

LUANN HOYER-BARNES, SENIOR  
TICOR TITLE OF NEVADA INC  
5441 KIETZKE LANE STE 100  
RENO NV 89511  
775-326-5303

Investigation:

Close of Escrow prior to uncertified device being removed and verified by certified inspector.

On July 17, 2013, Air Quality Specialist Wallace Prichard was notified by Christina Burton, Plans/Permits/Application Aid for Air Quality that she had noticed a wood stove violation of the Air Quality Regulations during the routine records check in the office. She requested that Air Quality Specialist Prichard write and serve a Notice of Violation Citation to Ticor Title Company for failing to re-inspect for verification of woodstove removal.

The property was owned by Leslee Bender, 7145 Marvista Court, Orlando, FL. 32835.  
The property in question is located at 154 Mary Street, Reno, NV. 89509

The original woodstove inspection was conducted on May 8, 2013 by Greg Scolari (Woodstove inspector #222) failed the current residential woodstove requirements of Washoe County Air Quality. The woodstove is a Osburn Regent 1000 and is not on the certified woodstove list. The Certified Woodstove Inspector noted that the stove must be removed.

On May 10, 2013, Ms. Tina Burton emailed Luann Barnes at Ticor Title informing her that the woodstove failed the inspection and that escrow could not close before the device was removed and



the removal was verified. A failed inspection automatically requires a second inspection to determine compliance with Washoe County Health District regulations.

Records show that a second inspection as required by District Board of Health Regulations Governing Air Quality Management was never conducted. This is a violation of Administrative Requirements, Section 040.051, Subpart Section D,(3)(a)(1)(i) of the Regulations.

Sequence of Events regarding 154 Mary Street, Reno:

May 8, 2013 Wood stove inspection was completed at residence by Woodstove Inspector Greg Scolari, Inspector #222. Device failed for noncompliance of Certification as marked accordingly on inspection form. Inspection form states "If Fail is checked, a second inspection is necessary.

May 10, 2013 Residential Wood Stove Inspection form received in the Air Quality Office and was marked as a failed inspection.

May 10, 2013 Email sent to Luann Barnes at Ticor Title on Friday at 10:25 am stating that the woodstove had failed inspection. Also that escrow cannot close before device is removed and removal has been verified.

May 14, 2013 Notice of Denial of Certification mailed to all involved parties;  
Leslee Bender - Seller  
Pamela Ricci- RE/MAX Realty, Double R Office.  
Luann Hoyer-Barnes - TicoTitle, Kietzke Office  
Greg Scolari - Wood Stove Inspector #222

NOTICE OF DENIAL CERTIFICATION clearly states "In the case of certification denial, a second inspection is necessary to determine compliance with Health Department regulations." The Certificate of Compliance will be issued upon verification of removal! Notice of Exemption cannot be filed!

Cross referencing Failed Inspection with Washoe County Assessors and the Washoe County Recorder records, the property at 154 Mary Street, Reno NV changed ownership on June 28,2013. This is a violation of the District Board of Health Regulations Governing Air Quality Management Woodstove/Fireplace Insert Emissions - Administrative Requirements, specifically Section 040.051 (D)(3)(a)(1)(i).

Senior Air Quality Specialist Supervisor Dennis Cerfoglio and Branch Chief Charlene Albee were notified that Notice of Violation Citation #5280 was going to be issued for the above mentioned

Enforcement Activities

Warning Citation.:  
NOV.....: 07/23/2013

Citation Number: 5280  
NOV Number....: 0  
Case Number.....: 1127  
Amount.....: \$0.00

Settlement.....:  
Appealed.....:  
Upheld.....:

Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON  
Date Assigned.....: 07/17/2013

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

AIR QUALITY PAPERWORK:

RESIDENTIAL WOOD STOVE INSPECTION - DATED 5-8-2013/RECEIVED 5-10-2013

NOTICE OF DENIAL OF CERTIFICATION - DATED 5-14-2013

CERTIFICATE OF COMPLIANCE - DATED 8-12-2013

MAY 10 2013

WASHOE COUNTY

RESIDENTIAL WOOD STOVE INSPECTION



HEALTH DISTRICT

Note: It is unlawful to complete any escrow transaction unless all wood stove appliances in the residential property have been certified as being in compliance with wood stove emission standards.

WASHOE COUNTY HEALTH DIST.

NO. 10433

Email sent & rec'd 5/10/2013

(PLEASE PRINT CLEARLY)

Date 5-8-13

PASS  FAIL

In order for escrow to close "PASS" must be checked. If "FAIL" is checked, a second inspection is necessary.

Seller Lelee BENDER Phone N/A

INSPECTION LOCATION 154 Mary Street Reno 89509

APN # 014 . 270 . 03 Escrow # 01302384-ED

Mailing Address 7145 Marvista Ct Orlando FL 32835

Real Estate Agent Pamela Ricci Phone 742-2677

Agency Name Re/Max Realty Affiliates

Address 10795 Double R Blvd. Reno 89521

Title Company TICOR TITLE Phone 324-7400

Address 5441 Kietzke Ln. #100 Reno 89511

Forward To: Escrow Agent: Luana Barnes or Present owner:

DO NOT ABBREVIATE THIS SECTION

Manufacturer/Model-Design	HD Ref. #	Location	Certified	Uncertified	Exempt
1. Osburn Regent 1000	---	Living Room	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. FS wood	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ---	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ---	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: No longer on certified list - must be removed

Signature of Inspector [Signature] Inspector # 222

The above signed hereby swear (or affirm) under penalties prescribed for perjury in NRS 199.120 that the above information is true and correct of my own knowledge.

HEALTH DISTRICT USE ONLY

Verification Date \_\_\_\_\_ Exemption Approved:  Denied:

Comments: \_\_\_\_\_

Verified by: \_\_\_\_\_

P.O. BOX 11130 RENO, NV 89520-0027 (775) 784-7200

WASHOE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION, DISABILITY OR NATIONAL ORIGIN IN THE ACTIVITIES AND/OR SERVICES WHICH IT PROVIDES. IF YOU HAVE ANY QUESTIONS, PLEASE CALL WASHOE COUNTY PERSONNEL DIVISION - 328-2080; TDD NUMBER 328-3685.



# WASHOE COUNTY HEALTH DISTRICT AIR QUALITY MANAGEMENT DIVISION



Public Health  
Prevent. Promote. Protect.

## NOTICE OF DENIAL OF CERTIFICATION

To Whom It May Concern:

This letter serves as notice that, pursuant to Section 040.0512 of the Washoe County District Board of Health Regulations Governing Air Quality, the residential property at the address listed below is denied Residential Wood Stove Certification based on information determined during a recent inspection.

The owner of said property has the option to remove or replace the uncertified appliance(s) the inspector noted in the residence. If the appliance is unverifiable, then the owner (or his agent) must produce acceptable proof that the appliance is certified.

**In the case of certification denial, a second inspection is necessary to determine compliance with Health District regulations. The Certificate of Compliance will be issued upon verification of removal! Notice of Exemption cannot be filed!**

### PROPERTY INFORMATION

Inspection #: 222 Inspector: GREG SCOLARI ESCROW #: 013023284-CD

Owner: LESLEE BENDER

Address: 154 MARY STREET RENO NV 89509

Title Company: TICOR TITLE - Lynn Barnes

Real Estate Agent: PAMELA RICCI - RE/MAX REALTY - DOUBLE R BLVD, RENO

### CAUSE FOR DENIAL:

XXX Appliance Uncertified  
Unable to Verify Appliance  
Insufficient Information on Inspection Form

05/08/13 Inspection Date  
05/10/13 Received by Washoe County Air Quality Management Division  
05/10/13 Escrow Agent / Title Officer Notified  
05/14/13 Denial Notification Mailed

CB/2012 closed 6/28/2013

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www.washoecounty.us/health  
Printed on Recycled Paper

08/12/2013

**Date**



10433

**Certificate Number**

## Washoe County HEALTH DISTRICT Certificate of Compliance

**Deliver To:** LUANN BARNES  
TICOR TITLE-KIETZKE

**Escrow Number:** 01302384 - CD  
**APN#:** 014-270-03

**OWNER:** LESLEE BENDER  
**INSTALLATION SITE:** 154 MARY STREET  
RENO NV 89509

*The Washoe County Health District certifies that this residence contains the following wood burning device(s):*

**Device 1:**

UNCERTIFIED OSBURN REGENT 1000 WOOD STOVE - LIVING ROOM

**Device 2:**

**Device 3:**

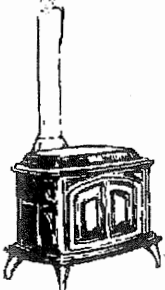
**COMMENTS:** UNCERTIFIED DEVICE HAS BEEN REMOVED. VERIFIED ON 07/25/2013, BY INSPECTOR #222 GREG SCOLARI. PROPERTY COMPLIANCE WITH CURRENT EPA/AQMD REGULATIONS.

**INSPECTOR NAME:** GREG SCOLARI

  
District Health Officer

-- NOT TRANSFERABLE --

P.O. Box 11130, RENO, NEVADA 89520-0027 / (775) 784-7200



WASHOE COUNTY ASSESSORS INFORMATION FOR  
154 MARY STREET, RENO NV  
DATED 8-14-2013

WASHOE COUNTY QUICK INFO (Summary data may not be complete representation of property)

08/14/2013

**All data on this form is for use by the Washoe County Assessor for assessment purposes only.**

Owner Information & Legal Description			Building Information			
APN	014-270-03	Card 1 of 1	Property Name:			
Situs	154 MARY ST		Quality	R025 FAIR/AVG	Building Type	Townhse Ins
Owner 1	MCCLINTICK, KEEL		Stories	TWO		
Owner 2 or Trustee			Year Built	1984	Square Feet	1,216
Owner 3 or Trustee			Weighted Average Year	1984	Square Feet does not include Basement or Garage Conversion Area.	
Mail Address	1668 LAHONTAN AVE		Bedrooms	2	Click here for Improvement Details (building sq ft, Yard Items, etc).	
Copy to Clipboard			Full Baths	2	Finished Bsmt	0
	WINNEMUCCA NV 89445		Half Baths	0	Unfin Bsmt	0
Keyline Desc	WATTS LANDING TH CONDOMINIUMS		Fixtures	9	Bsmt Type	
Subdivision	WATT LANDING CONDOMINIUMS		Fireplaces	0	Gar Conv Sq Feet	0
Lot 3 Block A	Section	Township 19	Heat Type	FA/AC	Total Garage Area	0
	Range	19	2nd Heat Type		Garage Type	
Record of Survey Map : Parcel Map# 0 : Sub Map#			Exterior Walls	HARDBOARD/FR	Detached Garage	0
Special Property Code			2nd Ext Walls		Basement Gar Door	0
2013 Tax Dist	1005	Prior APN	Roof Cover	COMP SHINGLE	Sub Floor	WOOD
2012 Tax Dist	1005	Additional Tax Info	%Incomplete	0	Frame	STUD FRAMED
Tax Cap Status	2013 Rental Form Mailed		Obso/Bldg Adj	0	Units/Bldg	1
Last Activity : JWJ	10/01/2012	Last Permit :	Construction Modifier	0	Units/Parcel	1

**Up to 7 Sales/Transfer Records/Recorded Document (additional information/records)**

Grantor	Doc #	Doc Date	LUC	Value	Code	Notes
MCCLINTICK,KEEL	4252851	06/28/2013	021	0	3BCT	
BENDER,LESLIE	4252850	06/28/2013	021	135,000		
OLNESS,ELIZABETH E	3051197	06/09/2004	021	121,500	2D	
	977463	02/05/1985		0		
	N/A	02/01/1985	021	84,900	1G	

To view sale/transfer/or other recorded documents use EagleRecorder on the Recorder's web site.

Land Information (additional land information)							Create Code	AE Neighborhoods Map			
Land Use	021	Sewer	MUNI	Street	PAVED	Value Year	2014	Zoning	MF30 Zoning Info	2014 Neighborhood	AEEA
Size	43.56 SF	Water	MUNI			Reason	Reappraisal	Zoning Maps	Page 014-27   Book 014	2013 Neighborhood	AEEA

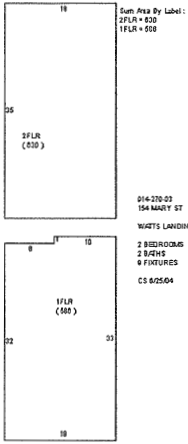
Zoning information should be verified with the appropriate planning agency.

**Valuation Information (additional valuation information)**

2013 VN	Taxable Land	Taxable Improvement	Secured PP (rounded)	Taxable Total	Assessed Land	Assessed Improvement	Assessed Pers. Prop	Total Assessed	Supplemental New Const
2013/2014 FV	11,800	34,814	0	46,614	4,130	12,185	0	16,315	0
2012/2013 FV	11,800	40,200	0	52,000	4,130	14,070	0	18,200	0

No File Folder





Gen. Prop. By Label:  
 2FLR + 830  
 1FLR + 600

014-270-03  
 154 MARY ST  
 WAZTS LANDING

2 BEDROOMS  
 2 BATHS  
 8 FIXTURES  
 CS 9/25/04



27628

sketch code descriptions

This is a true and accurate copy of the records of the Washoe County Assessor's Office as of 08/13/2013.

WASHOE COUNTY RECORDERS DOCUMENTATION FOR  
PARCEL NO. 014-270-03  
DATED 6-28-2013

**STATE OF NEVADA  
DECLARATION OF VALUE FORM**

- 1. Assessor Parcel Number(s)
  - a) 014-270-03
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_

- 2. Type of Property:
  - a)  Vacant Land
  - b)  Single Fam. Res.
  - c)  Condo/Twnhse
  - d)  2-4 Plex
  - e)  Apt. Bldg
  - f)  Comm'l/Ind'l
  - g)  Agricultural
  - h)  Mobile Home
  - i)  Other \_\_\_\_\_

FOR RECORDERS OPTIONAL USE ONLY  
 Book \_\_\_\_\_ Page \_\_\_\_\_  
 Date of Recording: \_\_\_\_\_  
 Notes: Assessor's value reviewed. ms

- 3. Total Value/Sales Price of Property:
  - Deed in Lieu of Foreclosure Only (value of property) \$ 135,000.00
  - Transfer Tax Value 135,000.00
  - Real Property Transfer Tax Due: \$ 553.50

- 4. If Exemption Claimed
  - a. Transfer Tax Exemption, per NRS 375.090, Section \_\_\_\_\_
  - b. Explain Reason for Exemption: \_\_\_\_\_

5. Partial Interest: Percentage being transferred: 100 %  
 The undersigned declares and acknowledges, under penalty of perjury, pursuant to NRS 375.060 and NRS 375.110, that the information provided is correct to the best of their information and belief, and can be supported by documentation if called upon to substantiate the information provided herein. Furthermore, the parties agree that disallowance of any claimed exemption, or other determination of additional tax due, may result in a penalty of 10% of the tax due plus interest at 1% per month. Pursuant to NRS 375.030, the Buyer and Seller shall be jointly and severally liable for any additional amount owed.

Signature Keel E. McClintick Capacity Grantee  
 Signature \_\_\_\_\_ Capacity \_\_\_\_\_

**SELLER (GRANTOR) INFORMATION**  
**(REQUIRED)**  
 Print Name: Leslee Bender - Seller  
 Address: 7145 Marvista Court  
Orlando, FL 32835  
 City, State, Zip

**BUYER (GRANTEE) INFORMATION**  
**(REQUIRED)**  
 Print Name: Keel E. McClintick  
 Address: 1668 Lahontan Ave  
Winnemucca, NV 89445  
 City, State, Zip

**COMPANY/PERSON REQUESTING RECORDING (Required if not the Seller or Buyer)**  
 Print Name: Ticor Title of Nevada, Inc. Escrow #: 1302384-CD  
 Address: 5441 Kietzke Lane, Suite 100  
Reno, NV 89511

AS A PUBLIC RECORD THIS FORM MAY BE RECORDED/MICROFILMED

STATE OF NEVADA  
DECLARATION OF VALUE FORM

1. Assessor Parcel Number(s)

- a) 014-270-03
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

2. Type of Property:

- a)  Vacant Land
- b)  Single Fam. Res.
- c)  Condo/Twnhse
- d)  2-4 Plex
- e)  Apt. Bldg
- f)  Comm'l/Ind'l
- g)  Agricultural
- h)  Mobile Home
- i)  Other \_\_\_\_\_

FOR RECORDERS OPTIONAL USE ONLY	
Book _____	Page _____
Date of Recording: _____	
Notes: _____	

3. Total Value/Sales Price of Property:

\$135,000.00  
 Deed in Lieu of Foreclosure Only (value of property) \$ \_\_\_\_\_  
 Transfer Tax Value \$135,000.00  
 Real Property Transfer Tax Due: \$553.50

4. If Exemption Claimed

- a. Transfer Tax Exemption, per NRS 375.090, Section \_\_\_\_\_
- b. Explain Reason for Exemption: \_\_\_\_\_

5. Partial Interest: Percentage being transferred: 100 %

The undersigned declares and acknowledges, under penalty of perjury, pursuant to NRS 375.060 and NRS 375.110, that the information provided is correct to the best of their information and belief, and can be supported by documentation if called upon to substantiate the information provided herein. Furthermore, the parties agree that disallowance of any claimed exemption, or other determination of additional tax due, may result in a penalty of 10% of the tax due plus interest at 1% per month. Pursuant to NRS 375.030, the Buyer and Seller shall be jointly and severally liable for any additional amount owed.

Signature: [Signature] Capacity: Seller/Grantor  
 Signature: \_\_\_\_\_ Capacity: \_\_\_\_\_

**SELLER (GRANTOR) INFORMATION**  
(REQUIRED)

Print Name: Leslee Bender  
 Address: 7145 Marl Vista Ct  
Orlando, FL 32835  
 City, State, Zip

**BUYER (GRANTEE) INFORMATION**  
(REQUIRED)

Print Name: Keel E. McClintick  
 Address: 1668 Lakontan Ave.  
Winnemucca, NV 89445  
 City, State, Zip

**COMPANY/PERSON REQUESTING RECORDING (Required if not the Seller or Buyer)**

Print Name: Ticor Title of Nevada, Inc. Escrow #: 1302384-CD  
 Address: 5441 Kietzke Lane, Suite 100  
Reno, NV 89511

AS A PUBLIC RECORD THIS FORM MAY BE RECORDED/MICROFILMED

CORRESPONDENCE BETWEEN  
TINA BURTON OF AIR QUALITY  
AND  
LUANN HOYER-BARNES OF TICOR TITLE OF NEVADA

**Burton, Tina**

---

**From:** Burton, Tina  
**Sent:** Friday, May 10, 2013 10:25 AM  
**To:** 'luann.barnes@ticortitle.com'  
**Subject:** 154 Mary Street Escrow # 01302384-CD

Good Morning Luann

Wood Stove failed inspection. Escrow cannot close before device is removed and removal has been verified. At this time I will be notified and a Certificate of Compliance will be issued for the purpose of closing escrow.

Tin

**Attachments:**

Picture (Device Independent Bitmap)

(4 KB)

**Burton, Tina**

---

**From:** Barnes, Luann [Luann.Barnes@ticortitle.com]  
**Sent:** Friday, May 10, 2013 10:27 AM  
**To:** Burton, Tina  
**Cc:** Alice Griffin; Pam Ricci  
**Subject:** RE: 154 Mary Street Escrow # 01302384-CD

Thank you for the heads up Tina...

Luann Barnes

Senior Escrow Officer

Underwritten by Chicago Title Company

5441 Kietzke Lane, Suite 100

Reno, NV 89511

775-824-3232 Office Number

775-326-5303 Direct Line

775-824-3233 Fa

**Attachments:**

image001.jpg

(3 KB)

image002.jpg

(1 KB)

EMAIL (DATED 7-23-2013) FROM KIMBERLEE GOODIN FOR LUANN BARNES  
WITH THE FIREPLACE DISTRIBUTORS INVOICE (DATED 6-19-2013) FOR THE  
WOOD STOVE REMOVAL AT 154 MARY STREET, RENO NV





5441 Kietzke Lane, Suite 100 , Reno, NV 89511  
Phone: (775) 824-3232 • Fax: (775) 824 3233

**Commercial Division**

**FAX COVER SHEET**

DATE: July 23, 2013 FROM: Rabecca Rich, Sr. Escrow Officer  
rabecca.rich@ticortitle.com

TO: Wally Prichard Luann Barnes, Sr. Escrow Officer  
luann.barnes@ticortitle.com

FAX: 775-784-7225 Kimberlee Goodin, Commercial Group Assist.  
kimberlee.goodin@ticortitle.com

RE: NOV 5280 – 154 Mary Street, Reno

Number of pages including cover sheet 3

**Message:**

**Attached please find copy of your Notice of Violation together with Fireplace Distributors of Nevada Invoice for removal of wood stove located at above referenced property.**

**Please review and advise what we need to do to correct this.**

**Thank you,**

**Kimberlee**

**For Luann Barnes**

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**SPECIAL INFORMATION ABOUT THIS FAX:**  
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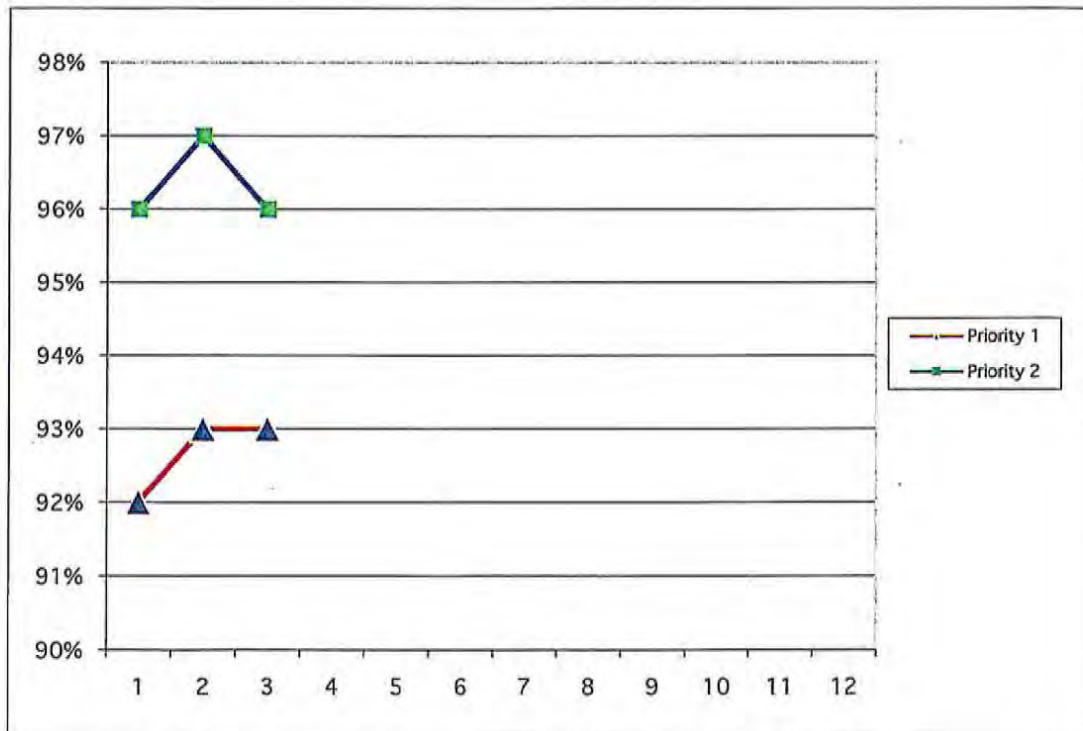
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*Regional Emergency Medical Services Authority*

**REMSA**  
**OPERATIONS REPORTS**  
**FOR**  
**SEPTEMBER 2013**

Fiscal 2014

Month	Avg. Response Time	Avg. Travel Time	Priority 1	Priority 2
Jul. 2013	5 mins. 56 secs.	5 mins. 3 secs.	92%	96%
Aug.	6 mins. 0 secs.	5 mins. 3 secs.	93%	97%
Sept.	5 mins. 46 secs.	4 mins. 47 secs.	93%	96%
Oct.				
Nov.				
Dec.				
Jan. 2014				
Feb.				
Mar.				
Apr.				
May				
June 2014				



Care Flight

Month	#Patients	Gross Sales	Avg. Bill	YTD Avg.
Jul-13	15	\$116,951	\$7,797	\$7,797
Aug.	20	\$183,197	\$9,160	\$8,576
Sept.	15	\$129,788	\$8,653	\$8,599
Oct.			\$0	\$8,599
Nov.			\$0	\$8,599
Dec.			\$0	\$8,599
Jan. 2014			\$0	\$8,599
Feb.			\$0	\$8,599
Mar.			\$0	\$8,599
Apr.			\$0	\$8,599
May			\$0	\$8,599
June			\$0	\$8,599
<b>Totals</b>	<b>50</b>	<b>\$429,936</b>	<b>\$8,599</b>	<b>\$8,599</b>

Adjusted Allowed Average Bill - \$7,641.00

REMSA Ground

Month	#Patients	Gross Sales	Avg. Bill	YTD Avg.
Jul-13	3528	\$3,760,993	\$1,066	\$1,066
Aug.	3361	\$3,580,384	\$1,065	\$1,066
Sept.	3269	\$3,475,246	\$1,063	\$1,065
Oct.			\$0	\$1,065
Nov.			\$0	\$1,065
Dec.			\$0	\$1,065
Jan. 2014			\$0	\$1,065
Feb.			\$0	\$1,065
Mar.			\$0	\$1,065
Apr.			\$0	\$1,065
May			\$0	\$1,065
June			\$0	\$1,065
<b>Totals</b>	<b>10158</b>	<b>\$10,816,623</b>	<b>\$1,065</b>	<b>\$1,065</b>

Allowed ground avg bill - \$1,067.00

Monthly Payments

REMSA  
 Monthly Debt Payments  
 as of 10/15/2013

Acct No	Current Monthly Payment (P&I)
7197508-5001	\$ 14,977.27
7197608-5002	10,241.51
7197608-9042	16,480.17
7197608-9047	10,279.43
7197608-9048	6,572.61
7197608-9049	14,993.51
7197608-9050	4,787.55
7197608-9051	22,530.20
7197608-9052	763.38
7197608-9053	2,196.54
7197608-9054	2,435.75
7197608-9055	8,353.72
7197608-9056	2,338.59
7197608-9057	17,511.94
7197608-9058	25,972.42
7197608-9059	5,540.95
10099003	11,871.59
10099004	11,871.59
10099005	12,488.60
Total	\$ 202,207.32



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*Regional Emergency Medical Services Authority*

**CARE FLIGHT  
OPERATIONS REPORT  
FOR  
SEPTEMBER 2013**



**CARE FLIGHT OPERATIONS REPORT  
 SEPTEMBER 2013  
 WASHOE COUNTY**

- ❖ **In Town Transfer:**  
     **0 Ground ITTs were completed**
- ❖ **Outreach, Education, & Marketing:**  
     ➤ **1 Community Education & Public Event**

9/11-15/13	Reno Air Races	Flight Staff
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❖ **Statistics**

**Washoe County Flights**

	# patients
Total Flights:	15
Total Patients	15
Expired on Scene	0
Refused Transport (AMA)	0
Scene Flights	12
Hospital Transports	3
Cardiac	3
Trauma	3
Medical	6
Pulmonary	0
High Risk OB	0
Neuro	1
Pediatrics	2
Newborn	0
Full Arrest	0
Surgical	0
<b>Total</b>	<b>15</b>





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*Regional Emergency Medical Services Authority*

**REMSA**  
**GROUND OPERATIONS REPORT**  
**FOR**  
**SEPTEMBER 2013**





**GROUND AMBULANCE OPERATIONS REPORT**

**September 2013**

**1. OVERALL STATISTICS:**

Total Number Of System Responses	5699
Total Number Of Responses In Which No Transport Resulted	2448
Total Number Of System Transports	3251

**2. CALL CLASSIFICATION REPORT:**

Cardiopulmonary Arrests	2%
Medical	47%
OB	0%
Psychiatric/Behavioral	4%
Transfers	17%
Trauma	24%
Trauma – MVA	7%
Trauma – Non MVA	17%
Unknown/Other	6%
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 3298 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:**

**A. Public Education**

**Advanced Cardiac Life Support**

Date	Course Location	Students
9/6/2013	REMSA	15
9/17/2013	EMS CES 911 Training	3
9/23/2013	REMSA	16
9/26/2013	REMSA	11
9/30/2013	EMS CES 911 Training	1

**Advanced Cardiac Life Support Recert**

Date	Course Location	Students
6/11/2013	Humboldt General Hospital	6
9/11/2013	Eastern Plumas Healthcare	3
9/13/2013	Tahoe Pacific Hospital	3
9/16/2013	EMS CES 911 Training	2
9/18/2013	Tahoe Forest Hospital - REMSA	20
9/19/2013	REMSA	10
9/21/2013	EMS CES 911 Training	2
9/22/2013	EMS CES 911 Training	1
9/23/2013	EMS CES 911 Training	4
9/23/2013	Tahoe Douglas Fire Department	17
9/27/2013	EMS CES 911 Training	1
9/27/2013	Tahoe Douglas Fire Department	2
9/27/2013	Tahoe Douglas Fire Department	12

9/28/2013	REMSA	8
9/30/2013	REMSA	11
9/30/2013	Saint Mary's Regional Medical Center	3

**Advanced Cardiac Life Support Skills**

Date	Course Location	Students
9/6/2013	Riggs Ambulance	1
9/17/2013	REMSA	1
9/30/2013	Riggs Ambulance	1
9/30/2013	REMSA	1

**Advanced Cardiac Life Support Prep Course**

Date	Course Location	Students
9/4/2013	REMSA	6

**EMPACT**

Date	Course Location	Students
9/16/2013	REMSA	5

**Bloodborne Pathogen**

Date	Course Location	Students
9/19/2013	Majen	19

**Basic Life Support Instructor**

Date	Course Location	Students
9/25/2013	Great Basin College	15

**Family & Friends CPR Awareness**

Date	Course Location	Students
5/31/2013	Saint Mary's Maternal Child Services	4

6/10/2013	Saint Mary's Maternal Child Services	11
6/24/2013	Saint Mary's Maternal Child Services	8
7/8/2013	Saint Mary's Maternal Child Services	11
7/10/2013	Saint Mary's Maternal Child Services	2
7/22/2013	Saint Mary's Maternal Child Services	7
8/11/2013	Saint Mary's Maternal Child Services	5
8/12/2013	Saint Mary's Maternal Child Services	14
8/23/2013	Saint Mary's Maternal Child Services	4
8/26/2013	Saint Mary's Maternal Child Services	12
9/9/2013	Saint Mary's Maternal Child Services	10
9/11/2013	Saint Mary's Maternal Child Services	2
9/23/2013	Saint Mary's Maternal Child Services	4

#### Health Care Provider CPR

Date	Course Location	Students
8/30/2013	Nye County EMS	3
9/2/2013	EMS CES 911 Training	4
9/3/2013	REMSA	5
9/4/2013	EMS CES 911 Training	1
9/5/2013	EMS CES 911 Training	3
9/5/2013	REMSA	9
9/6/2013	Storey County Fire Department	2
9/6/2013	Career College of Northern Nevada	3
9/6/2013	CPR 1st Aid Training	1
9/6/2013	EMS CES 911 Training	2
9/9/2013	REMSA	5
9/9/2013	CPR 1st Aid Training	1



9/10/2013	Lander County Community Health	4
9/10/2013	Humboldt General Hospital	11
9/10/2013	Jennifer Kraushaar	1
9/11/2013	REMSA	10
9/12/2013	Lander County Community Health	4
9/12/2013	Eastern Plumas Healthcare	4
9/12/2013	Robert Stone	6
9/14/2013	Nye County Sheriff	1
9/14/2013	Riggs Ambulance	12
9/16/2013	Robert Stone	6
9/17/2013	EMS CES 911 Training	1
9/17/2013	Milan Institute	8
9/19/2013	Nevada Air Guard	2
9/20/2013	Great Basin College	4
9/20/2013	Ray East	1
9/20/2013	Regent Care Center Reno	6
9/21/2013	EMS CES 911 Training	3
9/23/2013	EMS CES 911 Training	1
9/23/2013	Barrick Goldstrike	22
9/25/2013	Nye County EMS	1
9/26/2013	NorCal EMS Education	1
9/26/2013	REMSA	9
9/26/2013	Nampa Fire Department	12
9/27/2013	CFMG	4
9/28/2013	EMS CES 911 Training	4
9/30/2013	Sierra Nevada Nephrology - REMSA	6

9/30/2013	REMSA	9
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**Health Care Provider Employee**

Date	Course Location	Students
8/6/2013	REMSA	1
9/1/2013	REMSA	1
9/11/2013	REMSA	1
9/17/2013	REMSA	1
9/22/2013	REMSA	1
9/23/2013	REMSA	1
9/25/2013	Dustin Hopfe	1
9/27/2013	Josh Duffy	1

**Health Care Provider Recert**

Date	Course Location	Students
6/18/2013	CPR Plus	2
8/27/2013	Humboldt General Hospital	6
8/27/2013	Jan Houk	2
9/3/2013	Riggs Ambulance	1
9/3/2013	EMS CES 911 Training	1
9/4/2013	Nampa Fire Department	1
9/6/2013	Riggs Ambulance	1
9/6/2013	Airport Fire Department	1
9/12/2013	REMSA	9
9/12/2013	Nampa Fire Department	7
9/17/2013	Tahoe Forest Hospital	10
9/17/2013	Tahoe Forest Hospital	3

9/19/2013	Matt Hoff	1
9/19/2013	REMSA	11
9/20/2013	West Hills	8
9/20/2013	Women's Health Specialist - REMSA	5
9/24/2013	REMSA	7
9/24/2013	Lassen CPR Plus	1
9/25/2013	EMS CES 911 Training	1
9/25/2013	EMS CES 911 Training	3
9/26/2013	Eastern Plumas Healthcare	1
9/27/2013	REMSA	9
9/28/2013	REMSA	10
9/30/2013	REMSA	7

#### Health Care Provider Skills

Date	Course Location	Students
8/6/2013	Saint Mary's Maternal Child Services	1
8/30/2013	Tahoe Forest Hospital	1
9/2/2013	Willow Springs	1
9/3/2013	Majen	1
9/6/2013	Riggs Ambulance	1
9/9/2013	Tahoe Forest Hospital	1
9/10/2013	Tahoe Forest Hospital	1
9/11/2013	Majen	1
9/11/2013	Tahoe Forest Hospital	2
9/12/2013	Tahoe Pacific Hospital	3
9/16/2013	Majen	1
9/16/2013	Tahoe Forest Hospital	2



9/16/2013	Tahoe Pacific Hospital	3
9/16/2013	REMSA	2
9/17/2013	Peggy Drussel	1
9/17/2013	Tahoe Forest Hospital	3
9/17/2013	REMSA	3
9/18/2013	Tahoe Forest Hospital	1
9/20/2013	Willow Springs	1
9/20/2013	Elko County School District	2
9/20/2013	Majen	1
9/20/2013	Women's Health Specialist - REMSA	1
9/20/2013	Tahoe Forest Hospital	2
9/20/2013	Majen	1
9/23/2013	REMSA	2
9/23/2013	REMSA	1
9/24/2013	Tahoe Pacific Hospital	1
9/24/2013	Tahoe Forest Hospital	1
9/25/2013	Elko County School District	1
9/25/2013	Riggs Ambulance	1
9/27/2013	Riggs Ambulance	1
9/27/2013	Majen	3
9/27/2013	Nevada Legislative Counsel	1
9/27/2013	Tahoe Forest Hospital	2

**Heart Saver CPR/AED**

Date	Course Location	Students
8/8/2013	Washoe County School District	5
8/15/2013	Humboldt General Hospital	5



8/15/2013	Washoe County School District	5
8/17/2013	Washoe County School District	6
8/22/2013	Humboldt General Hospital	10
8/22/2013	Humboldt General Hospital	8
8/22/2013	Humboldt General Hospital	10
8/27/2013	Jan Houk	2
9/3/2013	Sierra Nevada Job Corps	3
9/4/2013	REMSA	7
9/4/2013	Dustin Hopfe	4
9/4/2013	Sierra Nevada Job Corps	4
9/4/2013	Washoe County School District	6
9/5/2013	Patagonia	6
9/5/2013	Patagonia	5
9/7/2013	REMSA	4
9/7/2013	Washoe County School District	4
9/8/2013	Nevada Air Guard	5
9/8/2013	Nevada Air Guard	4
9/9/2013	Cold Chain Technologies - REMSA	1
9/10/2013	Milan Institute - REMSA	4
9/10/2013	Washoe County School District	6
9/11/2013	Washoe County School District	6
9/12/2013	Washoe County School District	5
9/14/2013	REMSA	8
9/14/2013	Washoe County School District	5
9/16/2013	Washoe County School District	5
9/17/2013	Nancy Gomes Elementary - REMSA	11
9/17/2013	Majen	3

9/18/2013	Costco - REMSA	17
9/18/2013	Humboldt General Hospital	9
9/19/2013	Nevada Air Guard	7
9/19/2013	Washoe County School District	4
9/21/2013	Washoe County School District	6
9/21/2013	Chris McNally	1
9/24/2013	Jennifer Kraushaar	11
9/24/2013	Majen	9
9/24/2013	Washoe County School District	7
9/25/2013	Washoe County School District	5
9/25/2013	Erica Kryzstof	6
9/26/2013	Washoe County School District	4
9/26/2013	Erica Kryzstof	2
9/27/2013	Sierra Nevada Job Corps	9
9/27/2013	Sierra Nevada Job Corps	5
9/29/2013	Silver Lake Volunteer Fire Department	1
9/30/2013	Washoe County School District	5
9/30/2013	Majen	5

**Heart Saver CPR/First Aid**

Date	Course Location	Students
6/6/2013	Humboldt General Hospital	6
8/14/2013	Humboldt General Hospital	6
9/3/2013	Catherine Topholm	3
9/3/2013	Ray East	1
9/4/2013	EMS CES 911 Training	1
9/4/2013	Amazon	2

9/4/2013	Sierra Nevada Job Corps	2
9/5/2013	Majen	9
9/5/2013	Sierra Nevada Job Corps	6
9/6/2013	Sierra Nevada Job Corps	3
9/6/2013	Sierra Nevada Job Corps	11
9/7/2013	Majen	2
9/7/2013	Amazon	1
9/7/2013	REMSA	9
9/9/2013	Cold Chain Technologies - REMSA	5
9/9/2013	Silver Lake Volunteer Fire Department	1
9/11/2013	Majen	5
9/13/2013	Sierra Nevada Job Corps	12
9/16/2013	Community Living Options	3
9/17/2013	Majen	7
9/17/2013	Work of Heart	7
9/18/2013	Barrick DR	5
9/18/2013	Majen	6
9/20/2013	Sierra Nevada Job Corps	10
9/23/2013	Work of Heart	3
9/25/2013	Amazon	2
9/25/2013	Susan Phillips	4
9/25/2013	Susan Phillips	2
9/26/2013	Majen	6
9/27/2013	Community Living Options	3
9/28/2013	REMSA	10
9/29/2013	EMS CES 911 Training	1



9/30/2013	Elko County School District	3
9/30/2013	Hamilton Company - REMSA	5

### Heart Saver First Aid

Date	Course Location	Students
9/3/2013	Community Living Options	2
9/5/2013	REMSA	2
9/5/2013	Washoe County School District	1
9/6/2013	Career College of Northern Nevada	3
9/6/2013	Sierra Nevada Job Corps	11
9/7/2013	Majen	1
9/11/2013	Washoe County School District	5
9/16/2013	Lassen CPR Plus	1
9/18/2013	Milan Institute	10
9/20/2013	Sierra Nevada Job Corps	6
9/29/2013	EMS CES 911 Training	2

### Heart Saver Pediatric CPR/First Aid

Date	Course Location	Students
9/14/2013	Jennifer Kraushaar	3
9/14/2013	EMS CES 911 Training	5
9/23/2013	Jennifer Kraushaar	21
9/27/2013	Elko County School District	13
9/21/2103	Chris McNally	10
9/14/2013	REMSA	9

**Pediatric Advanced Life Support**

Date	Course Location	Students
6/18/2013	Humboldt General Hospital	9
9/11/2013	REMSA	10
9/17/2013	REMSA	3
9/30/2013	American Medflight	1

**Pediatric Advanced Life Support Recert**

Date	Course Location	Students
9/5/2013	EMS CES 911 Training	1
9/20/2013	REMSA	4
9/24/2013	EMS CES 911 Training	1
9/25/2013	REMSA	9
9/30/2013	EMS CES 911 Training	4

**Pediatric Advanced Life Support Skills**

Date	Course Location	Students
9/3/2013	Riggs Ambulance	1
9/16/2013	REMSA	1
9/17/2013	REMSA	1
9/20/2013	REMSA	1

**Ongoing Courses**

Date	Course Description / Location	Students
2/1/13	REMSA Education- Paramedic	15
8/14/12	REMSA Education - Paramedic	13
9/24/13	REMSA Education – EMT-A	28
Total Students This Report		1218

**5. COMMUNITY RELATIONS:**

**Community Outreach:**

**Point of Impact**

Date	Description	Attending
9/10/13	Car seat safety class, Casa de Vida	1 staff, 5 mothers
9/15-9/21/13	Child Passenger Safety Week	
9/21/13	Seat Check Saturday Child Safety Seat Checkpoint in observance of Child Passenger Safety Week, hosted by Raley's, 1630 Robb Drive, Reno; 23 cars and 34 seats inspected.	4 staff, 10 volunteers

**Safe Kids Washoe County**

Date	Description	Attending
9/4/13	Safe Kids Worldwide Advisory Council monthly conference call.	1 staff
9/4/13	Reno Gazette Journal Health Source article written by SKWC Intern Heather Ochs on Sports Injury Prevention.	
9/5/13	Chronic Disease Coalition quarterly meeting, Washoe County Health District.	1 staff
9/5/13	Esther Bennett Elementary School Safety Committee meeting, Sun Valley.	9 volunteers, 1 staff
9/9/13	Membership Subcommittee meeting.	6 volunteers, 1 staff
9/10/13	Mini Golf Tournament subcommittee meeting, Sparks.	5 volunteers, 1 staff
9/10/13	Monthly Safe Kids Coalition Meeting, Sparks.	11 volunteers, 1 staff
9/11/13	Cribs for Kids Train the Trainer at REMSA, Washoe County.	1 staff, 3 attendees
9/14/13	El Sol Flu and Wellness Fair, Cribs for Kids information table, Reno.	1 staff, 1 student 300 attendees
9/16/13	Northern Nevada Maternal Child Health Coalition meeting, Reno.	1 staff
9/18/13	Immunize Nevada monthly meeting, Reno.	1 staff
9/18/13	Annual Walk This Way conference call with Safe Kids Worldwide.	1 staff



9/18/13	Immunize Nevada Childhood Committee conference call.	2 staff
9/19/13	Washoe County Obesity Forum, Reno.	1 staff
9/19/13	Virginia Palmer Elementary School Walk This Way committee meeting, Sun Valley.	2 volunteers, 1 staff
9/25/13	Esther Bennett Photojournalism Photovoice Project, Pedestrian Safety lesson, Sun Valley.	4 volunteers, 8 students
9/26/13	Membership Subcommittee meeting.	3 volunteers, 1 staff
9/28/13	5th Annual Safe Kids Have a Ball Miniature Golf Tournament Fundraiser, Sparks. We raised more than \$8,000 for our programs.	11 volunteers, 175 participants

### Meetings

Date	Description	Attending
8/15/13	Employee Resource Team	1 staff
9/19/13	CQI Steering Committee Meeting	1 staff



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*Regional Emergency Medical Services Authority*

**GROUND AMBULANCE AND CARE FLIGHT  
INQUIRIES  
FOR  
SEPTEMBER 2013**



**INQUIRIES**

**September 2013**

There were no inquiries in the month of September.



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*Regional Emergency Medical Services Authority*

**GROUND AMBULANCE  
CUSTOMER SERVICE  
FOR  
SEPTEMBER 2013**

**GROUND AMBULANCE CUSTOMER  
COMMENTS SEPTEMBER 2013**

	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
1	Everyone was very courteous.	Nothing.	
2	Everyone was very courteous.	Nothing.	
3	Everything! Paramedic crew was extremely helpful and very good.	Keep up the training and good work.	The service was quick and care was very professional.
4	I was very pleased with the quality of service my wife received from REMSA staff.	I can't think of anything.	
5	Made my kids feel very comfortable at a very scary time! Thank you.	You were great.	
6	Calm and efficient. Kept everyone calm and reassured my husband, the patient.	Nothing. You do a great job.	
7	Appreciated the call to my wife after I arrived at the hospital.	The crew was wonderful, very nice and compassionate.	
8	All of the services you provided were excellent.	Continue to be available.	Excellent in all aspects.
9	Everything. Could not ask for better service!	Keep doing the same!	
10	You have the best service in the Reno/Sparks area. Thanks.		
11	It seems like they were very caring.		
12	Communication and care.		Wonderful! Thank you.
13	I felt the service was handled very good.		
14	Yes.	Nothing.	
15	Courteous personnel.	Provide service free! Hal	
16			Everyone took great care of me.
17	Your ambulance staff was polite and had a great sense of humor.		
18	Moved me from my bed to the gurney very smoothly and gave my daughter enough info to find me.		
19	Were calm - got me into van and then to emergency with a minimum of pain.	Continue as you are.	I have had many experiences with REMSA - all of them good.
20	Very courteous and quick response.		
21	Everything.	Nothing.	
22	Explaining to my granddaughter and what had to be done and why, since granddaughter did not understand what was happening and why with my condition. Were very patient with her and answering her questions. They were also very professional and knew what they were doing.		
23	Very efficient. Acted quickly to help the condition.	Everyone was great!	
24	They were very efficient, polite and courteous.	They did everything they could do for me. Really nothing.	I have no complaints - they were better than emergency.
25	Handled my body carefully.	If not necessary, do not take patient to hospital. My granddaughter was for and I was against.	
26	Everything.		
27	Everything was perfect.	Nothing.	Was okay.
28	Everything. Very good service. Excellent!	Nothing.	
29	Everything.	Taken me to the VA hospital first like I asked them to. Cost me x-tra 1000.00	
30	When the EMTs arrived, I was sitting on the ground with my right arm hanging vertically, and I was using my left hand to keep my broken right humerus immobilized. I appreciate that the EMTs listened to me and took me seriously when I said that we would have to keep me in that position when moving me to the gurney. And they managed to do it! As a result, no damage to nerves or blood vessels occurred, and I've had almost no pain associated with my injury. In fact, the whole trip to St. Mary's was painless and I felt safe and secure.		
31	Very prompt and helpful.		
32	Everything. Your firefighters are awesome and professional - careful and thoughtful.	You are #1. Thank you.	We are asking Amtrak to pay in full your treatment costs.
33	My husband choked on a piece of french bread and died on the kitchen floor. He received CPR by a neighbor until REMSA arrived.	Nothing, the staff was awesome.	
34	Everything. This crew was very good.	Carry miracles in your pocket to cure everyone on site.	
35	Good service.	Nothing.	
36	They were very kind, patient and helpful.		I am very happy with the care I received.
37	Everything.	You do it all now.	
38	Everything.	Keep up good work.	
39	Minimized pain.		
40	Got here in a short amount of time.	Nothing, everything was fine.	Everything was good.
41	Everything.		
42	Arrived in a timely manner. Some delay and hesitation at the VA hospital.		Three men came with the ambulance - 1 in white shirt - 2 in blue shirts. The attendant in white shirt was vague and uncertain in asking questions - had shaky hands. -25-
43	Everything!		Your staff is awesome!



	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
44	Always very good.		
45	Great attitude and expertise.	N/A.	
46	Everything - medical staff were so kind and billing staff was unbelievable.		I've never needed an ambulance before and found this experience much more pleasant than one usually imagines!
47	Through the years you've been there for me and everyone else. When I think of what's wrong, I'll tell you. Right now just keep doing what you're doing. I think everything you do is well.	More comfy gurneys?	Thank you.
48	Everything.		
49	All involved were polite, respectful and very gentle with my husband's transport.		Good team work!
50	Got me to Renown Washoe County Hospital and performed intravenous feeding (week).		
51	Kind and professional.		
52	Flight nurses were wonderful and made me feel comfortable and assured.		
53	Personal care.		
54	Respond in a quick manner and explained what had happened to my 2-1/2 year old great granddaughter and that I would be okay. You all did great. Thanks.	You are a great service to the Reno-Sparks area.	
55	Showed up and got patient to the hospital.	Treat responses with at least SOME sense of urgency.	
56	Your man could tell that I wasn't too excited about going to the hospital, but he convinced me that it was the best thing!	Your records will show that we have used REMSA in the past and never had anything but good to say!	Thanks again.
57	Kept us informed at all times what was going on.	We were on our anniversary. First one in 56 years.	All involved were great. (I hope you take payments or can write this bill off. All we have is Medicare.)
58	Without the quick response of so many people involved, our daughter would not be with us today!	Thank you so much!	
59	Picked me up from floor and took me to Renown Hospital in record time.	Nothing.	Care and service excellent.
60	We understood they tried to save patient (name). OTHER COMMENTS REGARDING SERVICE: Don't know - patient is dead - no one talked to us, his family.	We wish to know if he was aware at the time they got there. We wish we could thank them.	We are grateful they tried to save him, but no one talked to us so we are lost and have a lot of unanswered questions that we know we'll never get answered. (Patient's wife)
61	Warm, friendly, supportive! Made my mom feel very secure. She had broken her leg.	N/A	I'm an RN at St. Mary's - REMSA staff is always professional, helpful and courteous!
62	Everything.		
63	The driver and EMT helper were very nice and professional. "Caring personalities."		We love REMSA - nice people and helpful.
64	Yes.	Nothing.	
65	Everything - no problems.		
66	Paramedic staff exceptional. Hospital was extremely professional and informative.		Superb.
67	Excellent staff very good experience.	Nothing.	Excellent service, we were from out of town and they made us so comfortable. Thank you!
68	Took excellent care of my dad.	Can't think of a thing.	Your guys were extremely patient in a difficult situation. Don't remember much of the transport, as I had a temp of 105. They tell me I was acting goofy.
69			
70	Staff were polite and courteous. I give them a thumbs up! They were the same on all three occasions.		
71			Patient was given excellent care.
72	Paramedic - was very kind much appreciate given the stressful situation.	N/A	
73	Everything.	Same thing.	Perfect.
74	Calmed me down in time of need.	Nothing.	None.
75	Transport with minimum fuss.		
76	Immediate arrival.	More professional behavior.	Personnel was laughing and joking around in front of patient.
77	Took care of me.	?	
78	Making me feel cared for and safe.		
79	Very professional and helpful.	*Have a membership plan to get a discount for billings to insurance companies.	Silver Saver application sent to patient residence
80	Explained what they knew about my condition and tests they ran.		
81		I was all right.	OK.
82	You were here fast and took care of the patient in a very professional manner.	Nothing.	Everything was done in a quick and orderly manner.
83	Quick respond.		Great service.
84	Everything necessary.		
85	Everything - you are always kind and friendly.	Keep up your good work. Love you all.	
86	Everything. The 2 crew knew their job and made sure we knew what they were doing and going to do.	Nothing. I would give the ambulance servers A Plus! They were great and even stayed with me in the hospital until I was okay. They even kept my husband informed at all times what they were doing to me. Very, very impressive! Thank you for your service.	
87	Great, very professional and really cared about my comfort.		
88	All.	Nothing.	
89		Keep up the great work!	



	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
90	Quick response, very professional, helped. ER crew prepared me for safe transport and helpful explanation.	You did an excellent job - I pray I won't require your good service again.	The team leader took the time to write directions to Renown RMC to my husband.
91	Answered my questions.	All was great.	I did not call. Who did?
92	Very professional. They exceeded my expectations. They were able to make the right contacts to get me where I needed to go.		
93	Access the gravity of the situation and proceed.	Get the true facts of what happened from several witnesses before reporting to the ER.	The only problem we had was that someone at the Cascades conveyed to the crew that my dad's fall was on his head, when in actuality, he had suffered a stroke and then had an actual physical fall. Because that erroneous information was passed on to the St. Mary's ER, they did not want to admit him feeling he was only suffering from dementia. So, unfortunately, we were not treated the best at the hospital. He was eventually admitted, and ended up staying for 9 days with a stroke diagnosis and a bad reaction to a dementia med. Thank you.
95	Fast and professional.		Thank you so much!
96	Very professional.	All was wonderful.	
97	I'm above grass!		
98	All the young men knew their jobs well.	Nothing. Everybody took very good care of me each time they came for me. Thanks again.	
99	Attendant who explained the process was very caring and thoughtful. Both attendants were very considerate of this Alzheimer's/dementia patient.	Everything very good!	Thank you!
100	Don't know was out.		
101	You kept me alive during my trip to St. Mary's.	Serve some hot coffee to those you have stabilized.	#2 (above) hell-hell
102	Quick, effective service.	No complaints.	
103	Please continue the sensitivity and thorough care for the elderly. Thank you!		
104	Nothing, I am highly disappointed in the service I received on 6/11. The EMT's were rude and inconsiderate. They chose to taunt me rather than help me, The female EMT pinched my arm and left me a bruise then applied pressure on my chest in which I still experience pain to this day. The reason for this were not addressed to me and the physicians. I have asked, told me that it was not necessary for her to do this. Also upon arriving to the hospital she called the nurse then tossed my medications. This has been the worse experience I've ever had and rather than feeling safe and in good hands, I feel like I've been violated and abused.		
105	Contacted ER and advised my condition.	Not sure how billing works - I am Medicare.	Service was good.
106	Very nice. Thank you.		
107	Everything was professional. So were the personnel.		
108	Very, very nice people.		
109	Have nothing to compare it to.	Was sent to hospital because of liability from doc's office.	Your service was exceptional.
110	Arrived quickly.		We are glad SEMSA is a part of Susanville.
111	Everyone was wonderful, thank you!	-0-	
112		Service was great.	None.
113	All of above.		
114	Meticulous, professional care and assistance.	Keep me from having another heart attack.	
115	Everything.	The same service AGAIN!	Helpful and professional at all times.
116	At the house within 10 minutes. Wonderful personnel.		
117	Greeted us, let us know what was going on. Very positive and encouraging.	Nothing.	Fantastic!
118	I guess I am alive, so they got me to the hospital.		One of the young men was rude and not concerned with what was wrong with me. He told me to get myself off of the toilet and get on the gurney. I was very sick and couldn't help myself. He also told me there was a motorcycle accident on Stead Blvd. that he wanted to be at not at Maverik where I was so ill. I am still too embarrassed to go back into the Maverik store because I can remember being taken out of the bathroom, my pants weren't pulled up, I was exposed and not covered up. He also told me if I fell on the floor, there would be no one to help me up. My friend Ursula Jellison (ph #775-673-2183) was there and said she was horrified by the treatment I received. I have had to use REMSA before and have never been treated in this manner. I did call and talk with a supervisor after I was released from the hospital and told them all of this. My diagnosis was Ischemic Colitis. I hope this young man is never put in a situation like he put me in. Thanks.
119	Staff was nice.	Thought the incident was urgent, but staff did not. My s/o (significant other?) arrived at the hospital faster than REMSA.	REMSA stopped at every light. Infant was in and or very happy with service!



What Did We Do Well?		What Can We Do To Serve You Better	Description / Comments
120	Arrived in a timely fashion.		My wife spoke with the dispatcher.
121	They were wonderful - as I was having a heart attack they gave me aspirin and nitro spray.		Care was wonderful and caring.
122	Helped to get me to hospital timely. Gave pain meds to help with pain.	No suggestions. All was done right.	No comment.
123	Most definitely, I felt a relief that help had come to get me medical assistance.	I feel that everyone was capable of helping me.	You all were great!
124	Everything!	Nothing!	
125	Everything was wonderful. It was a last minute call and I was quickly transported.	The staff was wonderful and reassuring.	
126	Everything. We (at least I) thank God for your services every day.		
127	Helpful to my needs.	Just be there.	
128	Courteous and careful handling of my mother.	In my opinion, you're great.	
129	Everything.	Nothing.	Wonderful, wonderful people and care.
130	Has been a rough 2-1/2 months for this 89 year old woman. Ambulance crew has been so caring and sensitive with her.	Please understand and continue this quality of patient care!!!	
131	Everything was done very well, your personnel are excellent.	You have served us excellent, thank you so very much.	
132	Everything. You saved my son's life!		
133	Everything was done well in my case.	Nothing.	I had a heart attack. You all saved my life. Thank you all so much.
134		Unknown. Unconscious the first day.	
135	Arrived fast to Urgent Care to pick me up.	Nothing.	I've been transported to Renown Hospital a few times this year and the ambulance staff were excellent taking care of me.
136	Fast, friendly, helpful service.	Improve upfront diagnosis.	Could make the ambulance more comfortable.
137	Very friendly and helpful, attentive to my care and comfort, pleasant attitude.	Continue attitude I was afforded under their care.	
138	Helped the patient in getting to the hospital.	All was well done and orderly.	
139	Everything was excellent.		Excellent.
140	Very kind and professional.		
141	No complaints.	You did (done) fine.	Everything went as I was told.
142	Staff was professional and caring.		
143	Flight personnel looked and performed professionally.	I wish to sign up as a member.	
144	Kept me calm - (medic name) an excellent paramedic.		Service in general was excellent.
145	Nothing. It was a very unpleasant experience.	I hope I don't have to use REMSA again.	I was bleeding and injured shoulders and knees, yet I was expected to climb into the ambulance, and only after I said over and over that I could not raise my arms or bend my knees they decided to get the stretcher. Also, when I said my insurance was with St. Mary's, I was told I'd need to sign a release and find a way to get to St. Mary's because REMSA had a contract to take patients to Renown. I had never been in an accident before, was very stressed because I was hit by a person driving on a suspended drivers license, and was in a lot of pain. Yet, the people in the ambulance did not bother to say a word to me, and just talked to each other. It made me feel that I was probably in such a bad shape that it was not even worthwhile asking me how I felt. It was a very bad experience and I hope you train your staff to be a little more compassionate and not treat patients as objects.
146	Communication by crew with family and patient. Respect shown to patient - wonderful.		
147	The EMTs were very professional. Thank you! The patient only needed to be told once about cost to transport.	The only thing I did not appreciate was the EMT kept reminding me of how much it cost to transport.	I did need to call because I'm hard to transport because of having a stroke on my left side.
148	Fast service.		
149	Compassionate and professional.		
150	Pretty much everything. VERY GOOD SERVICE!!		Unsure about billing - signed up last year paid \$79 - still valid?
151	Was very polite, considerate and quickly got both my husband (the patient) and myself to Renown ER.		I filled it out, as he doesn't remember anything. (wife of patient)
152	Arrived promptly. Gave immediate care.	Keep up the quality paramedics.	Dispatch was great. Since I didn't call them, I am relying on my wife's experience to tell you the positive job performed via telephone.
153	The staff were courteous and professional.	Nothing.	The guys were great! They had a great sense of humor and great customer service. I was really impressed when one of the medics went out of his way to make sure I knew where they were taking my husband to, how to get there, and what room he was going to be in once they got there. This really put me at ease in a really stressful situation.
154	Very caring.		
155	Professional handling of the patients.	Nothing.	Care was quick and professional.
156	Your two people were so wonderful, I was scared and they really helped me. Thank you so much.	N/A	

	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
157	Nothing.	Be more professional and polite.	This is now the second bad experience with Remsa. The EMT's need to learn how to be respectful of the patient.
158	The staff was comforting and informed my daughter (the patient) everything they were doing and why. She was pretty shaken up. They moved quickly and smoothly to get her to the hospital.		
159	Everybody was extremely nice to me. It was still terrifying to be in an accident, but everyone was doing their best to make me feel better.	The only thing that I noticed was that everybody started using medical terms that scared me and it took a while before they told me what was wrong.	The man who rode with me in the ambulance was super helpful and awesome. He even checked on me later, which I appreciated very much.
160	I have no memory of what happened and no memory of being transported to St. Mary's. I do apologize for giving the crew "a run for their money", as I understand from the hospital paperwork that I did not stop seizing the entire transport time. I would like to say thank you to them for the excellent care they provided and I appreciate all they do, as I deal with REMSA crews frequently at the transit station and they are all polite and professional. Working armed security, I am normally on the other end directing the crews to the patient, and this was a first being on the receiving end. Thank you to all the crews for the excellent service they provide. If this particular crew is ever in the area on a day shift - 8AM-4PM, I would like to say thanks in person. Thank you.	Nothing.	
161	Info to patient.		The staff was very helpful.
162	Everything. Thanks.		
163			I couldn't ask for better service. Thank you very much.
164	Everything - kindness, respect (as my husband is 87).	Nothing - everything was perfect - AI	AI
165	You are the best.	Just as you are.	
166	Everything was done in a competent and professional manner. You guys explained exactly what was being done and why.		
167	Everything was clear.	I'm not exactly sure.	
168	Everything.		
169	Everything. I felt safe and very well taken care of.	Nothing.	Your staff is so nice and caring. Thank you so much.
170	Very attentive and professional.	Nothing, thank you.	All went well. Linda is blind.
171	Were there quickly. Not "pushy".	Maintain current service.	Excellent.
172	The service was great.	Nothing.	
173	Quick EKG diagnosis - good communication.		
174	Very nice staff.	Nothing.	
175	Showed up very quickly, very prompt and knew what to do immediately.		Very good.
176	Very prompt.		
177	The EMTs that responded to my husband at "Arbors" on 8/17/13 were very compassionate. One of the EMTs called me at our home and explained what had happened to my husband. She also mentioned that (patient name) was only communicating in German, and that the other EMT was able to speak to (patient name) in that language. I very much appreciate the care you gave to (patient name). Thank you.		
178	The medical team (I wish I had both of their names) were very gentle, full of compassion. They fully explained everything they were doing and why.	It was all great work!	The medical team had full focus on my treatment and my feelings. Thank you so much!
179	Arrive quickly - assure me I was OK.	You've already met above expectations.	None.
180	Patient, professional.		
181	Took excellent care of my father during a very difficult time.		
182	Communicated very well and I understood my condition.	It was very well - happy crew.	



	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
183		Better customer service, better patient assessment by EMT/medic, correct treatment of patient symptoms. On August 18, 2013, I just finished a 10 mile race and developed cramps just as I got to the end of the race. I was assisted by the EMTs to get a grassy area where I could sit down and they gave me water. Unfortunately, for me, the cramps did not subside and it ran from my groin area to both thighs, calves and toes. I was in excruciating pain. I am not a stranger to pain being that I am a cancer survivor and have a high tolerance for pain. I requested to be taken to the ER. There were 2 medics who transported me to Renown ER. The female medic was very rude and, while I was crying in the ambulance, she told me to keep quiet. No IVs were administered. I was given an ice pack. I was obviously dehydrated but I would guess that I was assessed as having an "anxiety attack". I am an RN working for Renown. I've never had an anxiety attack in my life. I was dehydrated after the 10 mile run, thus the cramping. I got to the ER and was transferred from the gurney to the bed. The female EMT threw the ice pack on the bed and said "here". I know this might be an isolated incident and your Special Events Department has been known to provide exceptional service to the community. Don't let this EMT's poor attitude tarnish this department's good reputation.	
184	Gave me a blanket, as it was cold.	Have the crew return to the office and not chit-chat by hospital entrance.	Overall fairly good.
185	Everything.	Keep going.	Excellent.
186	They responded quickly and professionally.		Thank you, everyone.
187	Very professional.		
188	Everything.	Nothing.	
189	Everything.	Every one of the staff is exceptional.	
190	Everything.	Nothing.	REMSA has always been great.
191	Everything.		
192	The crew made me feel safe. I was scared to death when I first called.	Not in my case.	I did not have any contact with billing.
193	It was very calming to listen to the music provided.	Everything was done well.	Care and service was very good.
194	Team work and excellent job. Thank you so much.	Awesome job.	
195	Very professional. Made me feel comfortable. Friendly.	?	Overall - great service - my first experience.
196	Excellent.	Stay great like you have been.	Excellent service.
197	I was hurting with a broken hip and could not stand to be moved or touched, and they were very careful when they picked me up and took me to the hospital.		
198	Care was excellent, staff professional.		
199	Very caring.	More training on how to install an IV needle on older people.	Great care and service.
200	Your staff are the finest in their field. I love them all.	I don't think I could think of anything. I am a 74-year-old female. I weigh 250 lbs.	Cannot be beat. Unfortunately, I am on Medicaid and Medicare so you don't get paid what you want. Thank you for your care and being there for me.
201	Were prompt, answered all questions, were very caring.	For me, all was done well.	Keep up the great work and caring.
202	Very great staff! Very professional and helpful. Kind-caring, helpful.	Nothing that comes to mind. All was done very well.	They let me know everything I needed to know about my care and well being.
203	Assurance and caring.		
204	Helped me make a decision. They are very helpful. Had REMSA intern in ER. He was great.		
205	Everything. These people are angels and should be commended.		It's great.
206	Didn't waste any time, very professional, they let me know that the VA Hospital agreed to take him.	Help can never show up quick enough! The response time was good, but there is always room for improvement.	The dispatcher was very polite, concerned, and professional.
207	The female paramedic was extremely great. She put an IV in my hand and I never felt it. (I always fill it and bruise.) I didn't even get a mask. Her (name) was _____, or something like that!	Respond to the nurse light. They were slow, but good.	Excellent service except for answering the light and the male lab tech who took my blood. It was very painful and bruised badly. I still have the bruise, but all of REMSA's care was perfect! Thank you!
208	Prompt, calm, helpful, knowledgeable.		
209	Quick service - professional.	Nothing in my case.	
210	Everything.	Nothing.	You guys are great.
211	Does not apply.	Train your employees in customer service to be on time and assist the patient.	I will never use REMSA again! The medical staff was unprofessional and didn't help in any way. In fact, they made my emergency worse. If there is ever a next time, I would rather try and drive myself to the hospital ERI
212	Concern for and understanding of my medical emergency.		
213	The paramedic borrowed a wheelchair that was close, to get me to the stretcher. You can't get the stretcher through the gates and to my door.	Nothing, everyone and everything was great.	Everything was great!
214	All staff was very professional, helpful and so nice! The (pilot?) was awesome - hats off to the crew.		The utmost attention was given to my husband - all questions answered great.
215	Everything.	I'm out of town.	Was good.



What Did We Do Well?		What Can We Do To Serve You Better	Description / Comments
216	Everything.		
217	Stabilized me and got to emergency.		
218	Since patient was sent to ER from Arbors, I have no knowledge of above.		
219	Made me as comfortable as possible. Answered my questions as best they could.	I don't suppose there's anything.	I was scared about my condition, and the aid was as helpful as she could. No complaints, thank you very much!
220	Care was as good as could be.	Our experience with SEMSA has been excellent.	
221	Everything they did that night was perfect. I requested to go to CTH and that was not a problem.		
222	Arriving quickly and calmly. Talking to me all the time reassuring me and letting me know how I was doing.	I have no complaints, so I don't know how you could serve me better.	Your care and service was top-of-the-line. I don't think the President could be treated any better than I was. (You're welcome and thank you for being there!)
223	Everything.		I appreciated the way your staff communicated with the VA emergency.
224	Everything.	Nothing.	In general, everything was done excellent.
225	Everything.		
226	Arrived quickly, very business like.	N/A	Well done.
227	You were kind, courteous, gentle and very professional.	I can't think of a thing.	I have none.
228			Great.
229	The paramedics. Seems to me that they were doing their job well.	You did your job well.	Job well done.
230	Great response.		
231	You made a bad day better.	Keep doing what you're already doing so well.	Love Reno!
232	Everything.	Nothing.	
233	Calmed me and assured me they'd get me right there - I was by myself. Got my purse, coat and VPAC.	You did it - put my dog up in bathroom with food and H2O (little Yorkie). They calmed him, too.	Didn't toss my meds about - they lined up just so in bag - they were very careful with it! I'm an old nurse they were great!!! I thank you so much for your help. I have never been diagnosed as anxiety before - hard when you're alone with no feedback. PS-Medicare primary - Geha 2-day took information and (rep bad)?
234	Police drove me to No. Inyo emergency and they called your company to air-vac me to Renown (kidney) Reno, NV.		Emergency in Bishop, CA called you.
235	Everything - the medics were polite and efficient. We appreciate their help.		
236	All but your Billing Service.		
237			Do not remember the ride.
238	Took my daughter's mind off injury.	You can stop wasting paper with comment mail and lower your cost to your patient and employees!	
239	Fast response.	You were more concerned with my insurance info than my injury.	Good service overall.
240	Everything.	Nothing.	Everything was done well and they were here in minutes.
241	Everything was well done.	Nothing.	For myself, everything was good that was done.
242	I have no complaints - your boys did great!		
243			Got me there in a timely manner!
244	Caring, nice, professional, worked well with staff and patient.		Patient expressed being happy with his service provided. **Here at the Vestige Project we take our client medical needs very seriously and thank you for doing so, also. It is always a pleasure working to help people in need!
245	Excellent bedside manner.	Can't think of anything.	Very fast response. My husband and I are interested in joining REMSA (recommended by _____).
246	Your service was requested by Life Care Center of Reno. No knowledge of your service. If you need Medicare information, please contact me.		
247	Your service was requested by Life Care Center of Reno. No knowledge of your service. If you need Medicare information, please contact me.		
248	This was not my first ride. Always well taken care of. Thank you.		
249	Convinced me to go to ER.		
250	Arrived very promptly!	Continue your great service.	Since I had a heart problem, the prompt response was a life saver. Thank you.
251	Explained my condition very well and took care of me.	Everything was done very well and efficiently.	None.
252	Fantastic - everything was done perfect. I was impressed and put at ease.	Nothing.	They took great care of me and showed interest in my well being. (Just want to add they were cute, too!! LOL. Sorry, not bad from an old lady. Impressive.)
253			They were all great!
254	Everything.		
255			I have no idea how the care was. My husband died 8/28/13.
256	Kept me calm and told me where I was and where I was going.		
257	Everyone was kind and caring.	It was all good.	
258	Excellent, professional - made me feel secure and at ease.	I have no comment. Can't get any better.	Perfect 10.
259	Explained what was being done.		I think you provided excellent service.



What Did We Do Well?		What Can We Do To Serve You Better	Description / Comments
260	21st birthday went bad - still respectful and professional with my son and daughter. (Medic's name) - my hero.		I know the outcome could have been so bad. I'm grateful. Thank you.
261	Everything.	Nothing.	
262	Both people from REMSA were very kind and helpful. They could not have done a better job for me. They were great!		
263	Helped in a very difficult situation.		
264	Staff was efficient and professional.	Billing dept should contact pt/send a bill to pt before submitting the bill, so it can be directed to the correct place. Remsa sent the bill to my health insurance(for a car accident). My health insurance paid the bill and took over 300\$ from my HCA to pay my portion. BCBS should NOT have been billed, especially when I never received a bill to begin with. Also I was on the S.Meadows/580 off ramp when my car was slammed into. Why was I taken to Renown main instead of renown south? I was talking and walking.	
265	Respectful of patient.		Response was quick. Reassuring to patient and family - away from home and out of state.
266	Calm and communicative.	Add info re: pre-pay/insurance to package mailed for future reference/preparation.	Thank you!
267	Treated patient with respect by turning off bright light in ambulance.		
268	Show caring and concern. Explained the situation. Very courteous.	Personnel very kind.	Insurance: Medicare & AARP.
269	All REMSA attendants are very nice, and I always like for them to come when I need them.	You are already the things that matter.	
270	Silver Saver member. Great.		Patient went by ambulance from doctor's office to hospital. Excellent REMSA service. Thank you.
271	Calmed me down and assured me they were in control and were prepared and would do everything possible to help me.	Keep up the good work.	Yours is an admirable industry and your people represented it well. (For your info, I am a 100% disabled Vietnam Vet. I was exposed to Agent Orange which led me to my developing Parkinson's Disease. I would be glad to recommend your services to any of your potential clients.)
272	Showed up quickly. The service was good.		
273	Great.		
274			No complaints. Service was excellent.
275	Everything that was needed.	Nothing else so far.	
276		Be a little more patient, my dad has Alzheimer's and needs to be spoken to in a more polite and caring way.	Usually the paramedics we get are always very nice and polite. However, this time they were not very nice. Didn't even ask my dad once how he was doing on the way to the hospital.
277	Saved my life, I think.	Nothing, thanks.	Parents weren't contacted, but thanks.
278	Conscious of making sure I was comfortable. Explained what they were doing.	Put padding on stretcher. I got a nasty bruise from stretcher.	Very good, but do not want to do it again.
279	Got me downstairs in a special chair 3 flights.		
280	Everything.	Nothing.	Very good.
281	Everything.	Nothing.	Very good.
282	Show of compassion and concern for patient was evident.	Arrival time seemed to take a while.	Very good and much appreciated.
283	Everything.	Couldn't be better.	Great.
284	Everything!		
285	Everything.		
286	Helped when we needed it most.	Just stay patient with us as you were.	
287	Everything.	Keep the good works up.	
288	Satisfied with all the service.		
289	Everything!	Keep up the good work and professional service.	Thank you!
290	Safely from point #A to #B.	Get better pneumatic wheels and suspension.	
291	You talked to me and calmed me to the point of being able to talk. (Medic name) was especially professional.	The ride is much too jostling. Too bumpy! New vehicle!	
292		Can't think of anything.	Thank you for your care. I appreciate it.
293	Everything.		Your care and service are the best.
294	Showed real concern for my well being.	I had no problem with care received. Good job.	
295	I could not expect better service or care.	Keep up the good work. It is reassuring to know you are there.	
296	Everything.		Very good.
297	Everything.	Nothing.	
298	Everything! Because of REMSA my wife is alive.		
299	Everything! Talked to me with suggestions and listened to my input to make my transport with least problems.	Keep this level of service.	Impeccable. Kind, courteous and sensitive to my needs.
300	Checked my wife and took her to emergency room.		
301	The attendants on the ambulance were very nice and made me feel safe.	I think the guys were very caring and took great care of me. I don't think you could do better.	One of the guys was (name) and he took great care of me. I really do appreciate the way they helped me.
302	It was all well, everyone put me at ease.		
303	Everything! Such nice people.	Can't think of anything.	Crew was excellent.
304	Got me to the hospital.	Rescue staff needs to not judge patients because of what they think, listen to patient. The driver was very rude, had me walk to ambulance and into hospital ER. I ended up on life support for 3 days because of delayed treatment by all parties.	



	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
305	Very patient with my son. Explained to him and us what they were doing and why.		
306	Fast response, valiant effort.		
307	Helpful, compassionate - they were professional but also friendly.	I can't think of anything.	I wish I could remember everyone's name - they were terrific. Thank you very much.
308	Everything we asked for.	Nothing.	
309	Everything.	Nothing.	
310	Absolutely everything that the EMTs did to help was 100% perfect. (2 medic names) were amazing.	If anything, make everything cheaper.	Like I said, (2 medics) were the nicest, most professional EMTs I've ever had the pleasure to meet.
311	Everything.		
312	Crew was compassionate. Concerned with comfort; very gentle. Reassuring. Good listeners.	Nothing I can think of.	Excellent crew!
313	Very caring.		
314	All of the EMTs were very professional and sympathetic with me. I was very pleased with the services provided.		
315	All the usual. They are always most helpful.	Nothing.	Service is always good.
316		Get your people to use a needle better.	
317	Everything.	Nothing but good service you always provide.	
318	You saved my life. (I was out the whole time.) Thank you.		
319	Courteous and efficient - knowledgeable.	Not much.	As an X-EMT to firefighter - overall the response was excellent.
320	Everything so nice, so professional. Kind and caring.	Nothing, you are great - friendly and caring all in one.	Would like info sent to me about yearly insurance with REMSA. Thank you. (Just great company.)
321	Everything. Everyone was caring and professional.		Thank you!
322	The two young men were wonderful - both kind and competent!		
323		Be there when I need help.	
324	Don't leave home without REMSA.		
325	Customer service and provide great care.	Nothing. Keep up the good work.	
326	Comforted the patient with tone of voice and respectful manners.		Service was awesome, as always. Thank you.
327	Patience and personality of crew 311 was great.	Smoother ride in ambulance (shocks).	The crew was super and made my first ambulance ride a safe non-scary ride.
328	Quick response - very professional.	Just continue as is.	
329	Showed up.	Not to make fun of the situation.	You lost her cane.
330	Made my daughter feel comfortable.	Maybe explain the situation a bit better.	Medical drivers were very nice!
331	Everything.	Nothing.	None.
332	already gone. Got here fast, tried to save him (too late). Tried to keep me calm.	Hopefully, I won't need to call anytime soon.	from patient in 1992. (Was billing staff helpful and polite? - Yes, very much and sympathetic.)
333	The two men on the ambulance were caring and courteous.		
334	Personnel extremely considerate.		
335	Everything.	You did it.	I will not have anyone else do what you do.
336	Did everything well.		
337	Explained everything to us. Were very nice.	You are doing good!	
338	Keeping calm and polite.		Excellent service from what I've experienced.
339	Everything.	You do very good.	You were very helpful to my wife. Let her ride with you. Thank you very much.
340	Everything.		
341	Prompt service, gave great care.	Not a thing as far as I'm concerned.	I'm a senior citizen and I was treated in a courteous and helpful way. Thank you.
342	Everything.	None.	
343	Picked me up at Sack & Save to Renown, but Renown sent me home too soon. Haven't seen a doctor. Have fluid in both legs, left mainly and can't sleep nights. Am up and down all night. No appointment until end of month. (Very tired.)		
344	Everything was done well.	Try not to rush the patient. It did not help me breath any better.	
345	Everything to Reno Renown Mill - surgery for ruptured abdominal aortic aneurysm.	Continue what you do.	Thank you all, as I am alive and grateful.
346	Everything.		Haven't received bill yet.
347	Fast.		
348	Saved her life.	You're doing fine!!!	
349	The REMSA paramedics were very caring and professional. They did an excellent job.	Nothing.	
350	Very helpful.		
351	All.		
352	Rapid response, very knowledgeable about their work.		I can truthfully say they performed their work in a professional manner.
353	I can't recall anything about the ride to Renown. My family was pleased with the service.		
354	My dad was taken and treated with care, respect and dignity.		Thanks for employing truly caring and honest, and experienced staff. It made the whole ordeal a little better.
355	It was traumatic for patient to have to be taken to Senior Bridges in NNCC.	Find out what happened. It was only a minor incident. Cooler heads would just ask patient why. A.O.	A.O. is Auditory Overload. It's too bad those in ch2-33- not know! Thank you for your help.



	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments
356		Receive a little more practice in inserting or starting IVs.	Care and service is good.
357	Excellent.		
358	They were just very kind and helpful to me, an elderly lady!!	I don't know!!	Those specific ones were fine.
359	Everything.		
360	You were very professional in all phases.		
361	They took good care of my husband and I was very thankful!	Keep doing what you do already.	They were very friendly and calm and they kept my husband calm.
362	Took time to talk with patient, went to patient explaining the pros and cons.		
363	Polite and reassuring.		
364	Calmed two seniors that were nervous. Were very kind and professional.		
365	The staff was so helpful and kind.		
366	Very friendly and fast service.	N/A	Fantastic service and care. No complaints.
367	Everything.	Serve cocktails en route? Only kidding.	Everything was great!
368	Calm, but firm voice things are under control, thanks.	Be there when I need help.	
369	Transported me from the VA Hospital to West Hills and from West Hills back to the VA Hospital.	Nothing I can think of.	
370	The emergency response was excellent.	It is very assuring to know you are available, if needed in the future.	
371			I don't know if my Silver Saver info was given to you at the time of my transport. Could you please make sure it is billed accordingly? Thank you.
372	Fast, efficient, quality service.	It was good - first time use.	No, thank you so much.
373	Everything.		
374	Reminded me to take care of pet, bring ID, explained exactly what they were doing.	Everyone was kind and considerate.	
375	Friendly. Made me very comfortable.	Service was excellent!	
376	Was very polite and made me feel safe.		
377	Everything.	Thank you.	
378	Fast response, excellent communication.	?	Very happy with service. Thanks, you are all awesome!
379	Everything was done right.		
380	Everything!!		Wonderful.
381	Ambulance from Atlantis.	No problem - just lectured for not having med with.	Very nice.
382	Explained everything that we should expect, more helpful and full of answers.	Nothing!! Everything was 110% perfect!!	Your personnel had more information than the doctor and social worker. I want to thank your personnel for being compassionate, professional and very helpful. Thank you!!
383	All the information given was more than what the social worker and doctors give.	Nothing. Your personnel was 110% perfect!!	I just want to thank your personnel for the professionalism, very helpful and compassionate!! Thank you!!
384	Very timely.	Slow down.	Please reference an earlier incident involving a transport from TRE, Douglas City, Nevada to Renown in which I was dropped off the gurney? Please call me about incident during this transport involving the RR crossing. Best wishes.
385	Staff was kind.		
386	Everything.		
387	Getting patient to Reno.		
388	Everything.		
389	Very good in preflight and flight.		
390	Came ASAP - listened well, quick to understand.	Continue "as is".	Excellent.
391	I was not there and patient cannot speak, but she made the trip OK, especially being on a ventilator and disabled.	OK - very good. Thank you.	OK - very good.
392	Everything! Made me feel as comfortable as possible!	You cannot!	Thank you for being so great!
393	Fast respond and checking what med was taken.	None. Your people are very good and professional.	The best.
394	Everything.	Nothing.	
395	Everything was handled well. Very considerate employees.		
396	All my medical needs were taken care of. I had no worries.	Keep up the good work.	Everyone is very professional and does a great job.
397	I found no problem.	There was no problem.	Very good.
398	Very careful and caring.	Nothing, I was very happy with the service.	Thank you a bunch.
399	EMT checked dad's med list with what he had from past trip to make sure all was OK.		
400	They were helpful in every way - made me comfortable. Thank you!		
401	Talk and make sure I was well.		Very good.
402	You all were so kind to my husband. We were so worried - patient wandered off - he has no memory due to a bleed in 3-17-2009. He's in great health and likes to walk. Thank you for the great care. The nurses - doctor was just wonderful.		
403	Everything.	Nothing.	Excellent.
404	Everything!	Just keep up the good work!	See above - thanks!
405	Service was great.		
406	All is 100%.	Keep on keeping on!	Always the best!
407	Everything.		Thank you for everything.
408	Everything.		
409	Along with firefighters, compassion of lifting my wife from upstairs bathroom to ambulance.	Nothing!	The crew that came was outstanding!
410	Unable to ask my dad about this date as he passed and went to heaven on 9/25/13. The earlier times he was treated well by REMSA. Thank you.		
411	Everything.		
412	Very friendly.	Stay friendly.	Very efficient.

What Did We Do Well?		What Can We Do To Serve You Better	Description / Comments
413	Quick response and knowledgeable about our questions.		
414	Always very professional.	Stay the same as you are now.	
415	My wife was picked up at Regent Care Center in Reno.	You folks are wonderful - helpful and very kind to your patients. Don't know what we would do without REMS!!!	



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*Regional Emergency Medical Services Authority*

**CARE FLIGHT  
CUSTOMER SERVICE  
FOR  
SEPTEMBER 2013**





### CARE FLIGHT CUSTOMER COMMENTS SEPTEMBER 2013

	What Did We Do Well	What Can We Do To Serve You Better	Description / Comments
1	As previously your EMT's performed flawlessly very professional and reassuring.	Continue the good work.	
2	Provided me with the brochure which told me where my husband was being flown.	Nothing, your team was great.	
3	Afraid of heights and flying and they kept me from panicking.	Can't think of anything. They were great!	Perfect!
4	The flight was excellent.	Not a thing.	
5	Everything	If possible, could you look up y flight crew, please thank them for me, they played a big part in saving my life. The male cardiac nurse was John? Wasilla, AK.	
6	Response time was great. All personnel helped me very much as well as taking care of my husband.	I can't think of anything that could be better!	
7	Made me feel comfortable.		
8	Treated my wife in a thoughtful and swift manner.	none	
9	Everything! Professional, efficient, under the circumstances the crew kept the stress level low. They cared!	Keep doing what you do! And tell the family members the destination.	
10	Everything.		
11	Transport patient	Everything was fine.	
12	Everything.	Nothing.	your service was excellent
13	My mom has been Care Flighted in twice now. Both times done very professionally and with the attention needed.		
14	Thank you for all your time and dedication.		
15	Nurses on flight were attentive and professional.	Nothing comes to mind.	
16	Explanation of everything as it was occurring. All giving me their full attention. All were calm and especially comforting to me. What a great crew! Called my wife from Reno to give her update was above and beyond-thank you all.	I have no idea what needs improvement.	



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*Regional Emergency Medical Services Authority*

**REMSA**  
**PUBLIC RELATIONS REPORT**  
**FOR**  
**SEPTEMBER 2013**



## PUBLIC RELATIONS

September 2013

ACTIVITY	RESULTS
Wrote and distributed press release regarding the EMS Memorial Bike Ride	Channel 4 and 2 attended the opening ceremony and an article ran in the Reno Gazette Journal.
Finalized Community Benefit Report and managed and organized emailing, mailing and paid media to get the report out to the public.	Community Benefit Report was emailed and mailed on Sept. 23, and included as an insert in the Reno Gazette Journal on Sept. 25, and Nevada Business Weekly on Sept. 30.
Wrote and produced radio spot for Cribs for Kids program, as well as placed radio and online ads to promote the program.	The campaign starts on Oct. 1.
Wrote and distributed press release regarding National Child Passenger Safety Week.	
Wrote and conducted a press conference regarding the new dispatch center.	TV Channels 2, 4, 8 and 11, as well as Reno Gazette Journal attended and ran stories.
Edited and distributed Care Flight press release regarding their annual Flight for a Good Cause fundraiser.	KOLO ran the story on their website.





REMSA dispatchers work in a new emergency medical communications center with 13 work stations. PHOTOS BY ANDY BARRON/RGJ

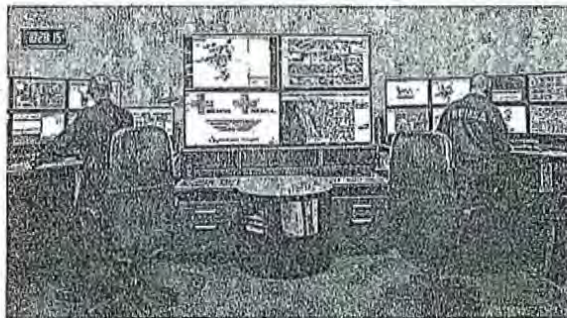
## REMSA uses \$2.8M to enlarge, upgrade Reno dispatch operations

Nonprofit to hire 7 nurses for nonemergency phone calls

By Bill O'Driscoll  
bodriscoll@rgj.com

REMSA has opened a larger communications and dispatch center with more work stations and updated radio and computer operations that officials say will improve service and response time.

"This will enhance our



REMSA's new emergency medical communications dispatch center is being funded with reserve funds and loans.

capabilities," REMSA President Jim Gubbels said of the \$2.8 million in expansion, upgrades and

new software unveiled on Wednesday at REMSA's Reno headquarters.

He said REMSA has moved its business operations to accommodate the larger dispatch center at REMSA's office on Edison Way in Reno, which dates to 1992.

None of the improvements is being funded with tax dollars or through rate increases, Gubbels said, but with reserve funds as well as loans.

Since the Regional Emergency Medical Services Authority was estab-

lished in 1986, the nonprofit has experienced a 4 percent to 6 percent increase in emergency calls annually, according to a news release.

With the expansion, REMSA will now have 13 work stations for emergency dispatchers, up from eight, allowing room for growth as needed, Gubbels said.

He said the new phone system puts REMSA on the same network as other area 911 responders.

And, he said, REMSA has moved from analog to digital radio, promising "faster connectivity" with further improvements in the next year for transmitting data.

In addition, he said, in the next few weeks REMSA will hire seven nurses to staff phone lines for nonemergency calls.

"In 1992, this was state of the art," he said of REMSA's former operations.

"It's definitely time to upgrade."





## REMSA's Futuristic Dispatch Center Goes Online

Posted: Sep 25, 2013 1:35 PM PDT Updated: Sep 25, 2013 1:47 PM PDT

-written by John Potter

Its 10:45 Wednesday morning, and the emergency responders who answer your call for help just received some new help themselves.

Inside the nondescript building on Edison Way is a lifeline for thousands. The parade of patients is already lining up for EMT dispatcher Patrick Hamilton.



Patrick is one of a dozen dispatchers on the front lines of saving lives inside REMSA's new state of the art dispatch center. Speaking into his headset, he collects information from a caller who's with an elderly woman who had a bad fall: "Alright, a couple of quick questions but help is already on the way though. Is she awake? Is she breathing? And how far did she fall?"

The ambulance goes out, but he has barely enough time to decompress...the next 911 call comes just minutes later. This time the caller tells Patrick a 47-year old man is having a seizure. Hamilton asks, "Is he diabetic?"

Overseeing the buzz of activity is Aaron Abbott, REMSA's Director of Operational Services. He told us what we were witnessing, "is about average." It all adds up to about 200 calls a day...everything from baby deliveries to the worst of accidents. And it keeps going up: a 5% increase in calls every year. Abbott says the calls are "Mostly seizures, some cardiac arrests...falls and a lot of cardiac chest pains."

The callers are usually panicked and extremely upset. On the other end are trained emergency medical dispatchers, EMTs that can save lives over the phone. They're getting some new high-tech help in REMSA's brand-new dispatch room...a nerve center covering a 6,000 square mile area. It was a long time coming. Abbott told us, "The old room was designed in the 1990's, and I don't think ergonomics was a word then."

Besides the more comfortable workstations, there's now surge capacity for large disasters. The center has 60% increased call capability. A big screen shows what all of NDOT's outdoor cameras are capturing. With wireless headsets, dispatchers can go anywhere. Real time GPS tells them where all ambulances and Care Flight helicopters are.

Most impressive is the new software system that collects months of data, and uses that to predict where the next emergency call will come from. Pointing to the color codes showing the areas with the most probability, Abbott told us, "Those are the highest volume of priority 911 calls, the threatening emergencies that occur." Today, it's an efficient life-saving machine.

Hopefully you won't have to make a call to there, but if you do dial 911...help, and high tech, are there to answer it.

Who paid for it all? Not the taxpayer. REMSA has an unusual setup: it's private, but it's also non-profit with government oversight. It was put together in 1986, to replace a patchwork of providers and a system that couldn't be relied on.





## REMSA Opens New Dispatch Center

Reported by: Samantha Boatman  
Email: [sboatman@mynews4.com](mailto:sboatman@mynews4.com)

Updated: 1:23 pm

RENO, Nev. (KRNV & MyNews4.com)--A new state-of-the-art REMSA dispatch and communications center is now officially up and running.

The new, expanded center was developed to allow REMSA to handle increased call volume and to utilize the best technology to best serve those in the Reno/Sparks area.

The new facility features 13 work stations that have full emergency medical dispatch and call-taking capabilities. Over the past 27 years, REMSA has seen a 4 to 6% increase in emergency call volume each year.

According to REMSA employees, the call center receives about 190 calls. Dispatchers are also trained EMTs.

The new call center was not paid for by tax payer dollars.





## National EMS Memorial Bike Ride to begin in Reno

Updated: Thursday, September 19 2013, 02:35 PM CDT RENO –



For the first time ever, the National EMS Memorial Bike Ride, also known as the Muddy Angels, will hold a west coast cycling event beginning in Reno. The ride starts on Monday, Sept. 23 and will end in Sacramento on Thursday, Sept. 26. The bike ride will feature cyclists from across the county. There will be a pre-race ceremony at REMSA, located at 450 Edison Way in Reno, at 8:30 a.m. prior to the racers starting their 265 mile journey. The bike ride was created to honor EMS personnel by organizing and implementing long distance cycling events that

memorialize and celebrate the lives of those who serve every day, those who have become sick or injured while performing their duties, and those who have died in the line of duty. The bike ride has been in existence since 2000. Prior to creating the west coast event, the National EMS Memorial Bike Ride has only gone as far west as Colorado. For more information and to register for the ride, visit [Muddyangels.com](http://Muddyangels.com).

Read More at: <http://www.foxreno.com/news/features/top-stories/stories/-national-ems-memorial-bike-ride-begin-reno-578.shtml>





**Regional Emergency Medical Services Authority - REMSA**

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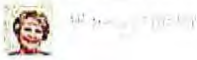
Regional Emergency Medical Services Authority - REMSA  
September 26

Day 4 of the National EMS bike ride. Placerville to Sacramento state capital  
Swing on by for the celebration.



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Regional Emergency Medical Services Authority - REMSA  
September 25

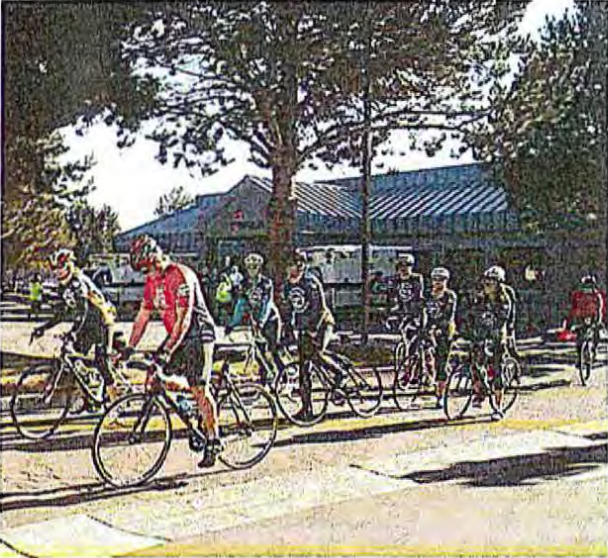


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Regional Emergency Medical Services Authority - REMSA  
September 24



Regional Emergency Medical Services Authority - REMSA



Regional Emergency Medi... Timeline Recent



Regional Emergency Medical Services Authority - REMSA  
September 24

1st annual EMS memorial bike ride in the west coast  
"Muddy Angels"  
REMSA opening ceremony with the ringing of the bell for  
fallen EMS workers.



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Non-Profit Organization

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Regional Emergency Medical Services Authority - REMSA  
September 25

Day 3 of National EMS bike ride.  
Today's leg Lake Tahoe to Placerville.



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Regional Emergency Medical Services Authority - REMSA  
September 24

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1st stage is from Reno to Carson City to Lake Tahoe.



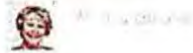
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Regional Emergency Medical Services Authority - REMSA shared REMSA Education's photo. September 21

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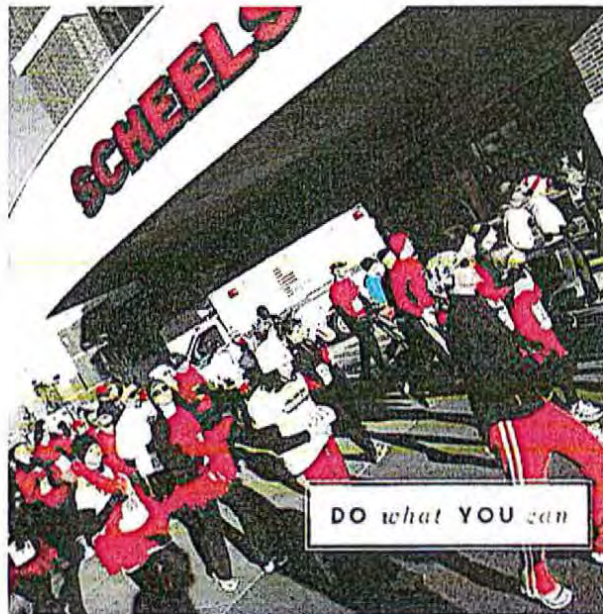
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# ENTERTAINMENT CALENDAR

9-8-13

## TODAY

### Bishop Manogue Grandparent's Day

**Mass and Reception:** All Bishop Manogue grandparents and alumni grandparents, current or past, are cordially invited to join in the Mass. The evening begins with Mass in the chapel, followed by drinks and light appetizers. **When:** 5 p.m. today. **Where:** Bishop Manogue Catholic High School, 110 Bishop Manogue Drive. **Cost:** Free. **Details:** Julie Dennis at 775-336-6014 or julie.dennis@bishopmanogue.org.

### Sierra School of Performing Arts presents "Bye Bye Birdie"

"Bye Bye Birdie" hits the stage at the Robert Z. Hawkins Amphitheater at Bartley Ranch Regional Park. This Broadway musical is a presentation of Sierra School of Performing Arts and includes a cast of more than 40 well-known local actors and a full orchestra, including 22 students from Reno High School Chamber Orchestra. **When:** 7:30 p.m. today. **Where:** Bartley Ranch Regional Park & Hawkins Amphitheater, 6000 Bartley Ranch Road. **Cost:** Adults, \$17 (in advance); \$20 (at the door), students/seniors (65+), \$15. Students must show ID. **Details:** Tickets are available at [www.sierraschoolofperformingarts.org](http://www.sierraschoolofperformingarts.org) or at the door.

### Reno Philharmonic — Classix One:

Violin soloist Jennifer Koh joins music director Laura Jackson and the Reno Philharmonic Orchestra for the 2013-14 Classix season opener with a concert celebrating the music of Pyotr Ilyich Tchaikovsky. The program will feature two Tchaikovsky works: Violin Concerto in D major, op. 35 and Symphony No. 5 in E minor, op. 65. Purchase tickets online at [www.renophil.com](http://www.renophil.com). Doors open at 2:30 p.m. and the preview is at 3 p.m. today. **When:** 4 to 6 p.m. today; 7:30 to 10:30 p.m. Tuesday. **Where:** Pioneer Center for the Performing Arts, 100 S. Virginia St. **Cost:** \$26 to \$77. **Details:** 775-323-6393.

### Artemisia Moviehouse: "Cairo 678"

shows today; "The Fantastic Worlds of Juan Oro" Sept. 22; "Life Kills Me" Sept. 29; "Modest Reception" Oct. 6; "The Parade" Oct. 13; "Shyamal Uncle Turns Off The Lights" Oct. 20; "Southwest" Oct. 27; "Student" Nov. 10. **When:** 2 p.m. today. **Where:** Nevada Museum of Art, 160 W. Liberty St. **Cost:** \$7 general admission; \$5 students/members. **Details:** [info@artemisiamovies.org](mailto:info@artemisiamovies.org).

### Reno Little Theater presents "Intellectuals"

A contemporary romantic comedy about relationships and mid-life crises. A "happily married" psychologist realizes she might be gay and leaves to find her true identity. Chaos ensues among her family and friends, even though she ultimately discovers

## DON'T MISS THIS!



### ENJOY STORIES, DANCE ON TRAILS AND VISTAS HIKES

Original art, music, dance, poetry and storytelling along guided 3-mile art hike on the Pacific Crest Trail, Donner Summit in the Tahoe National Forest (near Boreal Ski Resort). Tours leave every 15 minutes. **When:** 10 a.m. to 12:30 p.m. today. **Cost:** \$30 adults, \$10 children (advance online). **Details:** [www.trailsandvistas.org](http://www.trailsandvistas.org).

she's not gay. Playwright Scott C. Sickles will be in Reno for a talk-back with the cast after show today. Play contains adult language and themes. Reservations are advised. Go to the website or call 775-813-8900 for tickets. Season tickets also on sale. **When:** 2 p.m. today. **Where:** Reno Little Theater, 147 E. Pueblo St. **Cost:** \$16 adults, \$13 seniors/students/military. **Details:** 775-813-8900 or [info@renolittletheater.org](mailto:info@renolittletheater.org).

**Safety Fair Family Program:** See safety equipment and meet emergency personnel from Truckee Meadows Fire Protection, Washoe County Sheriff's Office, REMSA and the Nevada Highway Patrol. Read to a Paws 2 Read dog, meet a guide dog puppy from Eyes for Tomorrow, play Safety Bingo, register a child with Child I.D., receive information about vaccinations from Walgreens Pharmacy and get your creative juices flowing with a safety-themed craft. All ages welcome at this family program. **When:** 1-3 p.m. today. **Where:** Spanish Springs Library, 7100 Pyramid Highway, Sparks. **Cost:** Free. **Details:** 775-424-1800.

**Genoa Concert on the Green:** The Old West Trio performs Western classics from Sons of the Pioneers and Gene Autry to contemporary artists Ian Tyson and Tom Russell. Bring a blanket and picnic dinner and enjoy an evening of music. **When:** 4-6 p.m. today. **Where:** Genoa Town Park, 185 Nixon St., Genoa. **Cost:** Free. **Details:** 775-782-8696.

## MONDAY

**Jane's Addiction:** The Perry Farrell-led

Jane's will perform. **When:** 8:30 p.m. Monday. **Where:** Grand Sierra Resort and Casino, 2500 E. Second St. **Cost:** Tickets cost \$49 for general admission. **Details:** Details at [www.ticketmaster.com](http://www.ticketmaster.com) and at the Grand Sierra box office. All-ages show.

### Ray Silva's Intro to Recording Science:

An overview of sound recording with an emphasis on science and critical listening. Beginning Monday night with 16 weeks of instruction. The first lecture is free. **When:** 7:30 to 11 p.m. Monday. **Where:** Imirage Sound Lab, 1558 Linda Way, Sparks. **Cost:** The first lecture is free. Thereafter, \$200 every five classes, \$600 total or pay \$550 in advance. **Details:** [ray@reasonmultimedia.com](mailto:ray@reasonmultimedia.com), 775-229-5975 or 775-358-7484.

### Sex Trafficking in Northern Nevada

**Panel:** All are invited to hear a panel of experts on sex trafficking in the community. Panel members include Melissa Holland and Christina Rangel of AWAKEN; Tiffany Short, FBI victim specialist; Catherine Cortez Masto, Nevada attorney general; Michon Martin, general counsel for Gov. Brian Sandoval; Father Chuck Durante; and others. **When:** 6:30 to 8:30 p.m. Monday. **Where:** St. Theresa of the Little Flower Church, 875 E. Plumb Lane. **Cost:** Free. **Details:** Rita Sloan at [rwrksloan@hotmail.com](mailto:rwrksloan@hotmail.com) or 775-849-1653.

**Math Paths Volunteer Training:** Learn how to tutor your own children and/or volunteer in a classroom. **When:** 5:15 to 7:15 p.m. Monday. **Where:** Washoe County School District Volunteer Services, 425 E. Ninth St. **Cost:** Free. **Details:** Sign up via email at [volserv@washoeschools.net](mailto:volserv@washoeschools.net) or call to schedule or ask questions at 775-348-0346 or 775-348-0345.

**ON THE COVER:** Reno Little Theater's 2012 production of "Cat On A Hot Tin Roof" performed on the theater's previous stage. RGJ FILE

RGJ.com

### MORE ONLINE

Log on to [calendar.rgj.com](http://calendar.rgj.com) for more activities this week.



## People you should get to know: Lisa Cook

Sep. 1, 2013



Swag | Blue Moon's creative director Lisa Cook has her golden retriever, Ranger, at her side on the job on Wednesday. / Tim Dunn/Reno Gazette Journal

### **BACKGROUND**

I recently celebrated 20 years of being a designer in the print/promotion industry, and getting here has been one learning experience after another. For example, working with local companies like Renown Health and national

companies like eBay Motors through the rebranding process has been invaluable experience.

### **WHY DO I DO WHAT I DO**

My job allows me to put my ridiculous imagination to good use. Swag | Blue Moon's tagline is, "dream design deliver," and I find huge satisfaction in doing just that.

### **WHAT BROUGHT ME TO RENO OR WHY I STAY IN RENO**

I am extremely proud to be "third-generation Reno" and can't imagine living anywhere else. Most people would say they stay in the area because of the beautiful seasons and being close to outdoor attractions, but for me, it is more about the people. We live in a truly caring and remarkable community.

### **WHAT I DO TO LEAVE WORK AT THE OFFICE**

I am obsessed with a handsome golden retriever named Ranger who is on his way to being the world's sweetest therapy dog. If I'm not with Ranger, I am playing golf; fairways and greens make me very happy.

### **HOW I GIVE BACK TO MY COMMUNITY**

I am involved with several local organizations, but my heart belongs to Safe Kids Washoe County. My pet project with Safe Kids is called Photovoice. Every school year, I volunteer to lead a small group of kids from Esther Bennett Elementary School and teach them about pedestrian safety and photography. I invite anyone who is interested in this project to visit [safekidswc.com](http://safekidswc.com).

### **BEST BUSINESS BOOK I'VE READ LATELY**

"Professional Wordpress Design and Development" by Brad Williams, David Damstra and Hal Stern. I am not a website developer. I am an illustrator and photographer, but Wordpress simplifies everything and has changed the way I think about modern-day website creation.

### **BEST PLACE IN RENO TO MEET WITH CLIENTS OR COLLEAGUES**

I have been known to wander through Scheels All-Sports with clients discussing projects along with outdoor equipment or strategizing while looking at bags in Dillard's.

### **MY LEADERSHIP PHILOSOPHY**

First, when you do good, you get good. Do all that you can for your colleagues and your community. When you help others, it is contagious and suddenly you have an entire team rolling up its sleeves right next to you to help. If you stop and listen to your team's needs, you're going to learn how to achieve success as a team.

### **NOTABLE ACHIEVEMENTS**

This year, Safe Kids Worldwide revealed its new brand, and as soon as I saw it I made a commitment to **Safe Kids Washoe County** to volunteer to rebuild its website as a responsive Wordpress site. With help from the coalition, officers, lead coordinator and my Swag I Blue Moon colleagues, we were all able to quickly launch an informative, responsive website at no cost to Safe Kids Washoe County.

### **IF I COULD DO SOMETHING ELSE, I WOULD ...**

Operate a golf course where sand traps don't exist and golden retrievers are on staff to find your lost balls.



hit the marketplace. Your mom was right when she told you never to discuss politics and religion, because emotions run so high in those arenas. Especially religion.



BILL O'REILLY

Even before "Killing Jesus" was released, the mail began pouring in. And some of it was very nasty.

Brent in Texas opined: "O'Reilly, you are not some-

one who has the right to write a book about Jesus."

Eric in South Carolina: "You are helping to deceive people with your ignorance about Jesus."

Al in Louisiana: "Bill, what do you know about Jesus? You are Catholic, and they don't know anything about the Bible."

And Raleigh in California really let loose with some disturbing stuff: "Bill, please repent before it is too late. You

actually read "Killing Jesus" had not been released. The history; there is no religion people lashing out at me address their savior in a so intense in their beliefs lost all sight of reality.

Now, a sad fact of life that there are some very running around, and the been with us. But from a national TV commentator with certainty that the is rising not only here, but world.

The reason is the Internet looks were kind of isolated can find other loons in c whom to commiserate. bizarre behavior, as dis think their outlook is ac others are saying the s machines.

## LETTERS TO THE EDITOR

### SAFETY

#### Baby lived because car seat was done right

Motor vehicle accidents are the leading cause of unintentional injury-related death in children younger than 14. Many are due to an improperly installed child safety restraint. According to the National Highway Traffic Safety Administration, three out of every four car seats are installed incorrectly.

Earlier this month, there was a rollover accident on Pyramid Highway that highlighted the issue. Two vehicles collided, and both rolled down an embankment. Two people had to be extricated from the vehicle, including an infant girl. A firefighter who responded to the scene stated the only reason the infant survived was because she was in a properly installed car seat.

As a registered nurse, I urge parents to take advantage of the local resources to ensure your child's car seat is installed properly. REMSA offers these opportunities through the Northern Nevada

Fitting Station and Point of Impact Child Safety Program. Get more information at [www.remsa-cf.com](http://www.remsa-cf.com) under Community Programs.

Taking the time now to have your child's car seat properly installed will ensure your child or children are safe from serious injury.

*Christina Sheppard, Reno*

### LICENSES

#### Tech won't help everyone with DMV

This is in response to the column "High tech at DMV helps customers" by Troy Dillard, director of the DMV [Your Turn, Sept. 23].

I received my driver's license renewal notice in late August. I needed to wait until I received my September Social Security to renew.

On the notice it says, "If an access code is provided on this application, you are eligible to renew your driver's license on the department's website." An access code was provided. I tried for a week, two or three times a day at various times, and kept get-

Sept 29, 2013

## Free Car Seat Safety Check October 5 in Reno

Posted: Sep 26, 2013 10:47 AM PDT Updated: Sep 26, 2013  
10:47 AM PDT

by [Taboola](#)



You can make sure your child's car seat is properly installed at an event Saturday, October 5 at Frontier Financial Credit Union in Sparks.

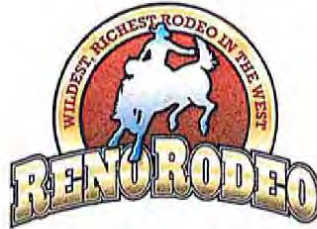
REMSA is partnering with the bank and Safe Kids Washoe County for an inspection checkpoint starting at 10am at 5362 Sparks Boulevard.

There, safety technicians will make sure the seat is properly installed and the right kind for the age and weight of your child.

REMSA says 3 out of 4 car seats are not installed correctly.

The event is limited to 30 cars so you'll want to get there early.





Aug 30, 2013  
REMSA  
400 Edison Way  
Reno NV 89502

Dear :

What a success! On behalf of the Reno Rodeo Association members, I want to extend a heart-felt thank you for your commitment to making the Reno Rodeo the "Wildest, Richest Rodeo in the West". Your generous donation makes it possible for the Reno Rodeo to spend the next 355 days giving back the proceeds to the children of Northern Nevada. Your commitment to the Reno Rodeo gives us a powerful voice in the local community and allows for meaningful contributions to children in need.

Last January, we hosted an appreciation party for the Reno Rodeo Sponsors. We will continue that tradition this year and we plan to schedule the party in October.

The Reno Rodeo could not prosper without the generous support of a caring community. As the Reno Rodeo continues onward, please know that partnerships with our sponsors are vital to the success of the Reno Rodeo. You are truly appreciated and we hope you will continue to support our event in 2014. Thank you again!

Sincerely,

Kim Surratt  
*Reno Rodeo Chairman of Local Sponsors*

Carrie Rogers  
*Reno Rodeo Co-Chair of Local Sponsors*

Therese Kehoe  
*Reno Rodeo Co-Chair of Local Sponsors*

John Tipton  
*2013 President of Reno Rodeo*

Bill Bertelson  
*2014 President of Reno Rodeo*







## Fly Care Flight for a Good Cause

*By: Staff Email*

*Updated: Mon 3:27 PM, Sep  
16, 2013*

RENO, NV – Care Flight, northern Nevada's non-profit community medical helicopter service, has announced the second annual "Flight for a Good Cause" fundraising event. Care Flight is giving the public a unique opportunity to experience first-hand what it is like to ride inside a medical helicopter without the emergency.



Care Flight will spend Saturday and Sunday, Nov. 2 and 3, offering flights at two of its three base locations as part of a fundraising campaign designed to generate funds to go toward lifesaving equipment. Flights will be 20 minutes long and are \$145 per seat with 3 seats available per flight. Each seat on board will be a window seat and the flight patterns will be pre-set depending on the location of each base. The fundraising flights will run from 8AM – 4 PM on the following days and locations:

- Saturday, Nov. 2 at REMSA, 450 Edison Way, Reno (fly over Reno)

- Sunday, Nov. 3 at the Carson Valley Medical Center, 1107 Hwy 395, Gardnerville (fly over the Carson Range)

The first flight of each day is scheduled for 8AM with flights running at the top and bottom of every hour until 4PM.

Care Flight will use its fourth aircraft for this event so there will be no interruption to the regular EMS service provided to the region. Seats are limited and available by reservation. For more information or to reserve a seat, visit [www.care-flight.com](http://www.care-flight.com), or call 775-353-0762.



# THIS IS RENO

## Care Flight Announces Second Annual “Flight for a Good Cause”

SEPTEMBER 18, 2013 9:24 PM

Author:

**R** *ThisIsReno*



CARE FLIGHT NEWS RELEASE – Care Flight, a non-profit community medical helicopter service, has announced the second annual “Flight for a Good Cause” fundraising event.

Care Flight is giving the public a unique opportunity to experience first hand what it is like to ride inside a medical helicopter without the emergency. Care Flight will spend Saturday and Sunday, November 2 and 3 offering flights at two of its three base locations as part of a fundraising campaign to generate funds to go toward life saving equipment.

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The fundraising flights will run from 8:00 a.m. – 4:00 p.m. on the following days and locations:

- Saturday, November 2, at REMSA, 450 Edison Way, Reno.

- Sunday, November 3, at the Carson Valley Medical Center, 1107 Highway 395, Gardnerville.

The first flight of each day is scheduled for 8:00 a.m. with flights running at the top and bottom of every hour until 4:00 p.m.

“Last year’s inaugural event was so incredibly well received and supported we are more than pleased to bring the event back this year. We look forward to this event being an ongoing staple for the community,” said Kurt Althof, business development manger for Care Flight.

Care Flight will use its fourth aircraft for this event so that there will be no interruption to the regular EMS service provided to the region. Seats are limited and available by reservation.

For more information or to reserve a seat, visit [www.care-flight.com](http://www.care-flight.com), or call 775-353-0762.

*Care Flight began in providing fast, high-quality emergency medical service and rescue to the remote and rugged areas of northern Nevada and northeastern California in 1981. In 1986, Care Flight was placed under the authority of the Regional Emergency Medical Services Authority to create a comprehensive EMS system with fully integrated ground emergency medical services as well.*

*Care Flight provides service within a 150-mile radius of each of its three bases located in Reno, Gardnerville, and Truckee, covering 40,000 square miles. Care Flight can provide critical care levels of services to critically ill and injured patients at accident scenes and rural health care centers in minutes. Care Flight is a non-profit community service, which utilizes no tax dollars.*



# Washoe County Health District



**TO:** District Board of Health Members

**FROM:** Randall Todd, DrPH  
Director, Epidemiology and Public Health Preparedness

**DATE:** October 17, 2013

**SUBJECT:** Emergency Medical Services Working Group Update

The EMS Working Group met on October 4, 2013. Issues discussed at the meeting included:

- Data – Progress on obtaining data and definitions from all entities was reported. It was also reported that the Health District’s statistician has accepted another position and will be leaving. All were requested to provide three months of data and to clarify any remaining definitions as soon as possible.

As of now the following table summarizes that status of data that has been requested and received:

	Definitions	April	April - June
REMSA	X	X	
RFD	X	X	X
SFD	X	X	
TFMPD	X	X	X
Washoe PSAP	X	X	X
Reno PSAP	X	X	
Sparks PSAP	X	X	

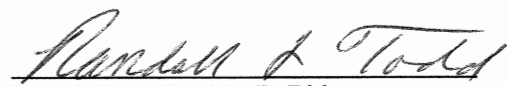
Unfortunately, production of analyses will not be possible until a replacement statistician is recruited.

- EMS Oversight – Prior to the working group meeting the Health Officer and the managers met to discuss oversight options. The attached diagram was distributed and discussed. It appeared to be generally acceptable to those present with some minor edits. Each of the participants was requested to discuss the proposal within their own agencies and to bring back any concerns at the next meeting.
- Unresolved issues – The remainder of the meeting was spent in working toward consensus on TriData recommendations. REMSA agreed to develop language

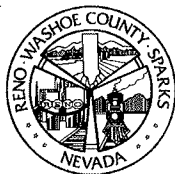
for inclusion in a new franchise agreement that would clarify the separation between REMSA and RASI. REMSA also agreed to work on a recommendation for a term for the new agreement. A meeting was scheduled to discuss the recommendation to move priority 2 calls into the 8 minute response category. There was discussion regarding the addition of a bond requirement to the franchise agreement. The current agreement makes REMSA assets and accounts receivable available to the District Board of Health in the event that is no longer in business as the franchisee. Although the value of the assets and receivables is currently worth considerably more than most bonds, some expressed concern that the future value of the assets and receivables is difficult to predict and could be impacted by claims from other creditors should REMSA find itself in a bankruptcy situation. REMSA will work on language to clarify the current arrangement and the city of Reno agreed to work on language regarding the monitoring of REMSA's financial health.

It was agreed that the remaining unresolved issues will be addressed at subsequent meetings of the work group.

- Executive Committee – An Executive Committee meeting of the work group followed. It was agreed that it would be helpful to have these meetings prior to future working group meetings to better guide the process.



Randall L. Todd, DrPH  
Director, Epidemiology and Public Health Preparedness



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

**DATE:** October 24, 2013

**TO:** District Board of Health

**FROM:** Charlene Albee, Acting Director, Air Quality Management Division  
Bob Sack, Director, Environmental Health Services Division

**THROUGH:** Kevin Dick, Interim Health Officer

**SUBJECT:** Presentation, Discussion, and Possible Direction to Staff regarding: 1) the status and progress of the Regional Business License and Permits Program; 2) continued contract negotiations and financing options with the vendor; 3) development of an interlocal agreement and further research on a regional funding mechanism; and 4) acceptance of the Letter of Intent

Agenda Item: 12

### Recommendation

Washoe County Health District Staff recommend the District Board of Health accept this presentation and acknowledge the status and progress of the Regional License and Permit Program team and direct staff to continue with vendor contract negotiation and financing, an interlocal agreement and further research on a regional technology fee mechanism.

### Summary

Through the combined efforts of a regional project team over the past year, the cities of Reno and Sparks, Washoe County, and the Washoe County Health District have collaboratively determined a regional path forward for a more on-line, citizen-centric and automated/modern solution for business licensing and permits. This report is to update the District Board of Health on the status and progress of the project as well as seek possible direction to staff to continue with vendor contract negotiation and financing, an interlocal agreement, and further research on a regional technology fee mechanism.

### Background

**The Vision and Proposed Platform.** Since April of 2012, the cities of Reno and Sparks, Washoe County, and the Washoe County Health District have been working collaboratively to find a regional solution for a business license and permit platform. This combined team has determined a recommended regional path forward. The vision for the new platform – any license or permit, anytime, anywhere – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access, and paves the way for other entities to join the shared platform.



Strategically, the platform investment aligns well with cross-jurisdiction priorities:

Platform Benefit	Jurisdiction	Strategic Alignment
Ease of Doing Business, Economic Development and Diversification	Reno	Promote a sustainable and vibrant economy.
	Sparks	Explore and promote opportunities for economic development and special events.
	Washoe County	Economic development and diversification.
Anywhere, Anytime Access with Citizen-centric Permit and License Processes	Reno	Enhance communication and citizen engagement.
	Sparks	Encourage citizens to interact with their city government and build strong alliances with other government entities.
	Washoe County	Public participation and open, transparent communication.
Efficiency and Growth through a Modern, On-Line, Integrated Platform	Reno	Provide efficient and responsive citizen services.
	Sparks	Manage resources to keep pace with technology, infrastructure, and sustainability needs.
	Washoe County	Sustainability of our financial, social, and natural resources.
Safety and Security through Inspection and Enforcement	Reno	Provide safe and livable neighborhoods.
	Sparks	Improve and promote quality of life in the City of Sparks.
	Washoe County	Safe, secure, and healthy communities.

**Winning Vendor, Program Costs and Regional Partnership.** After a formal request for proposal process and evaluation, the team selected Accela as the winning software vendor. The regional platform will be subscription based, in an Accela-hosted cloud architecture. In this model, the more seats we buy (or “subscribe” to), the lower our cost per seat. Thus, entities that combine together will receive significant licensing savings. While finalization of contract terms is pending further negotiations, currently negotiated subscription licensing and implementation costs are as follows:

ACCELA	Reno	Reno (Stand-alone)	Washoe	Washoe (Stand-alone)	Shared Platform	Shared Platform (Stand-alone)
On-going Maintenance	\$ 130,279.77	\$ 154,829.37	\$ 147,310.53	\$ 176,220.93	\$ 277,590.30	\$ 331,050.30
Implementation	\$ 346,256.00	\$ 469,405.00	\$ 592,304.00	\$ 797,470.00	\$ 938,560.00	\$ 1,266,875.00
<b>TOTAL</b>	<b>\$ 476,537.77</b>	<b>\$ 624,234.37</b>	<b>\$ 739,614.53</b>	<b>\$ 973,690.93</b>	<b>\$ 1,216,150.30</b>	<b>\$ 1,597,925.30</b>
<b>Stand-alone Cost Difference</b>		<b>+ \$ 147,698.60</b>		<b>+ \$ 234,076.40</b>		<b>+ \$ 381,775.00</b>

Notes:  
 - Washoe County Health District (Health) costs are imbedded within the above “Washoe” numbers.  
 Licensing/maintenance costs shall be allocated to Health based upon the number of seats for Health users.



By combining efforts, Reno and Washoe realize a licensing and maintenance savings of \$53,460 and implementation savings of \$328,315. Sparks is not currently represented in the above Accela licensing and implementation costs as they are further considering the feasibility of joining this phase of the program. The team will work with Sparks to join this phase if Sparks chooses to participate. Sparks and any other entity can easily join the platform in a future phase if desired. Any entity joining the platform in the future would be responsible to cover their implementation costs or any other cost associated with using the regional platform.

Because of the compelling business case and economies of scale by working together, Reno and Washoe County's managers and the Washoe County Interim District Health Officer have signed a letter of intent to share the Accela regional platform. To codify this regional partnership as well as to establish a legal means for additional entities to join the platform, the three entities also wish to next enter into an interlocal agreement. The interlocal agreement would also be written to accommodate future members joining the regional platform. A copy of the signed Letter of Intent is included in Attachment A.

**Benefits and Funding.** As outlined earlier, the vision for the new platform is "any license or permit, anytime, anywhere." This is essential in today's digital age and enables critical business and citizen conveniences that are baseline services for our regional economy.

Quick highlights of platform benefits include:

- 24 hours on-line access for license and permit submission and/or renewal, status updates, results, etc.
- Updated, customer-centric processes that are aligned with industry best practices.
- Regional sharing and re-use of platform processes, data, interfaces, reports, etc.
- Electronic access and reduction of paper:
  - ✓ Application
  - ✓ Renewal
  - ✓ Electronic documentation submission – e.g., plans, applications, etc.
  - ✓ Electronic routing and review.
- On-line inspections – scheduling, recording of inspections, routing of results, etc.
- Mobile access by entity staff in the field.
- On-line payments.
- Future anticipated costs savings – examples include paper reduction, staff efficiencies through improved regional processes and hardware savings due to using the cloud-based subscription model.

In order to realize these benefits through the proposed regional Accela solution, the project team has explored various financing options:

- Capital improvement project(s) and/or general fund budget.
- Accela lease purchase financing through Government Capital Corporation.
- Regional technology fee (not mutually exclusive of the other two options / will work with either of the two above options).

While entities could cover their share of the platform cost immediately from budget sources, the initial entities on the platform can also choose to do a lease purchase finance option through Government Capital Corporation. Highlights of the financing option:

- All initial subscribers/entities would need to do this collectively as per the financing offer.
- 1.99% effective lease rate (subject to underwriting approval and mutually accepted documentation).
- Payments would be annually beginning on July 1, 2014 (assumes a contract in place in Fiscal Year 2013-14), for five (5) annual payments in total.
- Financing covers the first year of implementation + licensing/maintenance and four (4) subsequent years of licensing/maintenance.

Each entity would need to cover its respective portion of the annual payment according to their percentage responsibility as determined by the project team (and subsequently by the fiscal agent of the interlocal agreement) and based upon user counts and population.

The proposed regional technology fee would explore additional flat fees for business licenses and percentage fees for all other permits. Proceeds would be managed under the interlocal agreement and associated fiscal agent, with cost recovery for both the initial capital outlay and for annual sustenance for the platform (e.g., annual subscription fees and technology upgrades and improvements). Working with operational departments in each entity, legal staff, and finance staff, the team has developed descriptions and financial scenarios for a possible regional technology fee structure. The Regional Technology Fee Policy is provided in Attachment B.

Example platform funding matrix of options:

	<b>Funding Source</b>	<b>Cost Recovery</b>	<b>Cost Recover Mechanism</b>
1	Immediate Entity Budget – Capital Improvement, General Fund, Grant, Etc.	No	N/A
2	Financing (with payments through entity budget in Fiscal Year +1)	No	N/A
3	Immediate Entity Budget – Capital Improvement, General Fund, Grant, etc.	Yes	TBD – example – license flat fee and permit percentage fee
4	Financing (with payments through entity budget in Fiscal Year +1)	Yes	TBD – example – license flat fee and permit percentage fee

**Next Steps.** To continue on with the Regional License and Permit Program, staff will need to do the following:

- Finalize contract details with Accela.
- Determine a financial funding mechanism and, if recommended, pursue lease purchase next steps.
- Develop an interlocal agreement.
- Explore a regional technology fee mechanism with community and entity staff and, if appropriate, after further research, recommend implementation steps.

**FISCAL IMPACT**

Should the regional platform move forward, staff would come back to the Board for approval and, assuming Reno and Washoe County initially, the possible fiscal impact to Washoe County, including the Health District, for its portion of the project should not exceed \$750,000. Sufficient authority was adopted in the Washoe County Fiscal Year 2013-14 budget in support of technology application infrastructure preservation.

### **Regional Support**

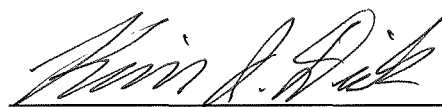
On October 8, 2013, Laura Schmidt, Chief, Information Management Officer, Washoe County Technology Services, provided a staff report to the Board of County Commissioners regarding the status and progress of the Regional License and Permit Program. The report, included in Attachment C, requested direction from the Board for staff to continue with vendor contract negotiation and financing, an interlocal agreement, and further research on a regional technology fee mechanism. Following a discussion of the project and consideration of all of the information provided, the Board unanimously approved the recommendation and directed staff to continue with the project.

On October 9, 2013, Michael Chaump, Business Relations Program Manager, City of Reno, provided a staff report to the Reno City Council regarding the status and progress of the Regional License and Permit Program. The report, included in Attachment D, requested direction from the Board for staff to continue with vendor contract negotiation and financing, an interlocal agreement, and further research on a regional technology fee mechanism. Following a discussion of the project and consideration of all of the information provided, the Council unanimously approved the recommendation and directed staff to continue with the project.

### **Possible Motion**

Should the Board agree with the recommendation, a possible motion would be:

Acknowledge the status and progress of the Regional License and Permit Program team and direct staff to continue with vendor contract negotiation and financing, an interlocal agreement, and further research on a regional technology fee mechanism.



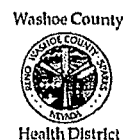
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Kevin Dick, Interim Health Officer  
Washoe County Health District

KD/ca

**ATTACHEMENT A**

**LETTER OF INTENT  
SIGNED SEPTEMBER 25, 2013**



September 25, 2013

To: Andrew Clinger, City Manager, City of Reno  
Kevin Dick, Interim Health Officer, Washoe Health District

Dear Andrew and Kevin,

Through the combined efforts of the regional project team over that past year, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have collaboratively determined a regional path forward for a more on-line, citizen-centric and automated solution for permits and business licensing.

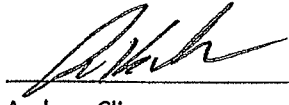
The vision for the new platform – any license or permit, anytime, anywhere – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access and paves the way for other entities to join the shared platform.

As the project lead, Washoe County, is through this letter, asking you to affirm the commitment of your respective entity to share a regional permits and business license platform, using Accela as the software solution according to the proposed terms:

- Implement a regional permits and business license platform.
- Conclude negotiations with Accela, the winning vendor from our regional request for proposal process.
- Follow-up with an Interlocal Agreement to memorialize the regional platform's partnership, terms, goals, fiscal arrangements, functions, governance, administration, powers, services and additional participants.
- Fund their respective portions of the platform as outlined in the above mentioned Interlocal Agreement. Current project estimates, to be further negotiated, are approximately:
  - o 39% to Reno and 61% to Washoe County and the Washoe Health District.
  - o Of the 61% of the combined Washoe County and Washoe Health District:
    - Washoe County to absorb one-time implementation costs.
    - Washoe Health District to absorb maintenance costs for its Accela core and mobile users.
- Research and possibly implement funding models to financially support and sustain the platform (if directed by the Reno City Council, the Washoe Board of County Commissioners and the Washoe District Board of Health).
- Return to the Reno City Council (Council) and Washoe Board of County Commissioners (BCC) for approvals for Accela final contract and funding (and to Council, BCC and Washoe District Board of Health for other items as needed according to entity procedures).

Finally, on behalf of the county, I want to thank you and your staff members who have served on the project team for their dedication and hard work to bring this project forward which will stand as another example of regional success in developing a shared solution that will benefit our residents.

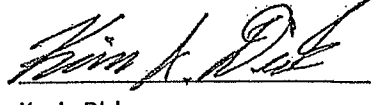
Signed,



Andrew Clinger  
City Manager,  
City of Reno



John Berkich  
Interim County Manager,  
Washoe County



Kevin Dick  
Interim Health Officer,  
Washoe Health District



**ATTACHEMENT B**  
**REGIONAL TECHNOLOGY FEE POLICY**



## **Regional License and Permit Program**

### **Regional Technology Fee and Associated Policy**

#### **Executive Summary**

The City of Reno and Washoe County, to include the Washoe County Health District, have the unique opportunity to provide regional-centric permitting and licensing services to our customers. Our permit and license customers expect and demand the full range of on-line services. Our customers want to have a choice on how they receive their license or permit, either on-line or in person at our service counters.

Unfortunately, the current permit and license software applications and databases do not support the on-line service expectations of our customers. Several of these applications are not even able to support the latest technology, such as mobile devices or migration to faster computer hardware platforms.

The two jurisdictions propose to implement new Regional License and Permit Program. This regional program will be located in the "cloud" and allow both jurisdictions to fully leverage the latest in technology and to provide the on-line services expected by our customers. The regional program will:

1. Use current windows technology with customer centric designs to enable customers to apply for and, in many cases, obtain a license or permit on-line.
2. Start with industry best practices and modify those practices to meet the needs of our customers – customer centric driven and designed.
3. Allow customers to submit electronic documents to support their license or permit application.
4. Integrate with other department and agency databases to expedite the review and approval of license or permit applications.
5. Provide a central repository for customer information to facilitate the sharing of that information between the two jurisdictions.
6. Enable the electronic review and approval of documents and plans submitted by a customer to support their license or permit application.
7. Offer on-line scheduling of inspections, and empower departments or agencies to complete and record inspection results on-line.
8. Provide customers with real time, on-line status of their license or permit application.
9. Permit consolidated on-line payment for multiple license or permit transactions.
10. Leverage current and future technology to allow mobile applications and remote access to query and use the regional program.
11. Facilitate information sharing between and among the jurisdictions to break down "stove-pipe" jurisdictional boundaries.

12. Save the customer and the jurisdictions costs associated with the current antiquated paper driven and staff centric application process.

The two jurisdictions, to include the Health District, are proposing a regional technology fee to reimburse some or all of the initial capital outlay expenses to install and implement the regional program. The technology fee will also fund the annual required "cloud" subscription costs and provide resources to meet future technology improvements. The regional technology fee will be an additional cost to our customers who will benefit from the regional license and permit program.

This document explains the regional license and permit program in more detail and provides specifics on the proposed technology fee, to include discussion on how the proposed fee satisfies certain State Law requirements.

## Introduction

The City of Reno and Washoe County, to include the Washoe County Health District, are proposing to add a technology fee to their license and permitting fees to provide enhanced services to their customers and to help recover the costs of a new Regional License and Permit Program. The new program will be a regional "cloud" based permitting and licensing software application with each jurisdiction as a hosted "tenant" within a regional database.

The new regional program will provide enhanced on-line capabilities and functions, customer centric processes, and regional integration and sharing of information. The "cloud" based platform, centrally hosted by the vendor, will allow both jurisdictions to minimize technology resources currently dedicated to maintaining and upgrading current on-site software applications and servers. Resources saved will include costs of hardware maintenance and software upgrades, duplicate and redundant jurisdictional systems and applications, and disaster recovery measures.

The new regional program allows both jurisdictions to replace antiquated and unsupported software applications which are not able to provide any on-line capabilities and functions. Our customers expect and demand on-line access to license and permit programs to submit applications, check on the status of an application, pay for their license or permit, renew an issued license or permit, and other functions which are the norm with today's technology.

Unfortunately, both jurisdictions operate current software applications which cannot be "upgraded" to provide the on-line services expected by our customers. Dwindling or flat budget situations for the past several years have left both jurisdictions without the resources required to purchase new or replacement applications in order to keep technology current with customer demands. Additionally, the costs for maintaining the outdated software applications have risen over the past several years. All of these factors have created both the need and the opportunity for both jurisdictions to create a regional program to address current deficiencies and provide for great future potential opportunities.

The tight fiscal resources of both jurisdictions will be challenged to purchase and implement the new regional program. Therefore, the Regional License and Permit Program Executive Committee recommends a technology fee to reimburse some or all of the initial capital outlay expenses and fund the continuing annual subscription costs for the "cloud" service.

The proposed technology fee will be an additional cost to those customers which will benefit from the new regional program. Specifically, the technology fee would be added to the current cost of a license or permit from the City of Reno, Washoe County, and the Washoe County Health District. State Law<sup>1</sup> allows these types of service fees provided that:

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<sup>1</sup> NRS 354.790; *Additional fee for providing service to customer in expeditious or convenient manner.*

- a. The fee is to provide a service in an expedited manner or in a manner that is expeditious or convenient to the customer;
- b. The fee increase must not be restricted (i.e., limited) or prohibited by another statute (e.g., NRS, City Ordinance, or County Code); and,
- c. Any fee increase must not exceed 5% of the original fee.

Additionally, a recent Nevada Supreme Court case<sup>2</sup> also provided direction for imposing any fee in order for that fee not to be considered a tax. The three part test for any fee from this decision is:

1. The fee must apply to the direct beneficiary of a particular service;
2. The fee is allocated directly to defraying the costs of providing that service; and,
3. The fee is reasonably proportionate to the benefit received.

The proposed technology fee policy is outlined below. In creating this policy, the Executive Committee balanced a prudent cost recovery time frame with a reasonable fee which will be paid by our customers. The Committee desired that the fee be consistent among all license or permit applicants and holders. The Committee also considered State Law requirements and the Supreme Court three part test.

The policy outlines the benefits to our customers from the regional license and permit program. The policy also describes how the fee is reasonably proportionate to the benefit received by a customer. In other words, those licenses or permits with large amounts of application material and subsequently increased processing steps and requirements will pay a higher technology fee than more "simple" licenses or permits. Finally, the policy recognizes State Law restrictions on revenue realized from certain types of licenses and permits by lowering the technology fee to remain within the annual revenue limitations.

### **Benefits of the regional license and permit program (AAA Customer Service: Any license or permit, Anytime, Anywhere)**

Benefits of the regional program<sup>3</sup> include:

1. *On-line applications.* Customers will be able to submit all license and permit applications on-line and renew those licenses or permits on-line, if they choose. The program will leverage current Windows technology with customer centric designs to assist the customer through the application process. Application processing, to include inspections, will occur "behind the scenes" or can be scheduled electronically by the customer. Final license or permit approval can be sent electronically to the customer after all fees and charges are paid on-line. For certain types of applications, the customer may

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<sup>2</sup> Clean Water Coalition vs. M Resort et al.

<sup>3</sup> This section provides the information to satisfy the requirements of NRS 354.790(1), specifically providing expeditious or convenient service to the customer.

- never need to visit a jurisdiction's office to receive the issued license or permit.
2. *Customer centric processes.* The new program will start with industry best practices and modify those processes as needed to meet the needs of our customers. This means that the applications and processes will be designed from a customer's point of view, rather than from the department or agency. Windows based customer screens will enable easy navigation, guide customers to the correct areas to complete information, and complete the process with the minimum required steps (i.e., reduce entering duplicate information).
  3. *Electronic document submission.* Customers will be able to submit all supporting documents electronically (on-line). This saves the customer the time and cost of printing such documents and physically transporting those documents to jurisdiction offices.
  4. *Interface with other agency databases.* The program will interface and query other agency databases for specific information required as part of a license or permit application. For example, the program will allow electronic verification of State licensing requirements, thus saving the customer the cost and time associated with providing paper copies of State licensing documents. The program will also validate that a customer has the correct outside agency licenses required for certain types of licenses or permits (e.g., a valid State contractor's license). Finally, the program will provide current information on new businesses and buildings to the Assessor's Office to facilitate accurate property assessment for tax purposes.
  5. *Central customer information.* Customers and staff will have access to centrally consolidated customer information at the regional level, allowing customers to use that information for subsequent licenses or permits. The vision is for a customer to receive a unique account and password for the program. Subsequent visits by the customer to apply for a license or permit will enable the program to "pre-populate" much of the required application information, saving time for the customer.
  6. *Electronic document and plan review and approval.* Documents and plans required as part of a license or permit application will be stored electronically. Ideally, the customer will submit these on-line; however, paper copies will be scanned into the program. Reviewing agencies will receive and review electronic documents/plans and either approve them electronically or notify the customer through e-mail for any corrections. Revisions will be accepted on-line, with final approvals done on-line with electronic customer notification. This capability saves the customer one or more visits to a jurisdiction's office with initial plans, revisions, and to pick up the approved document or plan. Inspectors will be able to view approved documents or plans electronically when in the field.
  7. *Electronic scheduling of inspections.* Customers will be able to schedule required inspections on-line through the program. This saves the customer the need to make such appointments on the telephone or at a counter. Inspectors will be able to view their daily inspection schedule on-line, saving trips into the office.



8. *Real time application status.* Customers will be able to query their customer accounts on-line to determine the exact status of their application. This allows the customer to know exactly where in the approval process their application is currently, and to receive e-mail notification of any actions required on their part (e.g., plan revisions) or of final license or permit approval.
9. *Consolidated on-line payment.* Customers will be able to pay for the license or permit on-line. For walk-in customers, departments and agencies will be able to accept all forms of electronic payment, to include credit cards, debit cards, and electronic funds transfers (for repeat customers). The regional database allows consolidation and payment of multiple department and agency fees and charges, enabling the customer to pay one time for multiple transactions. This saves the customer physically visiting each department or agency to pay.
10. *Enhanced mobile applications.* The program is designed to function efficiently and effectively with both laptop and tablet PCs for remote access, but also with smart phone applications. In the first instance, field staff will be able to use the web to enter the program and have full functionality as if they were sitting at a "hard wire" desk PC (note: the current systems lack this full functionality). In the latter instance, both customers and field staff will be able to use the smart phone applications to look at and retrieve certain information from the program.
11. *Sharing information between jurisdictions and agencies.* The regional "cloud" will enable departments and agencies to share information across jurisdiction lines. For example, the current multi-jurisdictional license process requires manual input from each of the three jurisdictions to place a business into the separate databases. The new program will enable one jurisdiction to enter the information one time (or for the customer to do so on-line), and the license information will be electronically shared with the other appropriate jurisdictions.
12. *Future anticipated cost savings.* The move to on-line capabilities and functionality saves the customer and the jurisdictions costs associated with paper transactions, to include personal visits to jurisdiction offices (time required for both the customer and staff). Increased on-line license or permit receipt, processing and issuance translates into better efficiency and effectiveness for current staff, freeing those staff for other duties. Additionally, increased license or permit demands (i.e., an improved economic environment) may be met with current staffing levels rather than hiring additional staff. The hosted "cloud" platform will save jurisdictions future costs on server maintenance and upgrades, and technical support for the servers (the data will reside on servers maintained by the vendor). Jurisdictions will also save costs associated with back up data and servers for disaster recovery (also a vendor responsibility).

## **Proposed Regional Technology Fee Policy:**

1. The regional technology fee is based on the total cost to a customer for a license or permit<sup>4</sup>. This total cost includes a license or permit application fee or an annual/quarterly renewal fee.
  - a. In those cases when a department or agency collects fees or charges for others as part of a license or permit transaction, the regional technology fee will be calculated to include those additional fees or charges.
  - b. Fees or charges either exempted or restricted from additional fees are exempt and will not be included in calculating the regional technology fee. For example, park construction fees and Regional Road Impact Fees are collected as part of a building permit application. These fees cannot be included as part of the proposed technology fee and, therefore, will not be included in the total cost for calculating the technology fee for the building permit application.
2. Regional technology fees will not be collected for licenses or permits exempted from such fees by State Law, City Ordinances, or County Codes. The fee will also not be collected for licenses or permits which will not be entered into the new regional license and permit program. Two examples:
  - a. State Law mandates the gaming license fees collected by the County and those fees cannot be increased. Therefore, a regional technology fee will be not collected for gaming licenses issued by Washoe County.
  - b. Washoe County Air Quality processes certain types of federal air quality permits. These applications are completed entirely in paper and not entered into any local software application or database. Therefore, these types of air quality permits will not be charged the regional technology fee.
3. The regional technology fee will be paid to the department or agency processing or issuing the license or permit. Each department or agency will be responsible to notify their customers about the technology fee.
  - a. Regional technology fees will be accounted separately from department or agency fees, charges or costs.
  - b. Regional technology fees will be deposited into a central regional program account dedicated to the cost recovery and on-going costs of the regional license and permit program.
4. In the event that a license or permit, or a portion thereof, is refunded, cancelled or voided, the regional technology fee is non-refundable.
  - a. This policy is based on the premise that the license or permit would initially be entered into the regional program and that the refund/cancel/void action occurs later. Therefore, the customer is initially benefiting from the program when the information is collected on the license or permit.

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<sup>4</sup> Regional technology fees will only be charged to license and permits customers, who are the direct beneficiaries of the new regional program. This satisfies the first part of the three part test within the Supreme Court's decision.

5. The regional technology fee will<sup>5</sup>:
  - a. Be rounded up to the nearest whole dollar amount.
  - b. Recover each jurisdiction's initial capital outlay investment for the regional license and permit program. These investment costs will be collected over a five year time frame.
  - c. Sustain each jurisdiction's annual funding requirements. These requirements include annual subscription fees for the regional program and funds for future system upgrades and technology improvements to maintain technology currency.
    - i. Annual subscription fees are paid directly to the vendor as part of the "cloud" based regional platform.
    - ii. System upgrades and technology improvements include department or agency user upgrades to personal computers and/or operating software systems.
  - d. Evaluated periodically to validate that the fee is sufficiently recovering the initial investment and annual funding requirements. This evaluation will occur at a minimum:
    - i. Three years after fee implementation, based on potential changes to annual subscription costs.
    - ii. Five years after fee implementation, based on recovery of the initial investment.
    - iii. Periodically after the five year review based on any changes to the annual subscription costs.
    - iv. As needed to adjust specific license or permit fees to remain within State Law mandated annual revenue limitations. These evaluations may adjust the regional technology fee for specific licenses or permits higher or lower based on the annual limitations.
  
6. Projected regional license and permit program costs include:
  - a. An initial capital outlay investment of \$ 1,216,150.30. This investment includes all first year subscription costs.
  - b. Annual funding requirements of \$ 357,590.30.
    - i. \$ 277,590.30 of annual subscription costs for both jurisdictions.
    - ii. \$ 80,000 of annual system upgrade and technology improvement funds for use by both jurisdictions.
  
7. Target amounts for revenue from the regional technology fee are:
  - a. First five years after fee implementation is \$ 529,302.30 annually.
    - i. \$ 171,712 annually to recover the initial capital outlay investment spread over the five years.
    - ii. \$ 357,590.30 each year for annual funding requirements.
  - b. Starting six years after fee implementation is \$ 357,590.30 annually (annual funding requirements).

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<sup>5</sup> Items 5b and 5c directly allocate revenue from the regional technology fee to defray the initial and on-going costs of the new regional program. This satisfies the second part of the three part test within the Supreme Court's decision.

- c. The regional technology fee may be adjusted based on the periodic evaluation.
8. The regional technology fee is based on two types of fee structure<sup>6</sup>:
- a. Flat fee for all business licenses. These licenses include general business licenses, privileged licenses, liquor licenses, gaming license, and other licenses issued by each jurisdiction's business license divisions.
    - i. On the average, the information required within the new regional license and permit program for the various types of business licenses are substantially similar. Therefore, there is little difference between a "low" cost and a "higher" cost license when comparing the benefits to the customer with the new regional program.
    - ii. A flat fee captures this similarity of benefits (see the policy section on benefits) among the various license types.
    - iii. Quarterly renewals will be ¼ of the flat regional technology fee for an annual license or annual renewal.
  - b. Percentage based fee for all other types of licenses and permits. These include permits issued by the Washoe County Health District, and each jurisdiction's building division, planning division, and engineering division.
    - i. Current permit fees are based, in large part, on the amount of processing and review required before the permit is issued. More processing and review equates to higher permit fees. Therefore, the amount of staff time and resources spent processing and reviewing a permit is proportional to the permit fee.
    - ii. Permit process and review will be almost entirely captured within the new regional license and permit program. Capturing this information within the regional program provides significant benefits to our customers (see the policy section on benefits). Basing the regional technology fee as a percentage of a permit fee captures the proportionality of both benefit to the customer and the amount of processing/review for permits.
9. Proposed regional technology fee:
- a. Annual business license flat fee of \$ 8.00.
    - i. Exception: Washoe County business licenses will be charged a \$ 5.00 flat regional technology fee. County annual business license revenue is limited pursuant to NRS 354.5989 to \$ 22,000<sup>7</sup>. The \$ 5.00 regional technology fee is forecast to keep revenue collected from County business licenses within the NRS limitation<sup>8</sup>.
  - b. Quarterly business license flat fee of \$ 2.00.
  - c. 4% fee for all other types of licenses and permits.
    - i. This fee amount is within the 5% limitation set by NRS 354.790.

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<sup>6</sup> Section 9 of the policy outlines the proportional benefits to the customer to the amount charged for the regional technology fee. This satisfies the third part of the three part test within the Supreme Court's decision

<sup>7</sup> Adhering to the revenue limitations set by NRS 354.5989 follows the requirements set forth in NRS 354.790.

<sup>8</sup> The City of Reno has a larger permissible annual revenue for flat fees pursuant to NRS 354.5989. Therefore, the regional technology fee can be collected at the \$ 8.00 amount.

10. The jurisdictions will create and sign a suitable agreement(s) to:
  - a. Manage the shared regional license and permit program, to include data sharing and program administration;
  - b. Determine future adjustments to the regional technology fee;
  - c. Manage and disburse funds from a central regional program account (investment recovery and annual funding requirements);
  - d. Develop future direction and next steps for the regional license and permit program;
  - e. Determine staff assignments as needed to carry out provisions of the agreement; and,
  - f. Other matters as may be appropriate.
  
11. Options for the regional technology fee implementation date:
  - a. Commence upon contract signing by both jurisdictions.
  - b. Commence at the "go live" date of the regional program.
  - c. Commence at the start of a fiscal year (e.g., July 1, 2014). This option is the Regional License and Permit Program Executive Committee's recommendation.

**ATTACHEMENT C**  
**STAFF REPORT PRESENTED TO**  
**WASHOE BOARD OF COUNTY COMMISSIONERS**  
**OCTOBER 8, 2013**





# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM \_\_\_\_\_  
Finance n/a  
DA. n/a  
Risk Mgt. n/a  
HR n/a  
Other n/a

## STAFF REPORT

BOARD MEETING DATE: October 8, 2013

**DATE:** September 18, 2013

**TO:** Board of County Commissioners

**FROM:** Laura Schmidt, Chief, Information Management Officer, Technology Services, 775-328-2355; [lschmidt@washoecounty.us](mailto:lschmidt@washoecounty.us)

**THROUGH:** John Berkich, Interim County Manager, 775-328-2008; [jberkich@washoecounty.us](mailto:jberkich@washoecounty.us)

**SUBJECT:** Acknowledge the status and progress of the Regional License and Permit Program team and possible direction to staff to continue with vendor contract negotiation and financing, an interlocal agreement and further research on a regional technology fee mechanism. (All Commission Districts)

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### SUMMARY

Through the combined efforts of a regional project team over the past year, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have collaboratively determined a regional path forward for a more on-line, citizen-centric and automated/modern solution for business licensing and permits. This report is to update the Board of County Commissioners on status and progress as well as seek possible direction to staff to continue with vendor contract negotiation and financing, an interlocal agreement and further research on regional technology fee mechanism.

**Washoe County Strategic Objective supported by this item:** Economic development and diversification and sustainability of our financial, social and natural resources.

### PREVIOUS ACTION

None.

### BACKGROUND

**The Vision and Proposed Platform.** Since April of 2012, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have been working

**AGENDA ITEM # \_\_\_\_\_**

collaboratively to find a regional solution for a business license and permit platform. This combined team has determined a recommended regional path forward.

The vision for the new platform – any license or permit, anytime, anywhere – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access and paves the way for other entities to join the shared platform.

Strategically, the platform investment aligns well with cross-jurisdiction priorities:

Platform Benefit	Jurisdiction	Strategic Alignment
<b>Ease of Doing Business =&gt; Economic Development and Diversification</b>	Reno	Promote a sustainable and vibrant economy.
	Sparks	Explore and promote opportunities for economic development and special events.
	Washoe	Economic development and diversification.
<b>Anywhere, Anytime Access with Citizen-centric Permit and License Processes</b>	Reno	Enhance communication and citizen engagement.
	Sparks	Encourage citizens to interact with their city government and build strong alliances with other government entities.
	Washoe	Public participation and open, transparent communication.
<b>Efficiency and Growth through a Modern, On-Line, Integrated Platform</b>	Reno	Provide efficient and responsive citizen services.
	Sparks	Manage resources to keep pace with technology, infrastructure and sustainability needs.
	Washoe	Sustainability of our financial, social and natural resources.
<b>Safety and Security through Inspection and Enforcement</b>	Reno	Provide safe and livable neighborhoods.
	Sparks	Improve and promote quality of life in the City of Sparks.
	Washoe	Safe, secure and healthy communities.

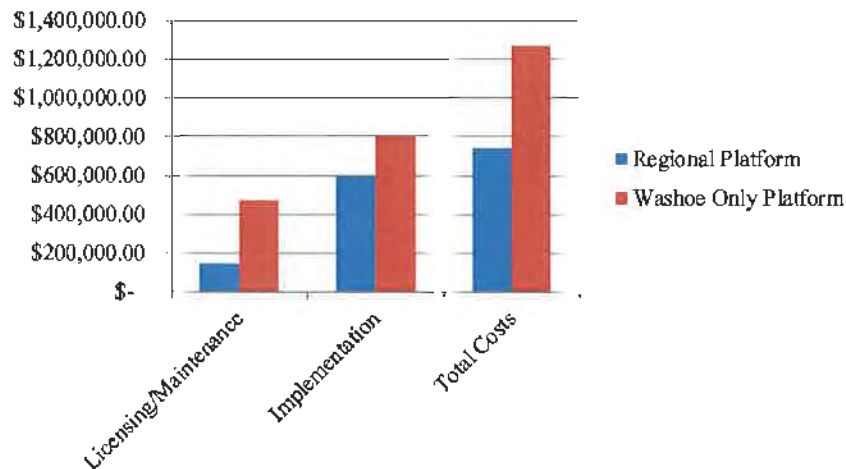
**Winning Vendor, Program Costs and Regional Partnership.** After a formal request for proposal process and evaluation, the team selected Accela as the winning software vendor. The regional platform will be subscription based, in an Accela-hosted cloud architecture. In this model, the more seats we buy (or “subscribe” to), the lower our cost per seat. Thus, entities that combine together will receive significant licensing savings. While finalization of contract terms is pending further negotiations, currently negotiated subscription licensing and implementation costs are as follows:

	Reno	Washoe	Reno Stand-alone	Washoe Stand-alone
<b>On-going Maintenance</b>	\$ 130,279.77	\$ 147,310.53	\$ 154,829.37	\$ 176,220.93
<b>Implementation</b>	\$ 346,256.00	\$ 592,304.00	\$ 469,405.00	\$ 797,470.00
<b>TOTAL</b>	<b>\$ 476,535.77</b>	<b>\$ 739,614.53</b>	<b>\$ 624,234.37</b>	<b>\$ 973,690.93</b>
<b>Stand-alone Cost Difference</b> (Stand-alone Costs are Higher by ==>)			<b>\$ 147,698.60</b>	<b>\$ 234,076.40</b>
	<b>\$ 1,216,150.30</b>		<b>\$ 1,597,925.30</b>	
<b>^ Shared Platform-Total Project Cost ^</b>			<b>^ Going Alone-Total Project Costs ^</b>	
<b>Reno = 39%; Washoe+Health = 61%</b>			<b>Going Alone Costs ~\$382,000 More</b>	

Notes:

- Washoe County Health District (Health) costs are imbedded within the above “Washoe” numbers. Licensing/maintenance costs shall be allocated to Health based upon the number of seats for Health users.
- Sparks is not currently represented in the above Accela licensing and implementation costs as they are further considering feasibility of joining this phase of the program.
  - o The team will work with Sparks to join this phase if Sparks decides to do so.
  - o Sparks and any other entity can more easily join the platform in a future phase if desired – and the entity would be able to take advantage of the per seat discounts then available. An entity would also still need to cover its implementation costs to get onto the platform.
- By combining efforts, Reno and Washoe realize:
  - o Licensing/maintenance savings = ~\$54,000.
  - o Implementation savings = ~\$328,000.

For the County, a cost comparison of a regional effort vs. a Washoe only effort:



Because of the compelling business case and economies of scale by working together, Reno and Washoe County’s managers and Washoe District Health’s officer have signed a letter of intent to share the Accela regional platform. To codify this regional partnership as well as to establish a legal means for additional entities to join the platform, the three entities also wish to next enter into an interlocal agreement. The interlocal agreement would also be written to accommodate future members joining the regional platform.

Attachments:

- A – Regional License and Permit Program – Talking Points (PowerPoint Slides)
- B – Signed Letter of Intent

**Benefits and Funding.** As outlined earlier, the vision for the new platform is “any license or permit, anytime, anywhere.” This is essential in today’s digital age and enables critical business and citizen conveniences that are baseline services for our regional economy.

Quick highlights of platform benefits include:

- 24 hours on-line access for license and permit submission and/or renewal, status updates, results, etc.
- Updated, customer-centric processes that are aligned with industry best practices.
- Regional sharing and re-use of platform processes, data, interfaces, reports, etc.
- Electronic access and reduction of paper:
  - o Application
  - o Renewal
  - o Electronic documentation submission – e.g., plans, applications, etc.
  - o Electronic routing and review.
- On-line inspections – scheduling, recording of inspections, routing of results, etc.
- Mobile access by entity staff in the field.
- On-line payments.
- Future anticipated costs savings – examples include paper reduction, staff efficiencies through improved regional processes and hardware savings due to using the cloud-based subscription model.

In order to realize these benefits through the proposed regional Accela solution, the project team has explored various financing options:

- Capital improvement project(s) and/or general fund budget.
- Accela lease purchase financing through Government Capital Corporation.
- Regional technology fee (not mutually exclusive of the other two options / will work with either of the two above options).

While entities could cover their share of the platform cost immediately from budget sources, the initial entities on the platform can also choose to do a lease purchase finance option through Government Capital Corporation. Highlights of the financing option:

- All initial subscribers/entities would need to do this collectively as per the financing offer.
- 1.99% effective lease rate (subject to underwriting approval and mutually accepted documentation).
- Payments would be annually beginning on July 1, 2014 (assumes a contract in place in Fiscal Year 2013-14), for five (5) annual payments in total.
- Financing covers the first year of implementation + licensing/maintenance and four (4) subsequent years of licensing/maintenance.

Each entity would need to cover its respective portion of the annual payment according to their percentage responsibility as determined by the project team (and subsequently by the fiscal agent of the interlocal agreement) and based upon user counts and population.

The proposed regional technology fee would explore additional flat fees for business licenses and percentage fees for all other permits. Proceeds would be managed under the interlocal agreement and associated fiscal agent, with cost recovery for both the initial capital outlay and for annual sustenance for the platform (e.g., annual subscription fees and technology upgrades and improvements). Working with operational departments in each entity, legal staff and finance staff, the team has developed descriptions and financial scenarios for a possible regional technology fee structure (See Attachment).

## Example platform funding matrix of options:

	Funding Source	Cost Recovery	Cost Recover Mechanism
1	Immediate Entity Budget – Capital Improvement, General Fund, Grant, etc.	No	N/A
2	Financing (with payments through entity budget in Fiscal Year + 1)	No	N/A
3	Immediate Entity Budget – Capital Improvement, General Fund, Grant, etc.	Yes	TBD – example – license flat fee and permit percentage fee.
4	Financing (with payments through entity budget in Fiscal Year + 1)	Yes	TBD – example – license flat fee and permit percentage fee.

## Attachment:

- C – Regional License and Permit Program – Regional Technology Fee Policy

**Next Steps.** To continue on with the Regional License and Permit Program, staff will need to do the following:

- Finalize contract details with Accela.
- Determine a financial funding mechanism and, if recommended, pursue lease purchase next steps.
- Develop an interlocal agreement.
- Explore a regional technology fee mechanism with community and entity staff and, if appropriate after further research, recommend implementation steps.

**FISCAL IMPACT**

Should the regional platform move forward, staff would come back to the Board for approval and, assuming Reno and Washoe County initially, the possible fiscal impact to Washoe County for its portion of the project should not exceed \$750,000. Sufficient authority was adopted in Fiscal Year 2013-14 budget in support of technology application infrastructure preservation and is available in PW920203.

**RECOMMENDATION**

It is recommended that the Board of County Commissioners acknowledge the status and progress of the Regional License and Permit Program team and direct staff to continue with vendor contract negotiation and financing, an interlocal agreement and further research on a regional technology fee mechanism.

**POSSIBLE MOTION**

Should the Board agree with the recommendation, a possible motion would be: Acknowledge the status and progress of the Regional License and Permit Program team and direct staff to continue with vendor contract negotiation and financing, an interlocal agreement and further research on a regional technology fee mechanism.






# Regional License/Permit Program

City of Reno  
Washoe County  
Washoe County Health District

Regional License/  
Permit Program

slide 1



September 25, 2013

# *AAA Customer Service*

- Any License or Permit
  - Anytime
  - Anywhere

Regional License/  
Permit Program

slide 2



September 25, 2013



## What have we heard?

- On-line services
  - Applications and renewals
  - Payment
  - Find information and results
  - Plans submittal
- Regional licensing and permitting
- Shared and consistent information among jurisdictions
  - Transparency

Regional License/  
Permit Program

slide 3



September 25, 2013

## Benefits

- On-line, 24 hours/day and 7 days/week
- Customer centric practices
- Integrated regional database and platform
- Reduced duplication between jurisdictions
- Future anticipated cost savings
- Leverages current technology
- Industry best practices

Regional License/  
Permit Program

slide 4



September 25, 2013

## What happens if we stay on legacy system

- No on-line customer service
- No regional integration of information
- No sharing of common customer information
- No electronic document submittals
- Non-supported legacy software system

Regional License/  
Permit Program

slide 5



September 25, 2013

## Investment

- Initial capital outlay - ~\$1.22 million
  - Proportionally shared among jurisdictions
  - Includes first year's subscription cost
  - Cost recovery over 5 years
- Annual funding - ~\$358,000
  - Proportionally shared among jurisdictions
  - Annual user-based subscription model
  - Includes future upgrades, additional user seats, and technology needs

Regional License/  
Permit Program

slide 6



September 25, 2013

## Potential program funding sources

- Regional technology fee
  - Customers benefiting from the program pay the fee
  - Scalable – more customers means expansion of program, but also brings more fee revenue
  - Reduces impact to general fund tax payers
- General fund
  - Limited funds available
  - Direct competition with other programs for those limited general funds

Regional License/  
Permit Program

slide 7



September 25, 2013

## Program funding sources (continued)

- Vendor financing – lease purchase
  - Through Government Capital Corporation
  - 1.99% effective lease rate (subject to underwriting approval and mutually accepted documentation)
  - Payments (with contract in place for Fiscal Year 2013-14):
    - Annual payments beginning on July 1, 2014
    - Five (5) annual payments in total
    - Covers first year of implementation + maintenance and four (4) subsequent years of maintenance
- Enterprise funds
  - Restricted to enterprise funded agencies

Regional License/  
Permit Program

slide 8



September 25, 2013

## Proposed regional technology fee

- Based on the cost of a permit or license
  - 5 year investment recovery
  - Sustains annual funding (subscription)
  - Periodic evaluation
- Collected when license or permit is purchased
  - Each customer who uses system (on-line or at public counter)
  - Initial application, first year, renewal
  - Non-refundable

Regional License/  
Permit Program

slide 9



September 25, 2013

## Connected to strategic outlooks

- Health District
  - Provide environmental services
  - Serve through enhanced use of technology
- City of Reno
  - Provide services citizens ask for
  - Provide efficient and responsive services
- Washoe County
  - Quality public service
  - Economic development and diversification

Regional License/  
Permit Program

slide 10



September 25, 2013

## Next Steps

- City and County Management direction to proceed
- City Council, BCC and District Health direction:
  - Conclude vendor negotiations
  - Develop interlocal agreement
  - Cost recovery
    - Outreach to customers for feedback on proposed regional technology fee
- Staff returns with contract, funding information, agreement, and possible cost recovery plan



## Regional License/Permit Program

Questions?



Attachment B



September 25, 2013

To: Andrew Clinger, City Manager, City of Reno  
Kevin Dick, Interim Health Officer, Washoe Health District

Dear Andrew and Kevin,

Through the combined efforts of the regional project team over that past year, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have collaboratively determined a regional path forward for a more on-line, citizen-centric and automated solution for permits and business licensing.

The vision for the new platform – any license or permit, anytime, anywhere – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access and paves the way for other entities to join the shared platform.

As the project lead, Washoe County, is through this letter, asking you to affirm the commitment of your respective entity to share a regional permits and business license platform, using Accela as the software solution according to the proposed terms:

- Implement a regional permits and business license platform.
- Conclude negotiations with Accela, the winning vendor from our regional request for proposal process.
- Follow-up with an Interlocal Agreement to memorialize the regional platform's partnership, terms, goals, fiscal arrangements, functions, governance, administration, powers, services and additional participants.
- Fund their respective portions of the platform as outlined in the above mentioned Interlocal Agreement. Current project estimates, to be further negotiated, are approximately:
  - o 39% to Reno and 61% to Washoe County and the Washoe Health District.
  - o Of the 61% of the combined Washoe County and Washoe Health District:
    - Washoe County to absorb one-time implementation costs.
    - Washoe Health District to absorb maintenance costs for its Accela core and mobile users.
- Research and possibly implement funding models to financially support and sustain the platform (if directed by the Reno City Council, the Washoe Board of County Commissioners and the Washoe District Board of Health).
- Return to the Reno City Council (Council) and Washoe Board of County Commissioners (BCC) for approvals for Accela final contract and funding (and to Council, BCC and Washoe District Board of Health for other items as needed according to entity procedures).

Finally, on behalf of the county, I want to thank you and your staff members who have served on the project team for their dedication and hard work to bring this project forward which will stand as another example of regional success in developing a shared solution that will benefit our residents.



Attachment B

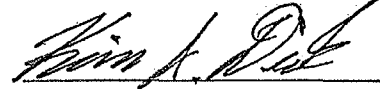
Signed,



Andrew Clinger  
City Manager,  
City of Reno



John Berkich  
Interim County Manager,  
Washoe County



Kevin Dick  
Interim Health Officer,  
Washoe Health District



## **Regional License and Permit Program**

### **Regional Technology Fee and Associated Policy**

#### **Executive Summary**

The City of Reno and Washoe County, to include the Washoe County Health District, have the unique opportunity to provide regional-centric permitting and licensing services to our customers. Our permit and license customers expect and demand the full range of on-line services. Our customers want to have a choice on how they receive their license or permit, either on-line or in person at our service counters.

Unfortunately, the current permit and license software applications and databases do not support the on-line service expectations of our customers. Several of these applications are not even able to support the latest technology, such as mobile devices or migration to faster computer hardware platforms.

The two jurisdictions propose to implement new Regional License and Permit Program. This regional program will be located in the "cloud" and allow both jurisdictions to fully leverage the latest in technology and to provide the on-line services expected by our customers. The regional program will:

1. Use current windows technology with customer centric designs to enable customers to apply for and, in many cases, obtain a license or permit on-line.
2. Start with industry best practices and modify those practices to meet the needs of our customers – customer centric driven and designed.
3. Allow customers to submit electronic documents to support their license or permit application.
4. Integrate with other department and agency databases to expedite the review and approval of license or permit applications.
5. Provide a central repository for customer information to facilitate the sharing of that information between the two jurisdictions.
6. Enable the electronic review and approval of documents and plans submitted by a customer to support their license or permit application.
7. Offer on-line scheduling of inspections, and empower departments or agencies to complete and record inspection results on-line.
8. Provide customers with real time, on-line status of their license or permit application.
9. Permit consolidated on-line payment for multiple license or permit transactions.
10. Leverage current and future technology to allow mobile applications and remote access to query and use the regional program.
11. Facilitate information sharing between and among the jurisdictions to break down "stove-pipe" jurisdictional boundaries.

12. Save the customer and the jurisdictions costs associated with the current antiquated paper driven and staff centric application process.

The two jurisdictions, to include the Health District, are proposing a regional technology fee to reimburse some or all of the initial capital outlay expenses to install and implement the regional program. The technology fee will also fund the annual required "cloud" subscription costs and provide resources to meet future technology improvements. The regional technology fee will be an additional cost to our customers who will benefit from the regional license and permit program.

This document explains the regional license and permit program in more detail and provides specifics on the proposed technology fee, to include discussion on how the proposed fee satisfies certain State Law requirements.

## Introduction

The City of Reno and Washoe County, to include the Washoe County Health District, are proposing to add a technology fee to their license and permitting fees to provide enhanced services to their customers and to help recover the costs of a new Regional License and Permit Program. The new program will be a regional "cloud" based permitting and licensing software application with each jurisdiction as a hosted "tenant" within a regional database.

The new regional program will provide enhanced on-line capabilities and functions, customer centric processes, and regional integration and sharing of information. The "cloud" based platform, centrally hosted by the vendor, will allow both jurisdictions to minimize technology resources currently dedicated to maintaining and upgrading current on-site software applications and servers. Resources saved will include costs of hardware maintenance and software upgrades, duplicate and redundant jurisdictional systems and applications, and disaster recovery measures.

The new regional program allows both jurisdictions to replace antiquated and unsupported software applications which are not able to provide any on-line capabilities and functions. Our customers expect and demand on-line access to license and permit programs to submit applications, check on the status of an application, pay for their license or permit, renew an issued license or permit, and other functions which are the norm with today's technology.

Unfortunately, both jurisdictions operate current software applications which cannot be "upgraded" to provide the on-line services expected by our customers. Dwindling or flat budget situations for the past several years have left both jurisdictions without the resources required to purchase new or replacement applications in order to keep technology current with customer demands. Additionally, the costs for maintaining the outdated software applications have risen over the past several years. All of these factors have created both the need and the opportunity for both jurisdictions to create a regional program to address current deficiencies and provide for great future potential opportunities.

The tight fiscal resources of both jurisdictions will be challenged to purchase and implement the new regional program. Therefore, the Regional License and Permit Program Executive Committee recommends a technology fee to reimburse some or all of the initial capital outlay expenses and fund the continuing annual subscription costs for the "cloud" service.

The proposed technology fee will be an additional cost to those customers which will benefit from the new regional program. Specifically, the technology fee would be added to the current cost of a license or permit from the City of Reno, Washoe County, and the Washoe County Health District. State Law<sup>1</sup> allows these types of service fees provided that:

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<sup>1</sup> NRS 354.790; *Additional fee for providing service to customer in expeditious or convenient manner.*

- a. The fee is to provide a service in an expedited manner or in a manner that is expeditious or convenient to the customer;
- b. The fee increase must not be restricted (i.e., limited) or prohibited by another statute (e.g., NRS, City Ordinance, or County Code); and,
- c. Any fee increase must not exceed 5% of the original fee.

Additionally, a recent Nevada Supreme Court case<sup>2</sup> also provided direction for imposing any fee in order for that fee not to be considered a tax. The three part test for any fee from this decision is:

1. The fee must apply to the direct beneficiary of a particular service;
2. The fee is allocated directly to defraying the costs of providing that service; and,
3. The fee is reasonably proportionate to the benefit received.

The proposed technology fee policy is outlined below. In creating this policy, the Executive Committee balanced a prudent cost recovery time frame with a reasonable fee which will be paid by our customers. The Committee desired that the fee be consistent among all license or permit applicants and holders. The Committee also considered State Law requirements and the Supreme Court three part test.

The policy outlines the benefits to our customers from the regional license and permit program. The policy also describes how the fee is reasonably proportionate to the benefit received by a customer. In other words, those licenses or permits with large amounts of application material and subsequently increased processing steps and requirements will pay a higher technology fee than more "simple" licenses or permits. Finally, the policy recognizes State Law restrictions on revenue realized from certain types of licenses and permits by lowering the technology fee to remain within the annual revenue limitations.

### **Benefits of the regional license and permit program (AAA Customer Service: Any license or permit, Anytime, Anywhere)**

Benefits of the regional program<sup>3</sup> include:

1. *On-line applications.* Customers will be able to submit all license and permit applications on-line and renew those licenses or permits on-line, if they choose. The program will leverage current Windows technology with customer centric designs to assist the customer through the application process. Application processing, to include inspections, will occur "behind the scenes" or can be scheduled electronically by the customer. Final license or permit approval can be sent electronically to the customer after all fees and charges are paid on-line. For certain types of applications, the customer may

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<sup>2</sup> Clean Water Coalition vs. M Resort et al.

<sup>3</sup> This section provides the information to satisfy the requirements of NRS 354.790(1), specifically providing expeditious or convenient service to the customer.

never need to visit a jurisdiction's office to receive the issued license or permit.

2. *Customer centric processes.* The new program will start with industry best practices and modify those processes as needed to meet the needs of our customers. This means that the applications and processes will be designed from a customer's point of view, rather than from the department or agency. Windows based customer screens will enable easy navigation, guide customers to the correct areas to complete information, and complete the process with the minimum required steps (i.e., reduce entering duplicate information).
3. *Electronic document submission.* Customers will be able to submit all supporting documents electronically (on-line). This saves the customer the time and cost of printing such documents and physically transporting those documents to jurisdiction offices.
4. *Interface with other agency databases.* The program will interface and query other agency databases for specific information required as part of a license or permit application. For example, the program will allow electronic verification of State licensing requirements, thus saving the customer the cost and time associated with providing paper copies of State licensing documents. The program will also validate that a customer has the correct outside agency licenses required for certain types of licenses or permits (e.g., a valid State contractor's license). Finally, the program will provide current information on new businesses and buildings to the Assessor's Office to facilitate accurate property assessment for tax purposes.
5. *Central customer information.* Customers and staff will have access to centrally consolidated customer information at the regional level, allowing customers to use that information for subsequent licenses or permits. The vision is for a customer to receive a unique account and password for the program. Subsequent visits by the customer to apply for a license or permit will enable the program to "pre-populate" much of the required application information, saving time for the customer.
6. *Electronic document and plan review and approval.* Documents and plans required as part of a license or permit application will be stored electronically. Ideally, the customer will submit these on-line; however, paper copies will be scanned into the program. Reviewing agencies will receive and review electronic documents/plans and either approve them electronically or notify the customer through e-mail for any corrections. Revisions will be accepted on-line, with final approvals done on-line with electronic customer notification. This capability saves the customer one or more visits to a jurisdiction's office with initial plans, revisions, and to pick up the approved document or plan. Inspectors will be able to view approved documents or plans electronically when in the field.
7. *Electronic scheduling of inspections.* Customers will be able to schedule required inspections on-line through the program. This saves the customer the need to make such appointments on the telephone or at a counter. Inspectors will be able to view their daily inspection schedule on-line, saving trips into the office.



8. *Real time application status.* Customers will be able to query their customer accounts on-line to determine the exact status of their application. This allows the customer to know exactly where in the approval process their application is currently, and to receive e-mail notification of any actions required on their part (e.g., plan revisions) or of final license or permit approval.
9. *Consolidated on-line payment.* Customers will be able to pay for the license or permit on-line. For walk-in customers, departments and agencies will be able to accept all forms of electronic payment, to include credit cards, debit cards, and electronic funds transfers (for repeat customers). The regional database allows consolidation and payment of multiple department and agency fees and charges, enabling the customer to pay one time for multiple transactions. This saves the customer physically visiting each department or agency to pay.
10. *Enhanced mobile applications.* The program is designed to function efficiently and effectively with both laptop and tablet PCs for remote access, but also with smart phone applications. In the first instance, field staff will be able to use the web to enter the program and have full functionality as if they were sitting at a "hard wire" desk PC (note: the current systems lack this full functionality). In the latter instance, both customers and field staff will be able to use the smart phone applications to look at and retrieve certain information from the program.
11. *Sharing information between jurisdictions and agencies.* The regional "cloud" will enable departments and agencies to share information across jurisdiction lines. For example, the current multi-jurisdictional license process requires manual input from each of the three jurisdictions to place a business into the separate databases. The new program will enable one jurisdiction to enter the information one time (or for the customer to do so on-line), and the license information will be electronically shared with the other appropriate jurisdictions.
12. *Future anticipated cost savings.* The move to on-line capabilities and functionality saves the customer and the jurisdictions costs associated with paper transactions, to include personal visits to jurisdiction offices (time required for both the customer and staff). Increased on-line license or permit receipt, processing and issuance translates into better efficiency and effectiveness for current staff, freeing those staff for other duties. Additionally, increased license or permit demands (i.e., an improved economic environment) may be met with current staffing levels rather than hiring additional staff. The hosted "cloud" platform will save jurisdictions future costs on server maintenance and upgrades, and technical support for the servers (the data will reside on servers maintained by the vendor). Jurisdictions will also save costs associated with back up data and servers for disaster recovery (also a vendor responsibility).

### **Proposed Regional Technology Fee Policy:**

1. The regional technology fee is based on the total cost to a customer for a license or permit<sup>4</sup>. This total cost includes a license or permit application fee or an annual/quarterly renewal fee.
  - a. In those cases when a department or agency collects fees or charges for others as part of a license or permit transaction, the regional technology fee will be calculated to include those additional fees or charges.
  - b. Fees or charges either exempted or restricted from additional fees are exempt and will not be included in calculating the regional technology fee. For example, park construction fees and Regional Road Impact Fees are collected as part of a building permit application. These fees cannot be included as part of the proposed technology fee and, therefore, will not be included in the total cost for calculating the technology fee for the building permit application.
2. Regional technology fees will not be collected for licenses or permits exempted from such fees by State Law, City Ordinances, or County Codes. The fee will also not be collected for licenses or permits which will not be entered into the new regional license and permit program. Two examples:
  - a. State Law mandates the gaming license fees collected by the County and those fees cannot be increased. Therefore, a regional technology fee will be not collected for gaming licenses issued by Washoe County.
  - b. Washoe County Air Quality processes certain types of federal air quality permits. These applications are completed entirely in paper and not entered into any local software application or database. Therefore, these types of air quality permits will not be charged the regional technology fee.
3. The regional technology fee will be paid to the department or agency processing or issuing the license or permit. Each department or agency will be responsible to notify their customers about the technology fee.
  - a. Regional technology fees will be accounted separately from department or agency fees, charges or costs.
  - b. Regional technology fees will be deposited into a central regional program account dedicated to the cost recovery and on-going costs of the regional license and permit program.
4. In the event that a license or permit, or a portion thereof, is refunded, cancelled or voided, the regional technology fee is non-refundable.
  - a. This policy is based on the premise that the license or permit would initially be entered into the regional program and that the refund/cancel/void action occurs later. Therefore, the customer is initially benefiting from the program when the information is collected on the license or permit.

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<sup>4</sup> Regional technology fees will only be charged to license and permits customers, who are the direct beneficiaries of the new regional program. This satisfies the first part of the three part test within the Supreme Court's decision.

5. The regional technology fee will<sup>5</sup>:
  - a. Be rounded up to the nearest whole dollar amount.
  - b. Recover each jurisdiction's initial capital outlay investment for the regional license and permit program. These investment costs will be collected over a five year time frame.
  - c. Sustain each jurisdiction's annual funding requirements. These requirements include annual subscription fees for the regional program and funds for future system upgrades and technology improvements to maintain technology currency.
    - i. Annual subscription fees are paid directly to the vendor as part of the "cloud" based regional platform.
    - ii. System upgrades and technology improvements include department or agency user upgrades to personal computers and/or operating software systems.
  - d. Evaluated periodically to validate that the fee is sufficiently recovering the initial investment and annual funding requirements. This evaluation will occur at a minimum:
    - i. Three years after fee implementation, based on potential changes to annual subscription costs.
    - ii. Five years after fee implementation, based on recovery of the initial investment.
    - iii. Periodically after the five year review based on any changes to the annual subscription costs.
    - iv. As needed to adjust specific license or permit fees to remain within State Law mandated annual revenue limitations. These evaluations may adjust the regional technology fee for specific licenses or permits higher or lower based on the annual limitations.
  
6. Projected regional license and permit program costs include:
  - a. An initial capital outlay investment of \$ 1,216,150.30. This investment includes all first year subscription costs.
  - b. Annual funding requirements of \$ 357,590.30.
    - i. \$ 277,590.30 of annual subscription costs for both jurisdictions.
    - ii. \$ 80,000 of annual system upgrade and technology improvement funds for use by both jurisdictions.
  
7. Target amounts for revenue from the regional technology fee are:
  - a. First five years after fee implementation is \$ 529,302.30 annually.
    - i. \$ 171,712 annually to recover the initial capital outlay investment spread over the five years.
    - ii. \$ 357,590.30 each year for annual funding requirements.
  - b. Starting six years after fee implementation is \$ 357,590.30 annually (annual funding requirements).

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<sup>5</sup> Items 5b and 5c directly allocate revenue from the regional technology fee to defray the initial and on-going costs of the new regional program. This satisfies the second part of the three part test within the Supreme Court's decision.

- c. The regional technology fee may be adjusted based on the periodic evaluation.
8. The regional technology fee is based on two types of fee structure<sup>6</sup>:
- a. Flat fee for all business licenses. These licenses include general business licenses, privileged licenses, liquor licenses, gaming license, and other licenses issued by each jurisdiction's business license divisions.
    - i. On the average, the information required within the new regional license and permit program for the various types of business licenses are substantially similar. Therefore, there is little difference between a "low" cost and a "higher" cost license when comparing the benefits to the customer with the new regional program.
    - ii. A flat fee captures this similarity of benefits (see the policy section on benefits) among the various license types.
    - iii. Quarterly renewals will be ¼ of the flat regional technology fee for an annual license or annual renewal.
  - b. Percentage based fee for all other types of licenses and permits. These include permits issued by the Washoe County Health District, and each jurisdiction's building division, planning division, and engineering division.
    - i. Current permit fees are based, in large part, on the amount of processing and review required before the permit is issued. More processing and review equates to higher permit fees. Therefore, the amount of staff time and resources spent processing and reviewing a permit is proportional to the permit fee.
    - ii. Permit process and review will be almost entirely captured within the new regional license and permit program. Capturing this information within the regional program provides significant benefits to our customers (see the policy section on benefits). Basing the regional technology fee as a percentage of a permit fee captures the proportionality of both benefit to the customer and the amount of processing/review for permits.
9. Proposed regional technology fee:
- a. Annual business license flat fee of \$ 8.00.
    - i. Exception: Washoe County business licenses will be charged a \$ 5.00 flat regional technology fee. County annual business license revenue is limited pursuant to NRS 354.5989 to \$ 22,000<sup>7</sup>. The \$ 5.00 regional technology fee is forecast to keep revenue collected from County business licenses within the NRS limitation<sup>8</sup>.
  - b. Quarterly business license flat fee of \$ 2.00.
  - c. 4% fee for all other types of licenses and permits.
    - i. This fee amount is within the 5% limitation set by NRS 354.790.

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<sup>6</sup> Section 9 of the policy outlines the proportional benefits to the customer to the amount charged for the regional technology fee. This satisfies the third part of the three part test within the Supreme Court's decision

<sup>7</sup> Adhering to the revenue limitations set by NRS 354.5989 follows the requirements set forth in NRS 354.790.

<sup>8</sup> The City of Reno has a larger permissible annual revenue for flat fees pursuant to NRS 354.5989. Therefore, the regional technology fee can be collected at the \$ 8.00 amount.

10. The jurisdictions will create and sign a suitable agreement(s) to:
  - a. Manage the shared regional license and permit program, to include data sharing and program administration;
  - b. Determine future adjustments to the regional technology fee;
  - c. Manage and disburse funds from a central regional program account (investment recovery and annual funding requirements);
  - d. Develop future direction and next steps for the regional license and permit program;
  - e. Determine staff assignments as needed to carry out provisions of the agreement; and,
  - f. Other matters as may be appropriate.
  
11. Options for the regional technology fee implementation date:
  - a. Commence upon contract signing by both jurisdictions.
  - b. Commence at the "go live" date of the regional program.
  - c. Commence at the start of a fiscal year (e.g., July 1, 2014). This option is the Regional License and Permit Program Executive Committee's recommendation.

**ATTACHEMENT D**  
**STAFF REPORT PRESENTED TO**  
**RENO CITY COUNCIL**  
**OCTOBER 9, 2013**



## STAFF REPORT

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**Date:** October 9, 2013

**To:** Mayor and City Council

**Thru:** Andrew Clinger, City Manager

**Subject:** Staff Report (For Possible Action): Update, discussion, and potential direction to staff on 1) the status and progress of the Regional Business License and Permits Program, 2) continued contract negotiations and financing options with the vendor, 3) development of an interlocal agreement and further research on a regional funding mechanism, and 4) acceptance of the Letter of Intent.

**From:** Michael Chaump, Business Relations Program Manager

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**Summary:** Through the combined efforts of a Regional Business License and Permits project team over the past year, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have collaboratively determined a regional path forward for an on-line, citizen-centric, and automated/modern solution for regional business licensing and permits. This report is to update the City Council on the project status, progress, and to accept the Letter of Intent to work towards implementation of this program (See Attachment A). In addition, staff is seeking direction to continue contract negotiation and financing options with the vendor, develop an interlocal agreement between agencies, and conduct further research on a regional cost recovery mechanism.

**Previous Council Action:** On September 14, 2011, Council accepted the shared services business license *Scope of Work* and approved the full participation of City staff in the work plan outlined within the *Scope of Work* approved by the Shared Services Elected Officials Subcommittee on Building Permits and Business Licenses (See Attachment B).

**Background:** The Shared Services Business License team has been working collaboratively since its creation in December 2010 to find a regional solution for a business license and permit software platform. In April of 2012, the combined team (Reno, Washoe County, and Washoe County Health District) has determined a recommended regional solution and path forward.

**Discussion:** The vision for the new platform – *any license or permit, anytime, anywhere* – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access, and paves the way for other entities to join the shared platform.

Strategically, the platform investment aligns well with cross-jurisdiction priorities:

Platform Benefit	Jurisdiction	Strategic Alignment
<b>Ease of Doing Business =&gt; Economic Development and Diversification</b>	Reno	Promote a sustainable and vibrant economy.
	Sparks	Explore and promote opportunities for economic development and special events.
	Washoe	Economic development and diversification.
<b>Anywhere, Anytime Access with Citizen-centric Permit and License Processes</b>	Reno	Enhance communication and citizen engagement.
	Sparks	Encourage citizens to interact with their city government and build strong alliances with other government entities.
	Washoe	Public participation and open, transparent communication.
<b>Efficiency and Growth through a Modern, On-Line, Integrated Platform</b>	Reno	Provide efficient and responsive citizen services.
	Sparks	Manage resources to keep pace with technology, infrastructure and sustainability needs.
	Washoe	Sustainability of our financial, social and natural resources.
<b>Safety and Security through Inspection and Enforcement</b>	Reno	Provide safe and livable neighborhoods.
	Sparks	Improve and promote quality of life in the City of Sparks.
	Washoe	Safe, secure and healthy communities.

**Winning Vendor, Program Costs and Regional Partnership**

After a formal request for proposal process and evaluation of nine responding vendors, the team selected Accela as the winning software vendor. The City currently uses Accela for its building, code enforcement and planning functions. The addition of the business license function will be a cross departmental benefit that facilitates the regional process. The regional platform will be a subscription- based model, in an Accela-hosted cloud architecture. In this model, the more seats (users) we purchase or “subscribe” to, the lower our cost per seat. Thus, entities that join together as a regional partner will receive significant licensing savings compared to the cost of Accela with separate stand-alone systems. While finalization of contract terms is pending further negotiations, currently negotiated subscription licensing and implementation costs are as follows:

ACCELA	Reno	Reno (Stand-alone)	Washoe	Washoe (Stand-alone)	Shared Platform	Shared Platform (Stand-alone)
<b>On-going Maintenance</b>	\$ 130,279.77	\$ 154,829.37	\$ 147,310.53	\$ 176,220.93	\$ 277,590.30	\$ 331,050.30
<b>Implementation</b>	\$ 346,256.00	\$ 469,405.00	\$ 592,304.00	\$ 797,470.00	\$ 938,560.00	\$ 1,266,875.00
<b>TOTAL</b>	\$ 476,535.77	\$ 624,234.37	\$ 739,614.53	\$ 973,690.93	\$ 1,216,150.30	\$ 1,597,925.30
<b>Stand-alone Cost Difference</b>		+\$ 147,698.60		+\$ 234,076.40		+\$ 381,775.00

By combining efforts, Reno and Washoe realize a licensing and maintenance savings of \$53,460 and implementation savings of \$328,315. Sparks is not currently represented in the above Accela licensing and implementation costs as they are further considering the feasibility of joining this phase of the program. The team will work with Sparks to join this phase if Sparks chooses to participate. Sparks and any other entity can easily join the platform in a future phase if desired.

Any entity joining the platform in the future would be responsible to cover their implementation costs or any other cost associated with using the regional platform.

Because of the compelling business case and economies of scale by working together, Reno and Washoe County's managers and Washoe District Health's Officer have signed a Letter of Intent to share the Accela regional platform. To codify this regional partnership as well as to establish a legal means for additional entities to join the platform, the three entities also wish to enter into an interlocal agreement. The interlocal agreement will be written to accommodate any future partners joining the regional platform. Any interlocal or contract agreements will then be brought back to the respective elected bodies for approval.

### **Benefits and Funding**

As previously outlined, the vision for the new platform is "*any license or permit, anytime, anywhere.*" This is essential in today's digital age and enables critical business and citizen conveniences that are baseline services for our regional economy.

Highlights of platform benefits include:

- 24 hour on-line access for license and permit submission and/or renewal, status updates, inspection results, etc.
- Electronic access and reduction of paper:
  - Application
  - Electronic documentation submission
  - Electronic plans routing and review
  - Renewals and mailings
- Future anticipated costs savings – examples include paper reduction, staff efficiencies through improved regional processes, and hardware savings due to using the cloud-based subscription model
- Mobile access by entity staff in the field
- On-line inspections – scheduling, recording of inspections, routing of results, etc.
- On-line payments
- Regional sharing and re-use of platform processes, data, interfaces, reports, etc.
- Updated, customer-centric processes that are aligned with industry best practices.

In order to realize these benefits through the proposed regional Accela solution, the project team has explored various financing options:

- Accela lease purchase financing through Government Capital Corporation
- Capital improvement project(s) and/or general fund budget
- Regional technology fee or other funding model (not mutually exclusive of the other two options)

While entities could cover their share of the platform cost from budget sources, the initial entities on the platform can choose to do a lease purchase finance option through Government Capital Corporation. Highlights of the financing option:

- 1.99% effective lease rate (subject to underwriting approval and mutually accepted documentation)

- All initial subscribers/entities would need to do this collectively as per the financing offer
- Financing covers the first year of implementation plus licensing/maintenance and four (4) subsequent years of licensing/maintenance
- Medium-Term Obligation approval by the State of Nevada Department of Taxation (including identified funding sources)
- Payments would be annually beginning on July 1, 2014 (assumes a contract in place in Fiscal Year 2013-14), for five (5) annual payments in total.

Each entity would need to cover its respective portion of the annual payment according to their percentage responsibility as determined by the project team (and subsequently by the fiscal agent of the interlocal agreement), which will be based upon user counts and population. The proposed regional technology fee could explore additional flat fees for business licenses and percentage fees for all other permits. Proceeds would be managed under the interlocal agreement and associated fiscal agent, with cost recovery for both the initial capital outlay and for annual sustenance for the platform (e.g., annual subscription fees and technology upgrades and improvements).

Working with operational departments in each entity, legal, and finance staff, the team has developed descriptions and financial scenarios for a possible regional technology fee structure.

Example platform funding matrix of options:

	Funding Source	Cost Recovery	Cost Recover Mechanism
1	Immediate Entity Budget – Capital Improvement, General Fund, Grant, etc.	No	N/A
2	Financing (with payments through entity budget in Fiscal Year + 1)	No	N/A
3	Immediate Entity Budget – Capital Improvement, General Fund, Grant, etc.	Yes	TBD – example – license flat fee and permit percentage fee.
4	Financing (with payments through entity budget in Fiscal Year + 1)	Yes	TBD – example – license flat fee and permit percentage fee.

**Next Steps**

To continue on with the Regional Business License and Permits Program, staff will need to do the following:

1. Finalize contract details with Accela.
2. Determine a funding mechanism and source, if recommended, pursue lease purchase option.
3. Develop an interlocal agreement.
4. Explore a regional cost recovery mechanism with community and entity staff and, if appropriate after further research, recommend implementation steps.

**Financial Implications:** Fiscal impacts will be identified by each jurisdiction’s staff as the regional platform moves forward. Those impacts requiring Council oversight and/or approval will be brought back to Council.

**Legal Implications:** Any legal implication for code or ordinance changes will be identified by staff and brought back to Council for approval.

**Recommendation:** Staff recommends council accept the report of the Regional Business License and Permits program team and direct staff to 1) continue contract negotiation and financing options with the vendor, 2) develop an interlocal agreement, 3) conduct further research on a regional funding mechanism, and 4) accept the Letter of Intent.

**Proposed Motion:** I move to approve staff recommendation.

**Attachments:**

- Attachment A - Signed Letter of Intent (PDF)
- Attachment B - Scope of Work (PDF)
- Attachment C - Regional Business License Presentation (PDF)



September 25, 2013

To: Andrew Clinger, City Manager, City of Reno  
Kevin Dick, Interim Health Officer, Washoe Health District

Dear Andrew and Kevin,

Through the combined efforts of the regional project team over that past year, the cities of Reno and Sparks, Washoe County and the Washoe County Health District have collaboratively determined a regional path forward for a more on-line, citizen-centric and automated solution for permits and business licensing.

The vision for the new platform – any license or permit, anytime, anywhere – is responsive to community and business needs, shares resources across the entities, provides substantial savings to each participating entity, enables critical on-line access and paves the way for other entities to join the shared platform.

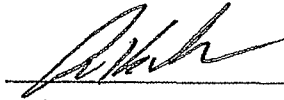
As the project lead, Washoe County, is through this letter, asking you to affirm the commitment of your respective entity to share a regional permits and business license platform, using Accela as the software solution according to the proposed terms:

- Implement a regional permits and business license platform.
- Conclude negotiations with Accela, the winning vendor from our regional request for proposal process.
- Follow-up with an Interlocal Agreement to memorialize the regional platform's partnership, terms, goals, fiscal arrangements, functions, governance, administration, powers, services and additional participants.
- Fund their respective portions of the platform as outlined in the above mentioned Interlocal Agreement. Current project estimates, to be further negotiated, are approximately:
  - o 39% to Reno and 61% to Washoe County and the Washoe Health District.
  - o Of the 61% of the combined Washoe County and Washoe Health District:
    - Washoe County to absorb one-time implementation costs.
    - Washoe Health District to absorb maintenance costs for its Accela core and mobile users.
- Research and possibly implement funding models to financially support and sustain the platform (if directed by the Reno City Council, the Washoe Board of County Commissioners and the Washoe District Board of Health).
- Return to the Reno City Council (Council) and Washoe Board of County Commissioners (BCC) for approvals for Accela final contract and funding (and to Council, BCC and Washoe District Board of Health for other items as needed according to entity procedures).

Finally, on behalf of the county, I want to thank you and your staff members who have served on the project team for their dedication and hard work to bring this project forward which will stand as another example of regional success in developing a shared solution that will benefit our residents.



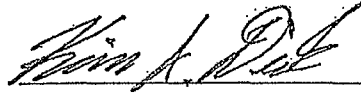
Signed,



Andrew Clinger  
City Manager,  
City of Reno



John Berkich  
Interim County Manager,  
Washoe County



Kevin Dick  
Interim Health Officer,  
Washoe Health District

# ATTACHMENT B

## Scope of Work for Business Licenses

The Shared Services Subcommittee on Building Permits and Business Licenses approved the Scope of Work on June 16, 2011.

### 1.1 Work Plan Objectives

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The Shared Services Elected Officials Committee engaged a consultant to prepare recommendations related to human resources, information technology and purchasing. Subsequently the Committee determined that the next two highest priorities should be building permits and business licenses and that a subcommittee and staff should analyze and prepare recommendations for these two services.

The Shared Services Subcommittee on Building Permits and Business Licenses was appointed by the Washoe County Commission and Reno City Council. The Subcommittee includes one Reno City Council member (Sharon Zadra), two private sector representatives appointed by the Reno City Council (Denise Jacobsen and Craig Willcut), one Washoe County Commission member (John Breternitz) and two private sector members appointed by the the Washoe County Commission (Dick Bostdorf and Greg Peek). Staff support is provided by Washoe County (Dave Childs, Assistant County Manager) and the City of Reno (John Hester, Assistant City Manager).

The Subcommittee completed its work on building permits and is now focused on business licenses. The City of Sparks has worked with Reno and Washoe County in the past to coordinate business license services (e.g., Reno, Sparks and Washoe County have created a common business license application). Sparks staff (Steve Driscoll, Assistant City Manager) is participating in supporting the Subcommittee now that it is addressing business licenses.

The Subcommittee adopted the following 12 objectives for use in analysis and preparation of recommendations for business license services:

1. Save money
2. Improve service to end user
3. One stop shop/process
4. Interfaces with others outside this group
5. Mutual benefit
6. Can do together, not separately
7. Life and safety
8. Prepared for future technology
9. "Implementable"
10. Simplify process
11. Accommodate various customer "levels"
12. Certainty

## 1.2 Desired Outcomes

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The desired outcomes of this work effort include:

1. The option for a business license customer to make one stop to obtain a multi-jurisdictional business license;
2. The option for a business license customer to apply for and receive a business license on-line;
3. Identification and modification of provisions of the Municipal and County Codes to create common licensing requirements unless a single jurisdiction explicitly identifies exceptions;
4. Creation of an interface with the state level business license process and portal proposed by the Nevada Secretary of State; and
5. Investigation, analysis and possible implementation of a regional business license that is good in all three jurisdictions.

## 1.3 Work Plan

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The Work Plan to address the five outcomes above is comprised of seven integrated tasks (1.3.1-1.3.7). For each task the subtasks are listed as well as the deliverables, current status and projected time required for completion. All tasks will be completed by Subcommittee support staff.

### Task 1.3.1: Document Existing Shared Services

#### Subtasks:

- ◆ Single application for Reno, Sparks and Washoe County
  - Over the last two years the staff from all three jurisdictions have developed and refined a common paper application. The potential amendments to that application will be identified as part of this subtask.
- ◆ Web link to other jurisdictions' business license home pages
  - The three jurisdictions currently have web links to the State as well as each other's web pages. Enhancements that can be made to prepare for development of an on-line application will be identified as part of this subtask

#### Deliverables, Status and Time Required:

- ◆ Deliverables: Handouts and Powerpoint presentation documenting the existing business license shared services.

- ◆ Status: These subtasks are completed. This information was presented to the Subcommittee at their May 19, 2011 meeting.
- ◆ Time Required: No additional time is required.

### **Task 1.3.2: One stop for multi-jurisdictional licensure**

#### **Subtasks:**

- ◆ Revised single application
  - Often a business is located in one jurisdiction and provides services within that and other jurisdictions. When the business is located in Reno, Sparks or unincorporated Washoe County, the objective is that the jurisdiction in which it is located will be able to issue a business license for that business to operate in that jurisdiction and to provide service in the other two jurisdictions. When the business is not located in Reno, Sparks or unincorporated Washoe County but provides services in one or more of the three jurisdictions, the objective is that any of the jurisdictions will be able to issue a business license for that business to provide services. This subtask will result in a revised single application that can be used to meet these objectives. This subtask will also include identifying a single set of support documents (e.g., State business license, County fictitious name certificate, etc.) to support the revised single application.
- ◆ Fee collection and distribution
  - There are a number of options for collecting and distributing fees. The procedure that is developed will maintain the existing fee schedules that differ by jurisdiction. Options for collection of the application (i.e., processing) fee and license fee together at the same point in the process, or separately at different points in the process will be considered. Depending on which option is preferred and how the application is processed (see Application requirements subtask below), who receives the fee and how it is distributed, if necessary, will be determined. For example, if the application fee is paid before processing and the license fee after processing, the application fee could be collected by one jurisdiction and the license fee paid separately to each jurisdiction as those licenses are issued. This subtask will result in a procedure for collection and distribution of application and license fees.

- “Home” jurisdiction provides changed information to other jurisdictions
- Cancelled licenses processed through “home” jurisdiction
  - “Home” jurisdiction notifies other jurisdictions

This conceptual multi-jurisdictional process will be analyzed legally, evaluated, revised and refined. At that point it will be presented to the Subcommittee for review and recommendation to the Shared Services Elected Officials Committee and the individual jurisdictions.

**Deliverables, Status and Time Required:**

- ◆ Deliverables: Handouts and Powerpoint presentation documenting the one stop multi-jurisdictional process; one stop multi-jurisdictional process ready for immediate implementation.
- ◆ Status: Conceptual one stop multi-jurisdictional process completed as described above. Other work on these subtasks not initiated.
- ◆ Time Required: 6 months to presentation to Subcommittee (January, 2012).

**Task 1.3.3: On-line license application**

**Subtasks:**

- ◆ Common database
  - The first subtask in development of an on-line application is creation of a common database. This database will be populated when an application is received and the data will be shared by all jurisdictions.
- ◆ Revised application
  - A single application is a critical component of an on-line application process. The on-line application will allow an applicant to attach required documents (e.g., State business license, County fictitious name certificate). Based on the selection of the type of business license desired, the on-line application will provide the required on-screen forms to be completed and define the the digital documents to be provided as attachments.

◆ On-line payment

- The on-line application will allow the applicant to pay a single combined fee on-line. The on-line payment will include the following:
  - Methodology to calculate appropriate fees based on projected gross revenues
  - Ability to base collected review and inspection fees on the type of license requested
  - Methodology for single source collection of all fees and distribution of correct fee amounts to each of the jurisdictions

◆ Processing

- After the application is submitted, depending on the type of business license, the following steps are required:
  - Approval, and in some cases inspections, by other agencies
  - Criminal history background investigation or local police records check
  - Clearance of all payments
  - Required inspections
  - Issue the license (option via e-mail or postal service)
  - If denied, appeal or refund of fees

As the business license application is processed, the status of each step and comments from reviewing agencies will be available on-line. This is similar to the now on-line information currently available to building permit applicants.

**Deliverables, Status and Time Required:**

- ◆ Deliverables: On-line application
- ◆ Status: No work on these subtasks has been initiated. If existing software in one or more of the jurisdictions can not be used, additional funding will be required.
- ◆ Time Required: 15 months (January 2012 to April 2013), depending on funding



### Task 1.3.4: Municipal and County code amendments

#### Subtasks:

- ◆ Licensing requirements
  - The opportunities to make licensing requirements the same for all jurisdictions will be identified and presented to the Subcommittee. In some cases the requirements can be made the same between jurisdictions. In other cases the requirements that apply in a single jurisdiction can be removed. Examples include:
    - Requiring articles of incorporation for corporations
    - Approval of privileged licenses by elected officials only
    - Changes in fee schedules
    - Reducing the number of exclusive license types
  - Other requirements may remain different between jurisdictions simply because policy makers have chosen to make them that way, often because of the varying nature of the development and businesses between the jurisdictions. Examples include liquor stores, gaming, etc. These will also be identified and presented to the Subcommittee.

#### Deliverables, Status and Time Required:

- ◆ Deliverables: A list of possible code amendments to make licensing requirements the same and remove licensing requirements when only applicable in one jurisdiction, and a list of the explicit differences in requirements that should be maintained.
- ◆ Status: No work has been initiated on these subtasks.
- ◆ Time Required: 12 months (July 2012 to June 2013)

### Task 1.3.5: Secretary of State process/portal

#### Subtasks:

##### *To be reformatted*

- a. State business license issued by Secretary of State
- b. Each jurisdiction's license web pages have a link to the Secretary of State's license web page
- c. Install a kiosk or provide a separate PC for applicant's use

- d. Expand to other agencies:
  - 1) Nevada Taxation Department for Taxation certificate
  - 2) Secretary of State's Office for Article of Incorporation
  - 3) NDBI for proof of worker's compensation
  - 4) County Clerk for fictitious name certificate

**Deliverables, Status and Time Required:**

- ◆ Deliverables:
- ◆ Status:
- ◆ Time Required: 3 months (January 2012 to April 2012)

**Task 1.3.6: Regional business license**

**Subtasks:**

*To be reformatted*

- a. One license good in all three jurisdictions
- b. Multiple approaches, all warrant further investigation and study:
  - 1) Current licensing operations, each can issue regional license
  - 2) Single licensing agency for all three jurisdictions
  - 3) Regional licenses valid only for businesses requiring licensure by and/or in more than one jurisdiction

**Deliverables, Status and Time Required:**

- ◆ Deliverables:
- ◆ Status:
- ◆ Time Required: 24 months (July 2012 to June 2014)

**Task 1.3.7: Parallel processes**

**Subtasks:**

*To be reformatted*

- 1. Examine best practices from other locations
- 2. Form a stakeholders group to assist in one or more of the proposed initiatives
  - a. Chamber(s) of Commerce (Reno, Sparks, North Tahoe)
  - b. Retail Association of Nevada
  - c. Nevada Taxpayers Association

- d. Association of General Contractors
- e. Front Line Staff
- f. Others?

**Deliverables, Status and Time Required:**

- ◆ Deliverables:
- ◆ Status:
- ◆ Time Required: 24 months (July 2012 to June 2014)

**ATTACHEMENT E**

# Regional License/Permit Program

City of Reno  
Washoe County  
Washoe County Health District

Regional License/  
Permit Program

slide 1



September 25, 2013

## *AAA Customer Service*

- Any License or Permit
- Anytime
- Anywhere

Regional License/  
Permit Program

slide 2



September 25, 2013

## What have we heard?

- On-line services
  - Applications and renewals
  - Payment
  - Find information and results
  - Plans submittal
- Regional licensing and permitting
- Shared and consistent information among jurisdictions
  - Transparency

Regional License/  
Permit Program

slide 3



September 25, 2013

## Benefits

- On-line, 24 hours/day and 7 days/week
- Customer centric practices
- Integrated regional database and platform
- Reduced duplication between jurisdictions
- Future anticipated cost savings
- Leverages current technology
- Industry best practices

Regional License/  
Permit Program

slide 4



September 25, 2013

## What happens if we stay on legacy system

- No on-line customer service
- No regional integration of information
- No sharing of common customer information
- No electronic document submittals
- Non-supported legacy software system



## Investment

- Initial capital outlay - ~\$1.22 million
  - Proportionally shared among jurisdictions
  - Includes first year's subscription cost
  - Cost recovery over 5 years
- Annual funding - ~\$358,000
  - Proportionally shared among jurisdictions
  - Annual user-based subscription model
  - Includes future upgrades, additional user seats, and technology needs





## Potential program funding sources

- Regional technology fee
  - Customers benefiting from the program pay the fee
  - Scalable – more customers means expansion of program, but also brings more fee revenue
  - Reduces impact to general fund tax payers
- General fund
  - Limited funds available
  - Direct competition with other programs for those limited general funds

Regional License/  
Permit Program

slide 7



September 25, 2013

## Program funding sources (continued)

- Vendor financing – lease purchase
  - Through Government Capital Corporation
  - 1.99% effective lease rate (subject to underwriting approval and mutually accepted documentation)
  - Payments (with contract in place for Fiscal Year 2013-14):
    - Annual payments beginning on July 1, 2014
    - Five (5) annual payments in total
    - Covers first year of implementation + maintenance and four (4) subsequent years of maintenance
- Enterprise funds
  - Restricted to enterprise funded agencies

Regional License/  
Permit Program

slide 8



September 25, 2013

## Proposed regional technology fee

- Based on the cost of a permit or license
  - 5 year investment recovery
  - Sustains annual funding (subscription)
  - Periodic evaluation
- Collected when license or permit is purchased
  - Each customer who uses system (on-line or at public counter)
  - Initial application, first year, renewal
  - Non-refundable

Regional License/  
Permit Program

slide 9



September 25, 2013

## Connected to strategic outlooks

- Health District
  - Provide environmental services
  - Serve through enhanced use of technology
- City of Reno
  - Provide services citizens ask for
  - Provide efficient and responsive services
- Washoe County
  - Quality public service
  - Economic development and diversification

Regional License/  
Permit Program

slide 10



September 25, 2013

## Next Steps

- City and County Management direction to proceed
- City Council, BCC and District Health direction:
  - Conclude vendor negotiations
  - Develop interlocal agreement
  - Cost recovery
    - Outreach to customers for feedback on proposed regional technology fee
- Staff returns with contract, funding information, agreement, and possible cost recovery plan

Regional License/  
Permit Program

slide 11



September 25, 2013

## Regional License/Permit Program

# Questions?

Regional License/  
Permit Program

slide 12



September 25, 2013



# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**DATE:** October 24, 2013

**TO:** District Board of Health

**FROM:** Charlene Albee, Acting Division Director  
Air Quality Management Division

**SUBJECT:** Proposed approval and adoption of the revision to Washoe County District Board of Health Regulations Governing Air Quality Management Section 040.095 (Oxygen Content of Motor Vehicle Fuel)

### **Agenda Item: 13**

#### **Recommendation**

Approve and adopt revision to Washoe County District Board of Health Regulations Governing Air Quality Management Section 040.095 (Oxygen Content of Motor Vehicle Fuel) to suspend the oxygenated fuels regulation.

#### **Background**

The U.S. Environmental Protection Agency (EPA) establishes health-based National Ambient Air Quality Standards (NAAQS) for six criteria pollutants including carbon monoxide (CO). The Truckee Meadows violated the 8-hour CO NAAQS and was designated as a non-attainment area.

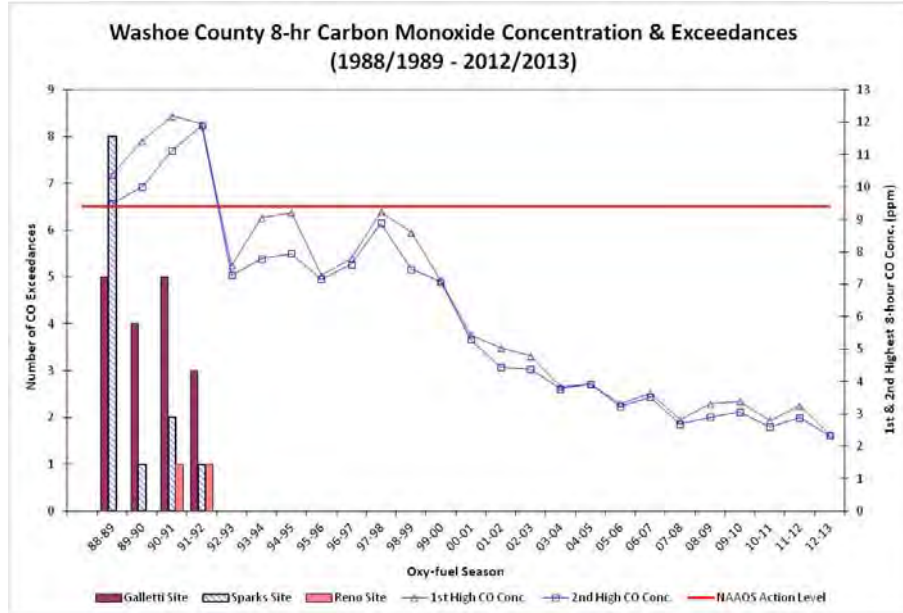
Although Washoe County District Board of Health (WCDBOH) Regulations Governing Air Quality Management Section 040.095 (Oxygen Content of Motor Vehicle Fuel) was first adopted in 1988, it was not submitted to EPA as a State Implementation Plan (SIP) element until 1991. The oxygenated fuels program has been very successful in reducing CO emissions and improving ambient concentrations. Peak concentrations decreased and the last exceedance of the 8-hour NAAQS occurred in 1992.



# WASHOE COUNTY HEALTH DISTRICT AIR QUALITY MANAGEMENT DIVISION



Public Health  
Prevent. Promote. Protect.



In 2008, the Truckee Meadows was redesignated to an attainment area for the 8-hour CO NAAQS. The incremental benefits of the oxygenated fuels program have been diminishing as older, higher polluting vehicles are replaced with newer, cleaner vehicles. Federal incentives are also encouraging oxygenate in gasoline all year.

Year	Average Monthly Gasoline Oxygen Content (Weight %)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	3.52	3.29	1.86	ND	2.60	3.32	3.17	2.80	3.09	3.47	3.55	3.59
2011	3.49	1.73	2.92	2.08	3.24	2.52	3.09	2.99	2.93	3.56	3.61	3.53
2012	3.62	2.34	2.47	2.60	2.90	2.70	2.63	2.65	2.30	3.47	3.85	3.70

In May 2012, the WCDBOH directed Air Quality Management Division (AQMD) staff to research elimination of the oxygenated fuels program in Washoe County. Because of the low monitored CO concentrations and anticipated gasoline oxygen content, AQMD staff has determined that the Truckee Meadows will maintain the CO NAAQS with suspension of the oxygenated fuels regulation. No fiscal impact to industry or the public is anticipated.

If the revision to Section 040.095 is adopted, it will be submitted to EPA through the Nevada Division of Environmental Protection as a revision to the Truckee Meadows portion of the Nevada CO SIP. The oxygenated fuels program will also remain in the CO maintenance plan as a contingency measure should a violation of the NAAQS occur.



# WASHOE COUNTY HEALTH DISTRICT AIR QUALITY MANAGEMENT DIVISION



A notice of today's public hearing was published in the Reno Gazette-Journal on September 20, October 8, and October 21, 2013. This regulation has been available for public inspection at the AQMD website and office since September 20, 2013.

## **Recommended Motion**

I move to approve and adopt the revision to Washoe County District Board of Health Regulations Governing Air Quality Management Section 040.095 (Oxygen Content of Motor Vehicle Fuel) to suspend the oxygenated fuels regulation.

## **Alternatives**

The District Board of Health may:

1. Elect not to adopt the revision to Section 040.095; or
2. Continue this public hearing and direct staff to research some portion of the oxygenated fuels program and report back to the Board at a future meeting.

---

Charlene Albee, Acting Director  
Air Quality Management Division

CA:ylb



**040.095 OXYGEN CONTENT OF MOTOR VEHICLE FUEL** (Amended 9/23/92, 10/25/00, Revised 9/22/05,  
*Suspended 10/24/13*)

**SECTION A - GENERAL**

1. **PURPOSE:** To reduce carbon monoxide emissions from motor vehicles during the Oxygenated Fuels Program Period.
2. **APPLICABILITY:** The provisions of this Rule shall apply to any person supplying, selling, or introducing gasoline as a final product for fueling motor vehicles within Washoe County.

**SECTION B - DEFINITIONS:** For the purpose of this regulation, the following definition shall apply.

1. Oxygenated Fuels Program Period: The period from October 1 through January 31.

**SECTION C - STANDARDS**

1. During the Oxygenated Fuels Program Period, no gasoline may be supplied or sold by any person as a final product for fueling motor vehicles within Washoe County, sold at retail, sold to a private or municipal fleet for consumption, or introduced into a motor vehicle in Washoe County by any person, unless the gasoline has at least 2.7% oxygen content by weight.
2. The oxygenate Methyl Tertiary Butyl Ether (MTBE) must not contribute more than 0.05% oxygen by weight to the required 2.7% oxygen by weight (or not more than 0.30% MTBE by volume).
3. Gasoline dispensers shall be labeled in accordance with 40 CFR 80.35(a) and include the following:
  - a. Each gasoline pump stand from which oxygenated gasoline is dispensed at a retail outlet in the control area shall be affixed during the control period with a legible and conspicuous label which contains the following statement: "The gasoline dispensed from this pump is oxygenated and will reduce carbon monoxide pollution from motor vehicles".
  - b. The posting of the above statement shall be in block letters of no less than 20-point bold type, in a color contrasting with the intended background. The label shall be placed on the vertical surface of the pump on each side with gallonage and price meters and shall be on the upper two-thirds of the pump, clearly readable to the public.
  - c. The retailer shall be responsible for compliance with the labeling requirements of this Section.

**SECTION D – ADMINISTRATIVE REQUIREMENTS**

1. The Control Officer shall prepare a report to be filed with the Washoe County District Board of Health by May 1 of each year regarding the results of the oxygenated fuels program. This report shall include an analysis of costs and benefits, investigations of complaints, enforcement activity, and best estimates of air quality improvements resulting from the program.

**SECTION E – COMPLIANCE AND RECORDS**

1. Any person supplying or selling gasoline within Washoe County must retain fuel delivery invoices,



notes, or orders for gasoline. All fuel delivery invoices, notes, or orders for gasoline containing oxygenate shall clearly state the type of oxygenate used and the intended or estimated percent of oxygen content by weight or the intended or estimated percent of oxygenate content by volume.

2. The Control Officer may collect or require the submission of fuel samples, fuel delivery invoices, or information on oxygen content of gasoline to determine compliance with **Section C** of this Rule.
3. Records required by **Section E.1** of this Rule shall be maintained for a minimum of one (1) year and be made available to the Control Officer upon request.



# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

October 14, 2013

To: Members District Board of Health  
 From: Eileen Stickney  
 Subject: Health Fund Revenue and Expenditure Report for September 2013

**Recommendation**

Staff recommends that the District Board of Health accept the attached report of revenues and expenditures for the Health Fund for September 2013 of fiscal year 14.

**Background**

The attached reports are for the accounting period 3/14 and the percentages should approximate 25% of the year. The total revenues and expenditures for the current year (FY14) compared to last year (FY13) are as follows:

August 2013	FY14 – REV	FY13 – REV	FY14 – EXP	FY13 – EXP
GFTTrans In /Overhead	\$716,990.92 8%	-0-	\$724,508.49 25%	-0-
AHS	\$201,775.06 16%	\$179,962.03 15%	\$576,862.41 22%	\$607,298.02 23%
AQM	\$494,672.00 21%	\$274,467.50 12%	\$476,506.47 19%	\$749,079.41 26%
CCHS	\$194,264.96 9%	\$88,445.60 4%	\$1,041,018.71 22%	\$1,094,108.65 22%
EHS	\$343,954.61 17%	\$380,224.19 22%	\$1,315,812.25 23%	\$1,408,202.62 24%
EPHP	\$197,555.26 12%	\$388,900.62 21%	\$450,095.22 21%	\$550,278.31 23%
Adjustments				
<b>TOTAL</b>	<b>\$1,432,221.89</b> <b>15%</b>	<b>\$1,311,999.94</b> <b>14%</b>	<b>\$4,584,824.50</b> <b>22%</b>	<b>\$4,408,981.18</b> <b>21%</b>

The Environmental Oversight Account for September 2013 is \$108,315.91.

I would be happy to answer any questions of the Board during the meeting or you may contact me directly at 328-2417. Thank you.

*Eileen Stickney*  
 Administrative Health Services Officer

Enclosure

**Washoe County Health District  
REVENUE  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
422503 Environmental Permits	63,177.00-	15,171.00-	48,006.00-	24	51,500.00-	12,579.00-	38,921.00-	24
422504 Pool Permits	74,690.00-	9,114.00-	65,576.00-	12	68,000.00-	6,768.00-	61,232.00-	10
422505 RV Permits	13,306.00-	2,867.00-	10,439.00-	22	10,500.00-	2,200.00-	8,300.00-	21
422507 Food Service Permits	492,181.00-	105,072.00-	387,109.00-	21	369,000.00-	91,014.00-	277,986.00-	25
422508 Wat Well Const Perm	23,567.00-	10,928.00-	12,639.00-	46	20,000.00-	8,635.00-	11,365.00-	43
422509 Water Company Permits	3,200.00-	891.00-	2,309.00-	28	2,500.00-	261.00-	2,239.00-	10
422510 Air Pollution Permits	584,012.00-	133,728.00-	450,284.00-	23	448,037.00-	106,776.50-	341,260.50-	24
422511 ISDS Permits	66,522.00-	26,815.00-	39,707.00-	40	49,000.00-	13,927.00-	35,073.00-	28
422513 Special Event Permits	99,623.00-	40,609.00-	59,014.00-	41	79,000.00-	34,522.00-	44,478.00-	44
422514 Initial Applic Fee	35,226.00-	7,252.00-	27,974.00-	21	27,000.00-	6,526.00-	20,474.00-	24
* Licenses and Permits	1,455,504.00-	352,447.00-	1,103,057.00-	24	1,124,537.00-	283,208.50-	841,328.50-	25
431100 Federal Grants	5,189,582.05-	381,440.35-	4,808,141.70-	7	5,860,619.51-	544,219.57-	5,316,399.94-	9
431105 Federal Grants - Indirect	243,178.41-	15,918.45-	227,259.96-	7	125,376.00-	6,269.10-	119,106.90-	5
432100 State Grants	284,652.00-	185,180.21-	69,471.79-	73	281,857.00-	3,181.97-	278,675.03-	1
432310 Tire Fee NRS 444A.090	468,548.00-	63,664.65-	404,883.35-	14	418,766.00-	66,093.55-	352,672.45-	16
432311 Pol Ctrl 445B.830	300,000.00-	78,739.00-	221,261.00-	26	300,000.00-	79,864.00-	220,136.00-	27
* Intergovernmental	6,455,960.46-	724,942.66-	5,731,017.80-	11	6,986,618.51-	699,628.19-	6,286,990.32-	10
460162 Services to Other Agencies								
460500 Other Immunizations	89,000.00-	14,563.07-	74,436.93-	16	89,000.00-	19,405.00-	69,595.00-	22
460501 Medicaid Clinical Services	8,200.00-	334.25-	7,865.75-	4	36,200.00-	44.46	36,244.46-	0-
460503 Childhood Immunizations	20,000.00-	4,408.00-	15,592.00-	22	30,000.00-	6,531.00-	23,469.00-	22
460508 Tuberculosis	4,100.00-	1,144.24-	2,955.76-	28	4,100.00-	1,168.26-	2,931.74-	28
460509 Water Quality								
460510 IT Overlay	35,344.00-	10,245.00-	25,099.00-	29	113,400.00-	31,748.00-	81,652.00-	28
460511 Birth and Death Certificates	450,000.00-	114,205.00-	335,795.00-	25	400,000.00-	121,749.00-	278,251.00-	30
460512 Duplication Service Fees		33.96-	33.96			3.00-	3.00	
460513 Other Health Service Charges								
460514 Food Service Certification	19,984.00-	5,145.00-	14,839.00-	26	13,900.00-	3,765.00-	10,135.00-	27
460515 Medicare Reimbursement								
460516 Pgm Inc-3rd Prty Rec	1,750.00-	183.30-	1,566.70-	10	2,250.00-	2,250.00-	2,250.00-	1
460517 Influenza Immunization	7,000.00-	36.50-	6,963.50-	1	7,000.00-	65.00-	6,935.00-	24
460518 STD Fees	21,000.00-	5,656.78-	15,343.22-	27	23,000.00-	5,491.90-	17,508.10-	24
460519 Outpatient Services								
460520 Eng Serv Health	50,707.00-	12,736.00-	37,971.00-	25	44,000.00-	7,495.00-	36,505.00-	17
460521 Plan Review - Pools & Spas	3,816.00-	1,466.00-	2,350.00-	38	2,500.00-	530.00-	1,970.00-	21
460523 Plan Review - Food Services	18,765.00-	6,441.00-	12,324.00-	34	17,000.00-	5,630.00-	11,370.00-	33
460524 Family Planning	27,000.00-	9,349.84-	17,650.16-	35	44,000.00-	7,998.92-	36,001.08-	18
460525 Plan Review - Vector	36,021.00-	14,863.00-	21,158.00-	41	30,000.00-	9,447.00-	20,553.00-	31
460526 Plan Review-Air Quality	65,272.00-	6,919.00-	58,353.00-	11	40,000.00-	7,124.00-	32,876.00-	18
460527 NOE-AQM	113,934.00-	29,307.00-	84,627.00-	26	100,000.00-	23,049.00-	76,951.00-	23
460528 NESHAP-AQM	135,389.00-	22,100.00-	113,289.00-	16	84,000.00-	15,545.00-	68,454.00-	19
460529 Assessments-AQM	57,888.00-	12,958.00-	44,930.00-	22	41,000.00-	11,525.00-	29,475.00-	28
460530 Inspector Registr-AQ	14,655.00-	2,113.00-	12,542.00-	14	2,600.00-	2,838.00-	238.00-	109
460531 Dust Plan-Air Quality	187,690.00-	26,808.00-	160,882.00-	14	95,000.00-	27,745.00-	67,255.00-	29
460532 Plan Rvw Hotel/Motel Quick Start						322.00-	322.00	
460534 Child Care Inspection	10,560.00-	2,952.00-	7,608.00-	28	8,500.00-	2,728.00-	5,772.00-	32
460535 Pub Accomod Inspectn	22,540.00-	4,955.00-	17,585.00-	22	17,300.00-	4,080.00-	13,220.00-	24
460570 Education Revenue	2,900.00-	720.00-	2,180.00-	25	5,700.00-	264.00-	5,436.00-	5

**Washoe County Health District  
REVENUE  
Pds 1-3, FY14**

<b>Accounts</b>	<b>2014 Plan</b>	<b>2014 Actuals</b>	<b>Balance</b>	<b>Act%</b>	<b>2013 Plan</b>	<b>2013 Actual</b>	<b>Balance</b>	<b>Act%</b>
* Charges for Services	1,403,515.00-	309,642.94-	1,093,872.06-	22	1,253,150.00-	317,985.62-	935,164.38-	25
484050 Donations Federal Pgm Income	37,550.00-	10,397.93-	27,152.07-	28	41,934.00-	11,104.74-	30,829.26-	26
484195 Non-Gov'l Grants	88,263.36-	32,276.36-	55,987.00-	37	114,750.00-		114,750.00-	
484197 Non-Gov. Grants-Indirect	5,125.00-		5,125.00-					
485100 Reimbursements								
485110 Workers Comp Reimb						45.00-	45.00	
485121 Jury Reimbursements						27.89-	27.89	
485300 Other Misc Govt Rev	64,433.75-	2,515.00-	61,918.75-	4				
* Miscellaneous	195,372.11-	45,189.29-	150,182.82-	23	156,684.00-	11,177.63-	145,506.37-	7
** Revenue	9,510,351.57-	1,432,221.89-	8,078,129.68-	15	9,520,989.51-	1,311,999.94-	8,208,989.57-	14

**Washoe County Health District  
EXPENSE  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
701110 Base Salaries	9,184,929.10	2,082,024.96	7,102,904.14	23	9,442,227.37	2,194,374.42	7,247,852.95	23
701120 Part Time	565,939.67	99,443.12	466,496.55	18	529,904.89	130,943.99	398,960.90	25
701130 Pooled Positions	439,052.66	110,682.86	328,369.80	25	522,298.86	113,900.59	408,398.27	22
701140 Holiday Work	2,818.65	1,807.76	1,010.89	64	1,450.00	1,103.63	346.37	76
701150 xcContractual Wages								
701200 Incentive Longevity	165,403.00	524.59	164,878.41	0	158,292.00	494.22	157,797.78	0
701300 Overtime	66,703.00	18,598.49	48,104.51	28	50,325.11	19,639.16	30,685.95	39
701403 Shift Differential		100.00-	100.00				900.02	10
701406 Standby Pay			1,000.00		1,000.00	99.98		
701408 Call Back	1,000.00		1,000.00				52,986.54	
701412 Salary Adjustment	230,084.60-		230,084.60-		52,986.54	25,885.01	25,885.01-	
701413 Vac Payoff/Sick Pay-Term		15,517.87	15,517.87			16,569.07	16,569.07-	
701415 Physical Fitness Pay								
701417 Comp Time		3,012.29	3,012.29					
701419 Comp Time - Transfer		1,848.58	1,848.58					
701500 Merit Awards								
* Salaries and Wages	10,195,761.48	2,333,360.52	7,862,400.96	23	10,758,484.77	2,503,010.07	8,255,474.70	23
705210 Group Insurance	1,418,327.59	331,962.00	1,086,365.59	23	1,449,189.10	337,462.96	1,111,726.14	23
705215 Retirement	2,513,907.30	550,935.02	1,962,972.28	22	2,410,125.05	550,488.10	1,859,636.95	23
705230 Medicare April 1986	136,185.22	31,390.52	104,794.70	23	139,962.64	33,551.15	106,411.49	24
705320 Workmens Comp	66,138.03	16,534.53	49,603.50	25	64,187.41	15,983.16	48,204.25	25
705330 Unemploy Comp	15,179.22	3,794.85	11,384.37	25	15,533.45	15,533.45	10,656.00	100
705360 Benefit Adjustment					10,656.00			
705510 Severance Pay								
* Employee Benefits	4,149,737.36	934,616.92	3,215,120.44	23	4,089,653.65	953,018.82	3,136,634.83	23
710100 Professional Services	849,073.83	15,329.69	833,744.14	2	1,091,804.38	145,596.53	946,207.85	13
710105 Medical Services	9,173.00	1,788.00	7,385.00	19	9,264.00	857.50	8,406.50	9
710108 MD Consultants	46,950.00	9,325.00	37,625.00	20	46,900.00	9,325.00	37,575.00	20
710110 Contracted/Temp Services	53,500.03	11,629.06	41,870.97	22	71,051.00	6,433.01	64,617.99	9
710119 Subrecipient Payments								
710200 Service Contract	103,593.00	40,392.81	63,200.19	39	105,243.00	27,756.06	77,486.94	26
710205 Repairs and Maintenance	11,470.00	2,477.68	8,992.32	22	20,549.91	2,331.03	18,218.88	11
710210 Software Maintenance	15,636.00	12,000.00	3,636.00	77	16,200.00	13,920.00	2,280.00	86
710300 Operating Supplies	123,961.00	19,801.74	104,159.26	16	132,737.55	19,406.33	113,331.22	15
710302 Small Tools & Allow	10,685.00	229.96	10,455.04	2	3,685.00	343.91	3,685.00	17
710308 Animal Supplies	1,600.00	582.75	1,017.25	36	2,000.00		1,656.09	
710312 Special Dept Expense								
710319 Chemical Supplies	232,300.00	168,801.93	63,498.07	73	231,950.00	231,816.20	133.80	100
710325 Signs and Markers								
710334 Copy Machine Expense	27,247.00	5,368.03	21,878.97	20	28,274.89	5,444.31	22,830.58	19
710350 Office Supplies	39,673.50	5,587.83	34,085.67	14	44,171.01	8,857.79	35,313.22	20
710355 Books and Subscriptions	7,594.00	2,720.91	4,873.09	36	8,413.00	1,056.07	7,356.93	13
710360 Postage	21,830.00	3,941.45	17,888.55	18	21,954.00	4,612.58	17,341.42	21
710361 Express and Courier	685.00	47.88	637.12	7	610.75	275.66	335.09	45
710391 Fuel & Lube	100.00		100.00		100.00		100.00	

**Washoe County Health District  
EXPENSE  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710400 Payments to Other Agencies								
710412 Do Not Use								
710500 Other Expense	23,931.96	2,349.55	21,582.41	10	45,973.51	4,341.58	41,631.93	9
710502 Printing	30,270.00	3,608.62	26,661.38	12	31,499.00	2,211.72	29,287.28	7
710503 Licenses & Permits	7,887.00	670.00	7,217.00	8	8,870.00	2,512.39	6,357.61	28
710504 Registration								
710505 Rental Equipment	1,900.00		1,900.00		5,178.00	538.00	4,640.00	10
710506 Dept Insurance Deductible		33.86	33.86-			152.58	152.58-	
710507 Network and Data Lines	5,530.00	2,609.03	2,920.97	47	6,486.00	2,611.33	3,874.67	40
710508 Telephone Land Lines	42,359.00	9,279.84	33,079.16	22	46,535.00	9,130.51	37,404.49	20
710509 Seminars and Meetings	31,265.00	6,167.50	25,097.50	20	32,320.00	8,873.50	23,446.50	27
710512 Auto Expense	18,702.20	3,354.02	15,348.18	18	19,784.00	3,304.37	16,479.63	17
710514 Regulatory Assessments	11,920.00	5,960.00	5,960.00	50	11,920.00	5,960.00	5,960.00	50
710519 Cellular Phone	15,660.00	3,549.31	12,110.69	23	18,447.00	1,302.24	17,144.76	7
710524 Utility relocation		200.00	200.00-					
710529 Dues	10,756.01	1,600.00	9,156.01	15	11,926.00	4,517.00	7,409.00	38
710535 Credit Card Fees	11,925.00	3,693.23	8,231.77	31	11,455.00	3,091.46	8,363.54	27
710546 Advertising	41,770.00	1,264.00	40,506.00	3	44,728.86	10,180.00	34,548.86	23
710550 Small Differences		20.95	20.95-			14.17	14.17-	
710551 Cash Discounts Lost	25,500.00	200.41	25,299.59	1	3,000.00	1,247.97	1,752.03	42
710577 Uniforms & Special Clothing	62,228.75		62,228.75		71,077.00	71,077.00	71,077.00	
710585 Undesignated Budget	109,115.00	22,433.70	86,681.30	21	113,439.00	28,060.32	85,378.68	25
710600 LT Lease-Office Space								
710620 LT Lease-Equipment								
710703 Biologicals	246,790.79	77,227.00	169,563.79	31	249,583.98	41,626.67	207,957.31	17
710714 Referral Services	6,328.00		6,328.00		9,040.00	9,040.00	9,040.00	
710721 Outpatient	93,092.55	811.33	92,281.22	1	110,399.15	8,344.48	102,054.67	8
710872 Food Purchases	10,175.50	138.23	10,037.27	1	11,675.00	715.18	10,959.82	6
711010 Utilities	180.00		180.00		2,700.00	2,700.00	2,700.00	
711100 ESD Asset Management	47,436.00	12,328.00	35,108.00	26	17,040.00	4,104.00	12,936.00	24
711113 Equip Srv Replace	27,084.14	6,901.80	20,182.34	25	25,938.64	6,640.27	19,298.37	26
711114 Equip Srv O & M	46,868.56	11,906.51	34,962.05	25	42,163.13	12,748.66	29,414.47	30
711115 Equip Srv Motor Pool	16,741.00		16,741.00		18,346.00	18,346.00	18,346.00	
711117 ESD Fuel Charge	55,492.05	13,869.54	41,622.51	25	51,253.35	16,895.19	34,358.16	33
711119 Prop & Liab Billings	74,502.09	18,625.59	55,876.50	25	80,283.41	20,070.84	60,212.57	25
711210 Travel	231,811.03	21,876.09	209,934.94	9	251,954.25	21,566.00	230,388.25	9
711300 Cash Over Short		20.00	20.00-					
711399 ProCard in Process								
711400 Overhead - General Fund	2,898,034.00	724,508.49	2,173,525.51	25	2,553,372.00	94,866.88	2,553,372.00	
711504 Equipment nonCapital	112,098.36	32,107.50	79,990.86	29	155,955.08	61,088.20	61,088.20	61
* Services and Supplies	5,872,425.35	1,287,338.82	4,585,086.53	22	5,897,250.85	793,659.29	5,103,591.56	13
781004 Equipment Capital	231,954.82	29,508.24	202,446.58	13	397,107.01	159,293.00	237,814.01	40
781007 Vehicles Capital	100,000.00		100,000.00					
* Capital Outlay	331,954.82	29,508.24	302,446.58	9	397,107.01	159,293.00	237,814.01	40
** Expenses	20,549,879.01	4,584,824.50	15,965,054.51	22	21,142,496.28	4,408,981.18	16,733,515.10	21
485196 Insur Reimb-F/A Loss								

Washoe County Health District  
EXPENSE  
Pds 1-3, FY14

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
* Other Fin. Sources								
621001 Transfer From General	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
* Transfers In	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
811001 Transfer to General								
818000 Transfer to Intrafund								
* Transfers Out	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
** Other Financing Src/Use	2,435,636.44	2,435,611.69	24.75	100	2,997,615.77	3,096,981.24	99,365.47-	103
*** Total								



**Washoe County Health District  
Administrative Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
431100 Federal Grants	1,109,048.06-	169,498.70-	939,549.36-	15	1,109,658.25-	179,962.03-	929,696.22-	16
431105 Federal Grants - Indirect	1,921.50-		1,921.50-					
* Intergovernmental	1,110,969.56-	169,498.70-	941,470.86-	15	1,109,658.25-	179,962.03-	929,696.22-	16
460511 Birth and Death Certificates								
460512 Duplication Service Fees								
* Charges for Services								
484195 Non-Gov't'l Grants	88,263.36-	32,276.36-	55,987.00-	37	114,750.00-		114,750.00-	
484197 Non-Gov. Grants-Indirect	5,125.00-		5,125.00-					
485100 Reimbursements								
485300 Other Misc Govt Rev	62,228.75-		62,228.75-					
* Miscellaneous	155,617.11-	32,276.36-	123,340.75-	21	114,750.00-	179,962.03-	114,750.00-	15
** Revenue	1,266,586.67-	201,775.06-	1,064,811.61-	16	1,224,408.25-	383,206.24	1,044,446.22-	24
701110 Base Salaries	1,610,653.89	370,246.60	1,240,407.29	23	1,620,335.85		1,237,129.61	24
701120 Part Time								
701130 Pooled Positions	5,000.00	2,658.41	2,341.59	53	5,000.00	5,457.25	457.25-	109
701140 Holiday Work								
701200 Incentive Longevity	33,265.00		33,265.00		30,755.00	57.70	30,697.30	0
701300 Overtime	1,200.00	1,187.29	12.71	99	1,200.00	364.60	835.40	30
701412 Salary Adjustment	3,642.80		3,642.80		10,554.54		10,554.54	
701413 Vac Payoff/Sick Pay-Term								
701417 Comp Time		2,805.87	2,805.87-			3,173.40	3,173.40-	
701419 Comp Time - Transfer		1,848.58	1,848.58-			18.92	18.92-	
701500 Merit Awards								
* Salaries and Wages	1,653,761.69	378,746.75	1,275,014.94	23	1,667,845.39	392,278.11	1,275,567.28	24
705110 Group Insurance	258,484.26	61,295.43	197,188.83	24	254,302.59	60,417.94	193,884.65	24
705210 Retirement	421,998.67	91,662.59	330,336.08	22	384,397.43	91,035.02	293,362.41	24
705215 Retirement Calculation								
705230 Medicare April 1986	22,856.87	5,120.76	17,736.11	22	22,639.74	5,427.24	17,212.50	24
705320 Workmens Comp	11,691.26	2,922.84	8,768.42	25	11,339.00	2,834.76	8,504.24	25
705330 Unemploy Comp	2,683.24	670.81	2,012.43	25	2,755.00	2,755.00		100
705510 Severance Pay								
* Employee Benefits	717,714.30	161,672.43	556,041.87	23	675,433.76	162,469.96	512,963.80	24
710100 Professional Services	36,743.00	3,750.00	32,993.00	10	45,500.00	12,510.78	32,989.22	27
710105 Medical Services	150.00	81.00	69.00	54	350.00	26.00	324.00	7
710108 MD Consultants								
710200 Service Contract	500.00	1.25	498.75	0	1,500.00		1,500.00	
710205 Repairs and Maintenance	200.00	65.00	135.00	33	400.00	80.00	320.00	20
710300 Operating Supplies	9,397.00	3,818.06	5,578.94	41	9,100.00	2,040.68	7,059.32	22
710312 Special Dept Expense								
710334 Copy Machine Expense	3,500.00	1,732.38	1,767.62	49	4,500.00	1,134.35	3,365.65	25
710350 Office Supplies	10,963.50	1,388.75	9,574.75	13	9,993.00	3,552.93	6,440.07	36
710355 Books and Subscriptions	1,000.00	1,129.98	129.98-	113	1,000.00	24.94	975.06	2
710360 Postage	1,680.00	144.16	1,535.84	9	1,625.00	244.21	1,380.79	15
710361 Express and Courier	100.00	100.00	100.00		100.00	7.64	92.36	8
710500 Other Expense	1,600.00	226.10	1,373.90	14	1,600.00	284.90	1,315.10	18
710502 Printing	4,480.00		4,480.00		4,780.00	19.75	4,760.25	0
710503 Licenses & Permits	1,992.00	255.00	1,737.00	13	2,340.00	390.00	1,950.00	17
710507 Network and Data Lines	630.00	158.77	471.23	25	630.00	116.22	513.78	18
710508 Telephone Land Lines	9,580.00	2,090.71	7,489.29	22	10,080.00	1,870.36	8,209.64	19

Washoe County Health District  
 Administrative Health Services  
 Pds 1-3, FY14

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710509 Seminars and Meetings	2,800.00	752.50	2,047.50	27	5,300.00	1,511.50	3,788.50	29
710512 Auto Expense	2,336.00	295.41	2,040.59	13	3,336.00	598.85	2,737.15	18
710519 Cellular Phone	1,520.00	132.87	1,387.13	9	1,470.00	218.46	1,251.54	15
710529 Dues	4,030.02		4,030.02		2,850.00	2,485.00	365.00	87
710546 Advertising	150.00		150.00				150.00	
710551 Cash Discounts Lost								
710585 Undesignated Budget								
710600 LT Lease-Office Space	67,464.00	12,323.70	55,140.30	18	71,788.00	17,950.32	53,837.68	25
710872 Food Purchases	2,725.50		2,725.50		2,725.00		2,725.00	
711010 Utilities					1,000.00		1,000.00	
711100 ESD Asset Management						36.56	36.56-	
711114 Equip Srv O & M								
711115 Equip Srv Motor Pool								
711117 ESD Fuel Charge	13,169.78	3,292.44	9,877.34	25	14,239.00	3,559.77	10,679.23	25
711119 Prop & Liab Billings	36,428.55	4,785.15	31,643.40	13	41,165.00	1,121.68	40,043.32	3
711210 Travel		20.00	20.00-					
711300 Cash Over Short	3,456.01		3,456.01		4,275.00	2,765.05	1,509.95	65
711504 Equipment nonCapital	216,595.36	36,443.23	180,152.13	17	241,796.00	52,549.95	189,246.05	22
* Services and Supplies	2,588,071.35	576,862.41	2,011,208.94	22	2,585,075.15	607,298.02	1,977,777.13	23
** Expenses								
818000 Transfer to Intrafund								
** Other Financing Src/Use								
*** Total	1,321,484.68	375,087.35	946,397.33	28	1,360,666.90	427,335.99	933,330.91	31

**Washoe County Health District  
Air Quality Management  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
422510 Air Pollution Permits	584,012.00-	133,728.00-	450,284.00-	23	448,037.00-	106,776.50-	341,260.50-	24
* Licenses and Permits	584,012.00-	133,728.00-	450,284.00-	23	448,037.00-	106,776.50-	341,260.50-	24
431100 Federal Grants	708,173.00-		708,173.00-		912,531.00-		912,531.00-	
431105 Federal Grants - Indirect	29,372.00-		29,372.00-		30,224.00-		30,224.00-	
432100 State Grants	182,000.00-	182,000.00-		100	182,000.00-		182,000.00-	
432311 Pol Ctrf 445B.830	300,000.00-	78,739.00-	221,261.00-	26	300,000.00-	79,864.00-	220,136.00-	27
* Intergovernmental	1,219,545.00-	260,739.00-	958,806.00-	21	1,424,755.00-	79,864.00-	1,344,891.00-	6
460513 Other Health Service Charges								
460526 Plan Review-Air Quality	65,272.00-	6,919.00-	58,353.00-	11	40,000.00-	7,124.00-	32,876.00-	18
460527 NOE-AQM	113,934.00-	29,307.00-	84,627.00-	26	100,000.00-	23,049.00-	76,951.00-	23
460528 NESHAP-AQM	135,389.00-	22,100.00-	113,289.00-	16	84,000.00-	15,546.00-	68,454.00-	19
460529 Assessments-AQM	57,888.00-	12,958.00-	44,930.00-	22	41,000.00-	11,525.00-	29,475.00-	28
460530 Inspector Registr-AQ	14,655.00-	2,113.00-	12,542.00-	14	2,600.00-	2,838.00-	238.00	109
460531 Dust Plan-Air Quality	187,690.00-	26,808.00-	160,882.00-	14	95,000.00-	27,745.00-	67,255.00-	29
* Charges for Services	574,828.00-	100,205.00-	474,623.00-	17	362,600.00-	87,827.00-	274,773.00-	24
485300 Other Misc Govt Rev								
* Miscellaneous								
** Revenue	2,378,385.00-	494,672.00-	1,883,713.00-	21	2,235,392.00-	274,467.50-	1,960,924.50-	12
701110 Base Salaries	1,275,216.35	286,910.08	988,306.27	22	1,345,462.49	311,912.00	1,033,550.49	23
701130 Pooled Positions	17,646.29	1,558.54	16,087.75	9	93,151.68	3,251.63	89,900.05	3
701140 Holiday Work	418.65		418.65		250.00	87.14	162.86	35
701150 xcContractual Wages								
701200 Incentive Longevity	20,530.00	198.45	20,331.55	1	19,210.00	2,092.06	19,210.00	21
701300 Overtime	3,400.00	550.60	2,849.40	16	10,045.11		7,953.05	
701408 Call Back								
701412 Salary Adjustment								
701413 Vac Payoff/Sick Pay-Term		14,058.02	14,058.02-					
701417 Comp Time		89.29	89.29-					
701500 Merit Awards								
* Salaries and Wages	1,317,211.29	303,364.98	1,013,846.31	23	1,468,119.28	317,342.83	1,150,776.45	22
705110 Group Insurance	176,696.79	42,947.01	133,749.78	24	172,127.11	36,847.28	135,279.83	21
705210 Retirement	332,632.51	72,352.68	260,279.83	22	324,109.95	74,029.02	250,080.93	23
705230 Medicare April 1986	18,136.32	4,194.30	13,942.02	23	19,385.69	4,460.55	14,925.14	23
705320 Workmens Comp	8,275.26	2,068.83	6,206.43	25	7,585.40	1,896.36	5,689.04	25
705330 Unemply Comp	1,899.24	474.82	1,424.42	25	1,843.00	1,843.00		100
* Employee Benefits	537,640.12	122,037.64	415,602.48	23	525,051.15	119,076.21	405,974.94	23
710100 Professional Services	396,190.26	2,229.15	393,961.11	1	385,103.78	55,776.00	329,327.78	14
710105 Medical Services	1,525.00		1,525.00		1,416.00	693.50	722.50	49
710200 Service Contract	1,600.00		1,600.00		500.00		500.00	
710205 Repairs and Maintenance	1,000.00	722.02	277.98	72	10,741.91	2,101.03	8,640.88	20
710210 Software Maintenance	3,386.00		3,386.00		4,200.00	4,170.00	30.00	99
710300 Operating Supplies	1,000.00	288.55	711.45	29	11,079.55	7,149.34	3,930.21	65
710334 Copy Machine Expense	4,400.00	721.33	3,678.67	16	4,400.00	722.07	3,677.93	16
710350 Office Supplies	3,500.00	767.98	2,732.02	22	4,000.00	892.30	3,107.70	22
710355 Books and Subscriptions	100.00	288.03	188.03-	288	224.00	289.23	65.23-	129
710360 Postage	3,000.00	965.18	2,034.82	32	2,900.00	765.48	2,134.52	26
710361 Express and Courier	75.00		75.00		80.75	191.50	110.75-	237
710500 Other Expense	100.00	1,309.10	1,209.10-	1,309	100.00	400.03	100.00	50
710502 Printing	800.00	232.97	567.03	29	800.00		399.97	

**Washoe County Health District  
Air Quality Management  
Pds 1-3, FY14**

<b>Accounts</b>	<b>2014 Plan</b>	<b>2014 Actuals</b>	<b>Balance</b>	<b>Act%</b>	<b>2013 Plan</b>	<b>2013 Actual</b>	<b>Balance</b>	<b>Act%</b>
710503 Licenses & Permits					135.00	232.39	97.39-	172
710505 Rental Equipment	1,800.00		1,800.00		1,800.00		1,800.00	
710506 Dept Insurance Deductible		33.86	33.86-					
710507 Network and Data Lines		1,440.00	1,440.00-			1,315.00	1,315.00-	16
710508 Telephone Land Lines	5,500.00	927.07	4,572.93	17	6,500.00	1,062.55	5,437.45	30
710509 Seminars and Meetings					3,005.00	914.00	2,091.00	1
710512 Auto Expense	500.00	141.26	358.74	28	1,000.00	11.66	988.34	7
710519 Cellular Phone	4,700.00	926.34	3,773.66	20	4,700.00	328.89	4,371.11	17
710529 Dues	3,250.00	300.00	2,950.00	9	4,435.00	740.00	3,695.00	37
710535 Credit Card Fees	2,300.00	929.66	1,370.34	40	1,600.00	592.04	1,007.96	1,018
710546 Advertising	1,650.00	904.00	746.00	55	1,000.00	10,180.00	9,180.00-	
710550 Small Differences								
710577 Uniforms & Special Clothing	100.00	200.41	100.41-	200	1,100.00	1,247.97	147.97-	113
710585 Undesignated Budget	25,879.62		25,879.62					
710600 LT Lease-Office Space								
710721 Outpatient								
711100 ESD Asset Management	6,432.00	2,010.00	4,422.00	31	2,592.00	648.00	1,944.00	25
711113 Equip Srv Replace	9,523.78	2,381.34	7,142.44	25	8,499.58	2,380.56	6,119.02	28
711114 Equip Srv O & M	11,981.33	2,870.23	9,111.10	24	10,384.74	2,666.53	7,718.21	26
711115 Equip Srv Motor Pool								
711117 ESD Fuel Charge	12,156.58	2,493.54	9,663.04	21	10,687.05	2,958.55	7,728.50	28
711119 Prop & Liab Billings	9,321.78	2,330.46	6,991.32	25	9,525.40	2,381.34	7,144.06	25
711210 Travel	34,419.48	1,438.65	32,980.83	4	36,088.25	7,517.83	28,570.42	21
711300 Cash Over Short								
711399 ProCard in Process								
711504 Equipment nonCapital	11,800.35	506.98	11,293.37	4	37,117.08	45,039.58	7,922.50-	121
* Services and Supplies	557,991.18	27,358.11	530,633.07	5	565,715.09	153,367.37	412,347.72	27
781004 Equipment Capital	151,576.82	23,745.74	127,831.08	16	342,770.01	159,293.00	183,477.01	46
* Capital Outlay	151,576.82	23,745.74	127,831.08	16	342,770.01	159,293.00	183,477.01	46
** Expenses	2,564,419.41	476,506.47	2,087,912.94	19	2,901,655.53	749,079.41	2,152,576.12	26
818000 Transfer to Intrafund								
** Other Financing Src/Use								
*** Total	186,034.41	18,165.53-	204,199.94	10-	666,263.53	474,611.91	191,651.62	71

**Washoe County Health District  
Community and Clinical Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
431100 Federal Grants	1,890,000.86-	135,384.76-	1,754,616.10-	7	2,131,855.53-	33,357.38-	2,098,498.15-	2
431105 Federal Grants - Indirect	92,460.00-	9,125.08-	83,334.92-	10	15,300.00-		15,300.00-	
432100 State Grants	22,652.00-	3,180.21-	19,471.79-	14	24,857.00-	3,181.97-	21,675.03-	13
* Intergovernmental	2,005,112.86-	147,690.05-	1,857,422.81-	7	2,172,012.53-	36,539.35-	2,135,473.18-	2
460162 Services to Other Agencies								
460500 Other Immunizations	89,000.00-	14,563.07-	74,436.93-	16	89,000.00-	19,405.00-	69,595.00-	22
460501 Medicaid Clinical Services	8,200.00-	334.25-	7,865.75-	4	36,200.00-	44.46	36,244.46-	0-
460503 Childhood Immunizations	20,000.00-	4,408.00-	15,592.00-	22	30,000.00-	6,531.00-	23,469.00-	22
460508 Tuberculosis	4,100.00-	1,144.24-	2,955.76-	28	4,100.00-	1,168.26-	2,931.74-	28
460515 Medicare Reimbursement								
460516 Pgm Inc-3rd Prty Rec	1,750.00-	183.30-	1,566.70-	10	2,250.00-		2,250.00-	
460517 Influenza Immunization	7,000.00-	36.50-	6,963.50-	1	7,000.00-	65.00-	6,935.00-	1
460518 STD Fees	21,000.00-	5,656.78-	15,343.22-	27	23,000.00-	5,491.90-	17,508.10-	24
460519 Outpatient Services								
460524 Family Planning	27,000.00-	9,349.84-	17,650.16-	35	44,000.00-	7,998.92-	36,001.08-	18
460570 Education Revenue	2,400.00-	486.00-	1,914.00-	20	4,500.00-	158.00-	4,342.00-	4
* Charges for Services	180,450.00-	36,161.98-	144,288.02-	20	240,050.00-	40,773.62-	199,276.38-	17
484050 Donations Federal Pgm Income	37,550.00-	10,397.93-	27,152.07-	28	41,934.00-	11,104.74-	30,829.26-	26
484195 Non-Govt'l Grants								
485110 Workers Comp Reimb								
485300 Other Misc Govt Rev								
* Miscellaneous	2,205.00-	15.00-	2,190.00-	1		27.89-	27.89	
** Revenue	39,755.00-	10,412.93-	29,342.07-	26	41,934.00-	11,132.63-	30,801.37-	27
701110 Base Salaries	2,225,317.86-	194,264.96-	2,031,052.90-	9	2,453,996.53-	88,445.60-	2,365,550.93-	4
701120 Part Time	2,046,242.25	475,939.30	1,570,302.95	23	2,237,201.94	521,177.94	1,716,024.00	23
701130 Pooled Positions	541,787.10	94,176.97	447,610.13	17	505,752.32	124,400.78	381,351.54	25
701140 Holiday Work	213,312.33	63,781.62	149,530.71	30	175,944.41	54,318.59	121,625.82	31
701150 xcContractual Wages						108.90	108.90-	
701200 Incentive Longevity	47,486.00		47,486.00		48,012.00	148.06	47,863.94	0
701300 Overtime	1,280.00	38.50	1,241.50	3	1,280.00	255.57	1,024.43	20
701403 Shift Differential								
701406 Standby Pay		100.00-	100.00					
701412 Salary Adjustment	34,459.06-		34,459.06-		75.00-		75.00-	
701413 Vac Payoff/Sick Pay-Term								
701415 Physical Fitness Pay								
701417 Comp Time								
701419 Comp Time - Transfer								
701500 Merit Awards								
* Salaries and Wages	2,815,648.62	633,836.39	2,181,812.23	23	2,968,115.67	713,947.72	2,254,167.95	24
705110 Group Insurance	414,555.78	90,324.05	324,231.73	22	433,968.28	102,731.78	331,236.50	24
705210 Retirement	651,180.47	145,080.02	506,100.45	22	658,011.56	153,092.15	504,919.41	23
705230 Medicare April 1986	34,770.23	8,202.99	26,567.24	24	36,909.75	9,342.73	27,567.02	25
705320 Workmens Comp	18,911.83	4,272.94	14,638.89	25	18,435.65	4,608.90	13,826.75	25
705330 Unemply Comp	4,340.42	1,085.13	3,255.29	25	4,479.25	4,479.25		100
* Employee Benefits	1,123,758.73	249,420.13	874,338.60	22	1,151,804.49	274,254.81	877,549.68	24
710100 Professional Services	66,232.00	4,529.99	61,702.11	7	75,150.71	4,214.81	70,935.90	6
710105 Medical Services	850.00	42.00	808.00	5	850.00	28.00	822.00	3
710108 MD Consultants	46,950.00	9,325.00	37,625.00	20	46,900.00	9,325.00	37,575.00	20
710110 Contracted/Temp Services	1,000.00	4,267.41	3,267.41-	427	1,000.00		1,000.00	
710119 Subrecipient Payments								
710200 Service Contract	3,798.00	2,448.80	1,349.20	64	6,048.00	2,436.67	3,611.33	40

**Washoe County Health District  
Community and Clinical Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710205 Repairs and Maintenance	3,770.00	1,615.66	2,154.34	43	3,800.00		3,800.00	
710210 Software Maintenance								
710300 Operating Supplies	72,402.00	8,294.70	64,107.30	11	76,719.00	6,649.91	70,069.09	9
710334 Copy Machine Expense	14,497.00	2,459.05	12,037.95	17	13,847.00	2,631.20	11,215.80	19
710350 Office Supplies	12,360.00	1,108.72	11,251.28	9	13,520.01	1,569.34	11,950.67	12
710355 Books and Subscriptions	2,250.00	55.00	2,195.00	2	2,060.00	399.00	1,661.00	19
710360 Postage	3,600.00	567.84	3,032.16	16	4,490.00	1,033.17	3,456.83	23
710361 Express and Courier	285.00	47.88	237.12	17	245.00	71.00	174.00	29
710412 Do Not Use								
710500 Other Expense	14,595.96	715.35	13,880.61	5	30,602.51	3,898.88	26,703.63	13
710502 Printing	10,000.00	2,370.94	7,629.06	24	9,675.00	1,470.42	8,204.58	15
710503 Licenses & Permits	3,055.00	415.00	2,640.00	14	3,555.00	1,890.00	1,665.00	53
710504 Registration								
710505 Rental Equipment								
710506 Dept Insurance Deductible								
710507 Network and Data Lines	2,080.00	420.83	1,659.17	20	2,560.00	152.58	152.58-	31
710508 Telephone Land Lines	13,229.00	3,056.70	10,172.30	23	13,975.00	785.88	1,774.12	21
710509 Seminars and Meetings	5,650.00	1,916.00	3,734.00	34	4,750.00	2,960.79	11,014.21	66
710512 Auto Expense	13,566.20	2,641.48	10,924.72	19	13,318.00	3,147.00	1,603.00	17
710519 Cellular Phone	360.00	349.63	10.37	97	540.00	2,204.73	11,113.27	3
710524 Utility relocation		200.00	200.00-			18.28	521.72	
710529 Dues	800.00	1,050.00	250.00-	131	1,350.00	550.00	800.00	41
710535 Credit Card Fees	3,215.00	606.37	2,608.63	19	3,245.00	626.35	2,618.65	19
710546 Advertising	26,845.00	360.00	26,485.00	1	34,903.86		34,903.86	
710551 Cash Discounts Lost								
710577 Uniforms & Special Clothing	200.00		200.00		200.00		200.00	
710585 Undesignated Budget								
710703 Biologicals	243,370.00	77,031.80	166,338.20	32	15,300.00	41,626.67	15,300.00	17
710714 Referral Services	6,328.00		6,328.00		246,163.19		204,536.52	
710721 Outpatient	90,957.55	781.13	90,176.42	1	9,040.00	7,764.00	9,040.00	7
710872 Food Purchases	6,450.00	138.23	6,311.77	2	108,264.15	715.18	100,500.15	11
711010 Utilities					6,550.00		5,834.82	
711100 ESD Asset Management	1,608.00	268.00	1,340.00	17	1,700.00	72.00	1,700.00	25
711114 Equip Srv O & M	546.37	159.03	387.34	29	288.00	133.15	216.00	24
711115 Equip Srv Motor Pool					550.44		417.29	
711117 ESD Fuel Charge	711.35	246.74	464.61	35	711.35	212.24	499.11	30
711119 Prop & Liab Billings	21,303.49	5,325.90	15,977.59	25	23,150.65	5,787.63	17,363.02	25
711210 Travel	33,713.00	8,254.62	25,458.38	24	28,184.00	3,343.24	24,840.76	12
711399 ProCard in Process								
711504 Equipment nonCapital	5,850.00	10,929.99	5,079.99-	187	6,530.00	189.00	6,341.00	3
* Services and Supplies	732,427.92	151,999.69	580,428.23	21	809,735.87	105,906.12	703,829.75	13
781004 Equipment Capital	30,378.00	5,762.50	24,615.50	19	17,000.00		17,000.00	
* Capital Outlay	30,378.00	5,762.50	24,615.50	19	17,000.00		17,000.00	
** Expenses	4,702,213.27	1,041,018.71	3,661,194.56	22	4,946,656.03	1,094,108.65	3,852,547.38	22
811001 Transfer to General								
818000 Transfer to Intrafund								
** Other Financing Src/Use								
*** Total	2,476,895.41	846,753.75	1,630,141.66	34	2,492,659.50	1,005,663.05	1,486,996.45	40



**Washoe County Health District  
Environmental Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
422503 Environmental Permits	63,177.00-	15,171.00-	48,006.00-	24	51,500.00-	12,579.00-	38,921.00-	24
422504 Pool Permits	74,690.00-	9,114.00-	65,576.00-	12	68,000.00-	6,768.00-	61,232.00-	10
422505 RV Permits	13,306.00-	2,867.00-	10,439.00-	22	10,500.00-	2,200.00-	8,300.00-	21
422507 Food Service Permits	492,181.00-	105,072.00-	387,109.00-	21	369,000.00-	91,014.00-	277,986.00-	25
422508 Wat Well Const Perm	23,567.00-	10,928.00-	12,639.00-	46	20,000.00-	8,635.00-	11,365.00-	43
422509 Water Company Permits	3,200.00-	891.00-	2,309.00-	28	2,500.00-	261.00-	2,239.00-	10
422511 ISDS Permits	66,522.00-	26,815.00-	39,707.00-	40	49,000.00-	13,927.00-	35,073.00-	28
422513 Special Event Permits	99,623.00-	40,609.00-	59,014.00-	41	79,000.00-	34,522.00-	44,478.00-	44
422514 Initial Applic Fee	35,226.00-	7,252.00-	27,974.00-	21	27,000.00-	6,526.00-	20,474.00-	24
* Licenses and Permits	871,492.00-	218,719.00-	652,773.00-	25	676,500.00-	176,432.00-	500,068.00-	26
431100 Federal Grants	362,198.04-		362,198.04-		340,000.00-	70,017.64-	269,982.36-	21
431105 Federal Grants - Indirect	27,470.00-		27,470.00-					
432100 State Grants	50,000.00-		50,000.00-		75,000.00-		75,000.00-	
432310 Tire Fee NRS 444A.090	468,548.00-	63,664.65-	404,883.35-	14	418,766.00-	66,093.55-	352,672.45-	16
* Intergovernmental	908,216.04-	63,664.65-	844,551.39-	7	833,766.00-	136,111.19-	697,654.81-	16
460509 Water Quality								
460510 IT Overlay	35,344.00-	10,245.00-	25,099.00-	29	113,400.00-	31,748.00-	81,652.00-	28
460512 Duplication Service Fees		33.96-	33.96			3.00-	3.00	
460513 Other Health Service Charges								
460514 Food Service Certification	19,984.00-	5,145.00-	14,839.00-	26	2,700.00-	1,782.00-	918.00-	66
460520 Eng Serv Health	50,707.00-	12,736.00-	37,971.00-	25	44,000.00-	7,495.00-	36,505.00-	17
460521 Plan Review - Pools & Spas	3,816.00-	1,466.00-	2,350.00-	38	2,500.00-	530.00-	1,970.00-	21
460523 Plan Review - Food Services	18,765.00-	6,441.00-	12,324.00-	34	17,000.00-	5,630.00-	11,370.00-	33
460525 Plan Review - Vector	36,021.00-	14,863.00-	21,158.00-	41	30,000.00-	9,447.00-	20,553.00-	31
460532 Plan Rvw Hotel/Motel						322.00-	322.00	
460533 Quick Start								
460534 Child Care Inspection	10,560.00-	2,952.00-	7,608.00-	28	8,500.00-	2,728.00-	5,772.00-	32
460535 Pub Accomod Inspectn	22,540.00-	4,955.00-	17,585.00-	22	17,300.00-	4,080.00-	13,220.00-	24
460570 Education Revenue	500.00-	234.00-	266.00-	47	1,200.00-	106.00-	1,094.00-	9
* Charges for Services	198,237.00-	59,070.96-	139,166.04-	30	250,500.00-	67,636.00-	182,864.00-	27
485100 Reimbursements								
485121 Jury Reimbursements		2,500.00-	2,500.00			45.00-	45.00	
485300 Other Misc Govt Rev								
* Miscellaneous	1,977,945.04-	343,954.61-	1,633,990.43-	17	1,760,766.00-	380,224.19-	1,380,541.81-	22
** Revenue	2,975,071.19	660,950.84	2,314,120.35	22	3,018,372.82	702,622.66	2,315,750.16	23
701110 Base Salaries	200,194.04	38,916.76	161,277.28	19	236,872.77	42,016.36	194,856.41	18
701130 Pooled Positions	2,400.00	1,807.76	592.24	75	1,200.00	907.59	292.41	76
701140 Holiday Work								
701150 xcContractual Wages								
701200 Incentive Longevity	50,500.00		50,500.00		50,800.00	288.46	50,511.54	1
701300 Overtime	59,123.00	15,774.28	43,348.72	27	36,600.00	16,811.02	19,788.98	46
701406 Standby Pay					1,000.00	99.98	900.02	10
701408 Call Back	1,000.00		1,000.00					
701412 Salary Adjustment	199,268.34-		199,268.34-					
701413 Vac Payoff/Sick Pay-Term						16,198.28	16,198.28-	
701415 Physical Fitness Pay								
701417 Comp Time						9,525.60	9,525.60-	
701500 Merit Awards								



**Washoe County Health District  
Environmental Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
* Salaries and Wages	3,089,019.89	717,449.64	2,371,570.25	23	3,344,845.59	788,469.95	2,556,375.64	24
705110 Group Insurance	411,488.13	99,690.52	311,797.61	24	434,110.13	100,626.78	333,483.35	23
705210 Retirement	776,699.80	168,585.02	608,114.78	22	728,879.94	166,928.27	561,951.67	23
705230 Medicare April 1986	41,720.32	9,674.49	32,045.83	23	41,940.99	10,364.78	31,576.21	25
705320 Workmens Comp	19,168.03	4,792.02	14,376.01	25	18,838.38	4,709.61	14,128.77	25
705330 Unemploy Comp	4,399.22	1,099.81	3,299.41	25	4,577.10	4,577.10		100
* Employee Benefits	1,253,475.50	283,841.86	969,633.64	23	1,228,346.54	287,206.54	941,140.00	23
710100 Professional Services	217,318.30	3,235.00	214,083.30	1	325,401.67	3,530.00	321,871.67	1
710105 Medical Services	6,548.00	1,665.00	4,883.00	25	6,548.00	110.00	6,438.00	2
710110 Contracted/Temp Services	35,000.03	4,389.22	30,610.81	13	65,000.00	2,444.53	62,555.47	4
710200 Service Contract	95,300.00	35,004.01	60,295.99	37	95,300.00	22,754.47	72,545.53	24
710205 Repairs and Maintenance	5,500.00		5,500.00		4,600.00	150.00	4,450.00	3
710210 Software Maintenance	250.00		250.00					
710300 Operating Supplies	25,650.00	8,683.86	16,966.14	34	20,100.00	3,566.40	16,533.60	18
710302 Small Tools & Allow	10,685.00	229.96	10,455.04	2	3,685.00		3,685.00	
710308 Animal Supplies	1,600.00	582.75	1,017.25	36	2,000.00	343.91	1,656.09	17
710319 Chemical Supplies	232,300.00	168,801.93	63,498.07	73	231,950.00	231,816.20	133.80	100
710325 Signs and Markers								
710334 Copy Machine Expense	1,900.00	62.33	1,837.67	3	2,250.00	413.14	1,836.86	18
710350 Office Supplies	6,250.00	926.11	5,323.89	15	9,100.00	1,150.56	7,949.44	13
710355 Books and Subscriptions	2,100.00	532.00	1,568.00	25	2,400.00	119.00	2,281.00	5
710360 Postage	10,600.00	1,829.87	8,770.13	17	9,775.00	1,908.71	7,866.29	20
710361 Express and Courier	175.00		175.00		175.00		175.00	
710391 Fuel & Lube	100.00		100.00		100.00		100.00	
710500 Other Expense	200.00	49.00	151.00	25	8,300.00	157.80	8,142.20	2
710502 Printing	12,600.00	383.34	12,216.66	3	11,525.00	203.70	11,321.30	2
710503 Licenses & Permits	2,690.00		2,690.00		2,690.00		2,690.00	
710505 Rental Equipment								
710506 Dept Insurance Deductible	2,220.00	339.54	1,880.46	15	2,500.00	348.66	2,151.34	14
710507 Network and Data Lines	8,960.00	2,095.89	6,864.11	23	9,710.00	2,153.00	7,557.00	22
710508 Telephone Land Lines	16,515.00	2,474.00	14,041.00	15	13,415.00	1,394.00	12,021.00	10
710509 Seminars and Meetings	50.00		50.00		100.00		100.00	
710512 Auto Expense	11,920.00	5,960.00	5,960.00	50	11,920.00	5,960.00	5,960.00	50
710514 Regulatory Assessments	6,600.00	1,245.41	5,354.59	19	6,600.00	496.40	6,103.60	8
710519 Cellular Phone	1,565.99	250.00	1,315.99	16	1,661.00	382.00	1,279.00	23
710529 Dues	4,410.00	1,553.79	2,856.21	35	4,610.00	1,310.67	3,299.33	28
710535 Credit Card Fees	10,500.00		10,500.00		6,050.00		6,050.00	
710546 Advertising	25,200.00		25,200.00		1,700.00		1,700.00	
710577 Uniforms & Special Clothing	36,349.13		36,349.13					
710585 Undesignated Budget	41,651.00	10,110.00	31,541.00	24	41,651.00	10,110.00	31,541.00	24
710600 LT Lease-Office Space								
710721 Outpatient								
711100 ESD Asset Management	32,964.00	7,638.00	25,326.00	23	11,856.00	2,808.00	9,048.00	24
711113 Equip Srv Replace	17,182.42	4,425.96	12,756.46	26	17,061.11	4,165.21	12,895.90	24
711114 Equip Srv O & M	32,731.24	8,715.95	24,015.29	27	30,573.49	9,193.86	21,379.63	30
711115 Equip Srv Motor Pool	16,741.00		16,741.00		16,741.00		16,741.00	
711117 ESD Fuel Charge	42,624.12	11,129.26	31,494.86	26	39,776.37	13,724.40	26,051.97	35
711119 Prop & Liab Billings	21,592.09	5,398.02	16,194.07	25	23,656.38	5,914.11	17,742.27	25

**Washoe County Health District  
Environmental Health Services  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
711210 Travel	76,000.00	7,359.67	68,640.33	10	81,150.00	5,897.40	75,252.60	7
711399 ProCard in Process								
711504 Equipment nonCapital	89,242.00	19,450.88	69,791.12	22	62,544.00		62,544.00	
* Services and Supplies	1,161,784.32	314,520.75	847,263.57	27	1,184,175.02	332,526.13	851,648.89	28
781004 Equipment Capital	50,000.00		50,000.00		25,000.00		25,000.00	
781007 Vehicles Capital	100,000.00		100,000.00					
* Capital Outlay	150,000.00		150,000.00		25,000.00		25,000.00	
** Expenses	5,654,279.71	1,315,812.25	4,338,467.46	23	5,782,367.15	1,408,202.62	4,374,164.53	24
485196 Insur Reimb-F/A Loss								
* Other Fin. Sources								
621001 Transfer From General								
* Transfers In								
818000 Transfer to Intrafund								
* Transfers Out								
** Other Financing Src/Use								
*** Total	3,676,334.67	971,857.64	2,704,477.03	26	4,021,601.15	1,027,978.43	2,993,622.72	26

**Washoe County Health District  
Epidemiology Public Health Preparedness  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
431100 Federal Grants	1,120,162.09-	76,556.89-	1,043,605.20-	7	1,366,574.73-	260,882.52-	1,105,692.21-	19
431105 Federal Grants - Indirect	91,954.91-	6,793.37-	85,161.54-	7	79,852.00-	6,269.10-	73,582.90-	8
* Intergovernmental	1,212,117.00-	83,350.26-	1,128,766.74-	7	1,446,426.73-	267,151.62-	1,179,275.11-	18
460511 Birth and Death Certificates	450,000.00-	114,205.00-	335,795.00-	25	400,000.00-	121,749.00-	278,251.00-	30
* Charges for Services	450,000.00-	114,205.00-	335,795.00-	25	400,000.00-	121,749.00-	278,251.00-	30
** Revenue	1,662,117.00-	197,555.26-	1,464,561.74-	12	1,846,426.73-	388,900.62-	1,457,526.11-	21
701110 Base Salaries	1,277,745.42	287,978.14	989,767.28	23	1,220,854.27	275,455.58	945,398.69	23
701120 Part Time	24,152.57	5,266.15	18,886.42	22	24,152.57	6,543.21	17,609.36	27
701130 Pooled Positions	2,900.00	3,767.53	867.53-	130	11,330.00	8,856.76	2,473.24	78
701140 Holiday Work								
701150 xcContractual Wages								
701200 Incentive Longevity	13,622.00	326.14	13,295.86	2	9,515.00		9,515.00	
701300 Overtime	1,700.00	1,047.82	652.18	62	1,200.00	115.91	1,084.09	10
701412 Salary Adjustment		1,459.85	1,459.85-		42,507.00		42,507.00	
701413 Vac Payoff/Sick Pay-Term		117.13	117.13-					
701417 Comp Time								
701500 Merit Awards								
* Salaries and Wages	1,320,119.99	299,962.76	1,020,157.23	23	1,309,558.84	290,971.46	1,018,587.38	22
705110 Group Insurance	157,102.63	37,704.99	119,397.64	24	154,680.99	36,839.18	117,841.81	24
705210 Retirement	331,395.85	73,254.71	258,141.14	22	314,726.17	65,403.64	249,322.53	21
705230 Medicare April 1986	18,701.48	4,197.98	14,503.50	22	19,086.47	3,955.85	15,130.62	21
705320 Workmens Comp	8,091.65	2,022.90	6,068.75	25	7,988.98	1,933.53	6,055.45	24
705330 Unempoly Comp	1,857.10	464.28	1,392.82	25	1,879.10	1,879.10		100
705360 Benefit Adjustment					10,656.00		10,656.00	
* Employee Benefits	517,148.71	117,644.86	399,503.85	23	509,017.71	110,011.30	399,006.41	22
710100 Professional Services	132,590.27	1,585.65	131,004.62	1	260,648.22	69,564.94	191,083.28	27
710105 Medical Services	100.00		100.00		100.00		100.00	
710108 MD Consultants								
710110 Contracted/Temp Services	17,500.00	2,972.43	14,527.57	17	5,051.00	3,988.48	1,062.52	79
710200 Service Contract	2,395.00	2,938.75	543.75-	123	1,895.00	2,564.92	669.92-	135
710205 Repairs and Maintenance	1,000.00	75.00	925.00	8	1,008.00		1,008.00	
710210 Software Maintenance	12,000.00	12,000.00		100	12,000.00	9,750.00	2,250.00	81
710300 Operating Supplies	15,512.00	1,283.43-	16,795.43	8-	15,739.00	15,739.00	15,739.00	
710334 Copy Machine Expense	2,950.00	392.94	2,557.06	13	3,277.89	543.55	2,734.34	17
710350 Office Supplies	6,600.00	1,396.27	5,203.73	21	7,558.00	1,692.66	5,865.34	22
710355 Books and Subscriptions	2,144.00	715.90	1,428.10	33	2,729.00	223.90	2,505.10	8
710360 Postage	2,950.00	434.40	2,515.60	15	3,164.00	661.01	2,502.99	21
710361 Express and Courier	50.00		50.00		10.00	5.52	4.48	55
710500 Other Expense	7,436.00	50.00	7,386.00	1	5,371.00		5,371.00	
710502 Printing	2,390.00	621.37	1,768.63	26	4,719.00	117.82	4,601.18	2
710503 Licenses & Permits	150.00		150.00		150.00		150.00	
710505 Rental Equipment	100.00		100.00		3,378.00	538.00	2,840.00	16
710506 Dept Insurance Deductible								
710507 Network and Data Lines	600.00	249.89	350.11	42	796.00	45.57	750.43	6
710508 Telephone Land Lines	5,090.00	1,109.47	3,980.53	22	6,270.00	1,083.81	5,186.19	17
710509 Seminars and Meetings	6,300.00	1,025.00	5,275.00	16	5,850.00	1,907.00	3,943.00	33
710512 Auto Expense	2,250.00	275.87	1,974.13	12	2,030.00	489.13	1,540.87	24
710519 Cellular Phone	2,480.00	895.06	1,584.94	36	5,137.00	240.21	4,896.79	5

**Washoe County Health District  
Epidemiology Public Health Preparedness  
Pds 1-3, FY14**

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710529 Dues	1,110.00		1,110.00		1,630.00	360.00	1,270.00	22
710535 Credit Card Fees	2,000.00	603.41	1,396.59	30	2,000.00	562.40	1,437.60	28
710546 Advertising	2,625.00		2,625.00		2,625.00		2,625.00	
710585 Undesignated Budget					55,777.00		55,777.00	
710620 LT Lease-Equipment	3,420.79	195.20	3,225.59	6	3,420.79	580.48	3,420.79	27
710703 Biologicals	2,135.00	30.20	2,104.80	1	2,135.00		1,554.52	
710721 Outpatient	1,000.00		1,000.00		2,400.00		2,400.00	
710872 Food Purchases	180.00		180.00					
711100 ESD Asset Management	6,432.00	2,412.00	4,020.00	38	2,304.00	576.00	1,728.00	25
711113 Equip Srv Replace	377.94	94.50	283.44	25	377.95	94.50	283.45	25
711114 Equip Srv O & M	1,609.62	161.30	1,448.32	10	654.46	718.56	64.10-	110
711115 Equip Srv Motor Pool					1,605.00		1,605.00	
711117 ESD Fuel Charge					78.58		78.58	
711119 Prop & Liab Billings	9,114.95	2,278.77	6,836.18	25	9,711.98	2,427.99	7,283.99	25
711210 Travel	51,250.00	38.00	51,212.00	0	65,367.00	3,685.85	61,681.15	6
711504 Equipment nonCapital	1,750.00	1,219.65	530.35	70	45,489.00	46,873.25	1,384.25-	103
* Services and Supplies	305,592.57	32,487.60	273,104.97	11	542,456.87	149,295.55	393,161.32	28
781004 Equipment Capital					12,337.00		12,337.00	
* Capital Outlay					12,337.00		12,337.00	
** Expenses	2,142,861.27	450,095.22	1,692,766.05	21	2,373,370.42	550,278.31	1,823,092.11	23
818000 Transfer to Intrafund								
** Other Financing Src/Use								
*** Total	480,744.27	252,539.96	228,204.31	53	526,943.69	161,377.69	365,566.00	31

Washoe County Health District  
 Miscellaneous  
 Pds 1-3, FY14

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710551 Cash Discounts Lost		20.95	20.95			14.17	14.17	
*** Total		20.95	20.95			14.17	14.17	

Washoe County Health District  
 Undesignated  
 Pds 1-3, FY14

Accounts	2014 Plan	2014 Actuals	Balance	Act%	2013 Plan	2013 Actual	Balance	Act%
710400 Payments to Other Agencies								
711400 Overhead - General Fund	2,898,034.00	724,508.49	2,173,525.51	25	2,553,372.00		2,553,372.00	
** Expenses	2,898,034.00	724,508.49	2,173,525.51	25	2,553,372.00		2,553,372.00	
621001 Transfer From General	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
* Transfers In	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
818000 Transfer to Intrafund								
* Transfers Out								
** Other Financing Src/Use	8,603,891.00-	716,990.92-	7,886,900.08-	8	8,623,891.00-		8,623,891.00-	
*** Total	5,705,857.00-	7,517.57	5,713,374.57-	0-	6,070,519.00-		6,070,519.00-	



# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

## ENVIRONMENTAL HEALTH SERVICES DIVISION

### STAFF REPORT

**BOARD MEETING DATE: 10/24/2013**

**DATE:** October 24, 2013

**TO:** District Board of Health Members

**FROM:** James English, REHS, CP-FS, Environmental Health Specialist Supervisor  
Waste Management and Land Development Program  
775-328-2428; [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)

**SUBJECT:** Update on citation and enforcement regarding prevention of bear activity within populated areas (continued from September 26, 2013).

### **BACKGROUND**

The Washoe County District Board of Health approved changes to the *Regulations of the Washoe County District Board of Health Governing Solid Waste Management* at their September 2010 meeting. The regulations included definitions for animal resistant containers and an enforcement mechanism for requiring the procurement of containers when violations to the updated regulations occur. In January of 2011, the Washoe County Health District (WCHD) developed a fact sheet regarding how to file complaints when wildlife disturbs or rummages through garbage containers within the health district.

Specific regulations related to animal resistant containers and enforcement related to wildlife, including bears rummaging through garbage containers, and the complaint fact sheet on the subject are available online at <http://www.washoecounty.us/health/ehs/regulations.html>.

### **CURRENT ACTIONS RELATED TO WILDLIFE/SOLID WASTE ISSUES**

From October 2010 to December 2012, the WCHD has received two complaints related to bear/solid waste issues from separate addresses. WCHD staff responded and investigated both complaints. One location had an animal resistant container and one did not. Staff educated the second property owner on proper storage of solid waste and our new regulations regarding animal resistant containers.

From January 2013 to present the WCHD has received three complaints related to bear/solid waste issues. Of the three complaints, two were valid. Both property owners of the valid complaints voluntarily obtained animal resistant containers.

WCHD staff has been working in conjunction with Nevada Division of Wildlife, Incline Village Improvement District, Waste Management, Inc. and individuals to continue education efforts to minimize wild animals having access to solid waste within the health district.



## **Incline Village eyeing bearproof trash bins; customers would pay possible \$250 cost**

Written by **Jeff DeLong** – Reno Gazette-Journal  
August 17, 2013

Incline Village residents could soon be required to store their garbage in bear-resistant containers in a change that might set the stage for similar actions in other bear-prone areas of Washoe County and elsewhere along the Carson Range.

The proposal by officials with the Incline Village General Improvement District comes during a summer of mounting problems posed by garbage-raiding black bears and a rising outcry from residents who insist too many bears are being killed as a result.

Washoe County commissioners canceled a scheduled Tuesday discussion on bears and possible future changes in trash management policy to await the result of a proposal to be considered by Incline officials in September.

The idea is to minimize human-bear conflicts caused by bears attracted to carelessly handled trash, said Joe Pomroy, public works director for the upscale north Lake Tahoe community.

“If this is the way to reduce those conflicts, that’s what we would want,” Pomroy said.

On Sept. 25, representatives of Waste Management Inc., are scheduled to appear before the Incline district’s Board of Trustees with a proposal that would provide all of the community’s 4,200 single-family homes with bear-resistant trash containers.

Use of the portable plastic trash carts, reinforced with metal at the top to prevent access by bears and other animals, would be required by the district, which includes Incline Village and Crystal Bay. The cost to Waste Management would be passed to its residential customers in the area with increased fees, Pomroy said.

What that cost will be is yet to be determined and enacting the new system would entail a process taking “multiple months,” he said. The need to prevent easy access to trash by bears is clear, said Jim Hammerel, a newly seated trustee who campaigned on the need to address worsening urban bear issues at Incline.

“I think the vast majority of our residents see this as something that’s way overdue,” Hammerel said. “People talk about bear problems. It’s not a bear problem, it’s a human problem. The bears are here because people are irresponsible with their trash.”

### **BY THE NUMBERS**

Total human-bear conflicts in 2012: 237  
Washoe County/Incline Village: 22 percent  
Other parts of Washoe County: 55 percent  
Douglas County: 16 percent  
Carson City: 7 percent  
Source: Nevada Department of Wildlife



## WASHOE COUNTY HEALTH DISTRICT EPIDEMIOLOGY AND PUBLIC HEALTH PREPAREDNESS DIVISION



October 17, 2013

### 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, October 2013

#### **Communicable Disease - Norovirus**

Communicable Disease staff and EHS staff have been working on outbreaks of gastroenteritis (most likely Norovirus) in several elementary schools since the beginning of the school year. Board members may recall that a similar outbreak occurred at the beginning of last school year that continued through to the winter break. So far during the current school year there have been fewer schools impacted and the magnitude of the outbreaks has generally been smaller and of shorter duration. Nevertheless, there have been approximately 400 confirmed and probable cases identified in eight elementary schools. Three of these had returned to baseline levels of illness as of October 11 allowing those investigations to be closed. Staff administratively closed the investigations in the other five schools even though they had not returned to baseline. This was done because the autumn break will cover two incubation periods. The Washoe County School District has been asked to conduct special cleaning in outbreak schools over the break. The Health District has issued a press release reminding parents about hygiene and to keep children out of school if they are ill. The School District has agreed to send a ConnectEd message to parents prior to the end of the break to reinforce this message to parents.

#### **Influenza**

October represents the beginning of the formal influenza season. Active surveillance for Influenza-like Illness (ILI) occurs year round but will now be enhanced. ILI rates will become available for the monthly staff report beginning next month.

#### **Public Health Preparedness – Quality Improvement**

Staff members have been working with the QI management team, specifically on performance measures and provided an overview to the team on definition, strategy and to suggest a timeline for implementation. The team then revised the Preparedness Program Vision Statement, Mission Statement and updated yearly goals.

## **Education**

PHP is currently recruiting for the upcoming ICS 300 for Public Health course, to be held January 27 – 29, and ICS 400 for Public Health course, to be held February 20-21. WCHD and other Washoe County staff can sign up for the courses through Washoe County's Learning Center. Staff and community partners can also register by emailing [nalberti@washoecounty.us](mailto:nalberti@washoecounty.us).

As part of National Preparedness month, PHP staff and MRC volunteers provided preparedness outreach to approximately 80 participants at an event hosted by Hidden Oak Village in Sparks. Approximately 100 families participated in the Spark's Home Depot Saturday children's clinic day where they received preparedness tote bags and information on items that should go into those bags from MRC volunteers. WCHD staff received an educational e-mail on Get Ready Day (September 17<sup>th</sup>) encouraging preparedness behaviors. WCHD also provided hand washing education to Glenn Duncan Elementary School.

## **Collaboration**

PHP staff collaborated with WCHD CCHS Division; Reno, Sparks and TMFPD Fire Agencies; and State EMS to provide a total of 12 vaccination administration trainings to 182 EMT firefighters. The purpose was to train EMTs in the provision of vaccinations to assist with Point of Dispensing operations in the event of a public health emergency, such as pandemic influenza (note: with the passage of Assembly Bill 349 during the 75<sup>th</sup> Nevada Legislature, Immediate and Advanced EMT may elect to be trained to administer immunizations and dispense medications during a public health emergency or exercise to prepare for such an emergency). EMTs participated in lecture discussions, watched educational videos, and had hands on experience with injecting one another using saline. Course evaluations were positive, with 98% of the participants indicating the training provided by Health District staff was "excellent" (79%) or "good" (19%).

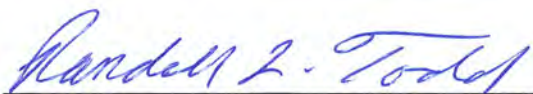
In addition, the City of Reno Private POD MOU has now been signed by both Chief Hernandez and Kevin Dick. The City of Reno's plans include dispensing medication or administering vaccines in the event of a public health emergency to Reno Fire, Reno Police Department, City personnel and their family members in the event of a public health emergency. If the City of Reno (Reno Fire) can sustain normal business operations, Fire personnel will then assist the Health District in medicating or vaccinating the public.

Finally, PHP staff met with City of Sparks personnel to assist in the planning efforts for the annual City of Sparks Drill, which will be to activate a Private POD, using a pandemic flu scenario. The table top exercise will take place on November 5<sup>th</sup>, in which Health District personnel will provide the City of Sparks EOC with an operational briefing, followed by the full scale exercise to take place on November 7<sup>th</sup>, in which Health District staff will exercise their Department Operations Center (DOC) and provide sufficient supplies to the City of Sparks to operate their POD.

## **Medical Reserve Corps (MRC)**

MRC Volunteers services continue to be utilized here at the WCHD's immunization and vital statistics department for patrons needing assistance in filling out the required forms, and needing directions to other WCHD's Departments. They have also assisted in registration of children in the Child ID Program.

The MRC Program Coordinator, in cooperation with the American Red Cross, is planning a CPR/First Aid and AED training class open to all WCHD's employees for October 28<sup>th</sup>. The MRC Program Coordinator is also planning to Host and participate in an "ICS" Train the Trainer session being conducted by Nevada's Division of Public and Behavioral Public Health Preparedness Program, October 21- 24, for MRC Unit Leaders and other Nevada employees.



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**Randall L. Todd, DrPH, Epidemiology and Public Health Preparedness Director**



# WASHOE COUNTY HEALTH DISTRICT



**Public Health**  
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## Staff Report

**DATE:** October 24, 2013

**TO:** District Board of Health Members

**FROM:** Steve Kutz, RN, MPH, Division Director  
Community and Clinical Health Services  
(775) 328-3759 [skutz@washoecounty.us](mailto:skutz@washoecounty.us)

**SUBJECT:** Community and Clinical Health Services (CCHS) Division Report,  
October 2013 District Board of Health Meeting

1. Program Update – Chronic Disease
2. Divisional Update
3. Program Reports

### 1. Program Update – Chronic Disease

The Chronic Disease Prevention Program does not address individual diseases but instead the risk factors that contribute to almost all chronic illness. The program focuses on tobacco use and exposure, poor nutrition, and physical in-activity; for the entire population rather than individual behavior change as that has been proven to have the greatest return on investment.

- i. Tobacco – The Chronic Disease Program is attempting to keep up with rapidly changing tobacco products, most significantly electronic cigarettes (e-cigarettes). E-cigarettes currently are not regulated, have no minimum age for purchase, are not taxed like other tobacco products, and are not covered under current smoking bans. Research has shown that the vapor contains harmful and cancer causing ingredients. Many users claim that they aid with cigarette cessation however research is mixed on their effectiveness. The Chronic Disease program is working to educate the community on the importance of including e-cigarettes in smoking bans and at a minimum not allow their use in indoor settings.

The Program was awarded a grant from Master Settlement Agreement funds to address tobacco use and exposure for \$373,180 through June 2015. This grant will focus on CDC best practices for high risk populations in addition to education for the general population. Projects include:

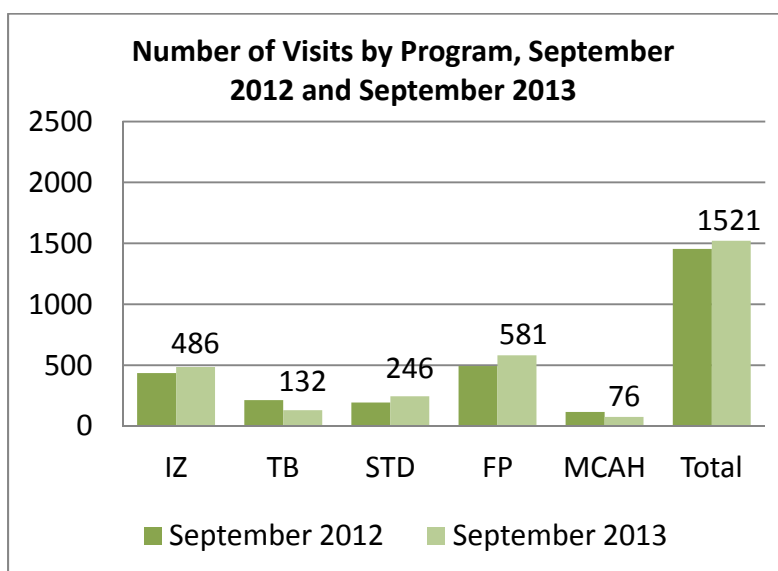
- Smoke free multi unit housing
  - Tobacco free outdoor spaces, including UNR campus
  - Promotion of 1-800-Quit-Now and other cessation resources
  - Smoke free meeting and event campaign
  - Youth advocacy
  - Regional and statewide collaboration and coordination
- ii. Obesity Forum – There were 146 participants at this year’s Obesity Forum, including MDs, PA/APNs, RNs, pharmacists, dietitians, and others. The event was supported by a variety of exhibitors and sponsors who contributed nearly \$6000 to the event. These funds will be used towards the 2014 Forum, which staff and the planning committee have already started preparing for. Staff will continue to work to increase collaboration in the community related to education and events to pool resources for next year’s forum.
- iii. Food Policy Council – The Food Policy Council is actively reviewing policies that impact access to healthy food for all people in Washoe County. They meet the fourth Friday of each month and their meetings are open to the public. The Council is made up of 10 volunteer community members representing different sectors of our food system.
- iv. Menu Labeling – An article was published in the Reno Gazette Journal on October 16<sup>th</sup> about the Washoe County Health District’s menu labeling efforts by Jonathan Wright the Food and Drink editor. The menu labeling program continues to target local restaurants to assist them in analyzing the nutrition content of their menu items and providing that information to their patrons. The FDA is hoping to issue the final rules of the federal nutrition labeling requirements by the end of this year, with implementation mandates six months after that.

## **2. Divisional Update**

- a. Insight – Stacy Hardie, Program Supervisor, and Curtis Splan, Department Computer Application Specialist, recently attended the Netsmart 2013 Connections conference. Netsmart is the vendor of Insight, the CCHS clinical services primary database and electronic health record system. Mr. Splan and Ms. Hardie presented at the conference on use of database tools to build a better system, highlighting the partnership and collaboration between technology and clinical/nursing services.

Work continues on Inventory module implementation, with work on the Family Planning and HL7/Lab modules to begin soon.

- b. Affordable Care Act – Enrollment into the Silver State Health Exchange, the marketplace for qualified health plans (QHPs) in Nevada, began October 1, 2013. The Division Director is in discussions with agencies to bring a navigator or assister, staff who help individuals enroll into a QHP, on site weekly. Work on executing contracts with the QHPs continues.
- c. Data/Metrics –



Changes in data can be attributed to a number of factors – fluctuations in community demand, changes in staffing and changes in scope of work/grant deliverables, resulting in a reduction of direct services available.

### 3. Program Reports – Outcomes and Activities

- a. **Sexual Health** – The Sexual Health Program has experienced an impact from the federal government shutdown with the furlough of the CDC Public Health Associates. Many projects have been delayed or the progress impacted including: recruiting offsite testing sites for high-risk populations, community condom distribution plan, internal QI projects, adjustments in the data collection and reporting, support of the Northern Nevada Outreach Team (NNOT), and planning for the implementation of the Social Network Testing strategy.
- b. **Immunizations** – Both WCHD clinics and offsite clinics (School Located Vaccination Clinics [SLVCs], indigent clinics, Kids to Senior Korner) are in full swing for influenza vaccination season. Five different flu presentations from a



variety of funding sources are offered to meet community need. Students in seven schools are scheduled to receive flu and Tdap immunizations in October with more to follow in November. This successful school-based partnership with Immunize Nevada allows the Health District to offer both free (Vaccines for Children) and private pay vaccinations. Immunize Nevada will manage the billing component for children with insurance.

Program coordinator Lynn Shore was featured in a Face the State interview on Channel 2 KTVN in which she responded to questions about influenza and vaccinations (<http://www.ktvn.com/category/170899/video-landing-page?clipId=9402413&autostart=true> ).

EPHP and CCHS provided 12 vaccination administration trainings over the past two weeks to Sparks Fire, Reno Fire and Truckee Meadows Fire Protection District agencies. Training for 194 intermediate and advanced EMTs would allow these personnel to provide vaccinations in emergency situations under NRS. The collaboration also included State EMS who provided continuing education credit for the fire agencies. Dr. Tracey Green also attended one session and provided staffing support to two of the trainings. Course evaluation data are being compiled now, but 98% stated the training was excellent (79%) or good (19%).

- c. **Tuberculosis Prevention and Control Program** – The team is participating in the state’s tuberculosis quality improvement project. The focus areas are education, communication, case management, service provision and outreach programs. An in-service was provided to the Community Health Alliance regarding TB skin test placements and skin test readings. Dr. Budecha, medical consultant for pediatric TB cases, is now affiliated with Renown Regional Medical Center. The contract with Renown is being finalized.
- d. **Family Planning/Teen Health Mall** – Program management is working with human resources on the recruitment of a nurse practitioner and a community health aid.
- e. **Chronic Disease Prevention Program** – The team (Kelli Seals) adjusts to covering all chronic disease prevention efforts including the areas of tobacco, nutrition and physical activity for the 430,000 population of Washoe County.
- f. **Maternal, Child and Adolescent Health (MCAH)** – The team continues to work on the implementation of Fetal Infant Mortality Review (FIMR) which will identify and address health concerns preceding fetal and infant deaths.



# Washoe County Health District



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## ENVIRONMENTAL HEALTH SERVICES DIVISION

**DATE:** October 15, 2013  
**TO:** District Board of Health Members  
**FROM:** Robert O. Sack, Division Director, Environmental Health Services (EHS)  
**SUBJECT:** Environmental Health Services Division Report for October 2013

### Food Program

- Staff has been impacted by the California salmonella outbreak (attached).
- The FDA grant facilitator, Mr. Ludwig, will be on-site in our office Monday through Wednesday, October 21-23, 2013.
- The BCC had the first reading of an agenda item promoting Cottage Food Operations and Farm-to-Fork events at their October 8 meeting and second reading on October 22, 2013.

### Vector-Borne Disease Program

- West Nile Virus has turned up in seven Nevada counties from sampled mosquitoes tested by the Nevada Department of Agriculture (see attached article).

### Waste Management Program


- Waste Management participated with Keep Truckee Meadows Beautiful's (KTMB) Truckee River Cleanup Day consisting of five hundred fifty Washoe County residents lining the banks of the Truckee from Verdi to Lockwood, with kayakers and flyfishers in the river. Between them they removed more than 16 tons of trash, recycling and green waste (attached).
- Bear complaints have tripled in the past month (attached).
- Hotel/Motel changes of ownership have increased dramatically.
- Staff is in the planning stage of streamlining waste hauler procedures to be more user and business friendly while meeting EHS requirements more efficiently.

### EHS 2013 Inspections

The numbers listed below do not represent all programs and inspections conducted by staff in EHS.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	YTD
Child Care	15	9	11	6	15	19	18	26	21	140
Complaints	144	90	149	120	137	78	115	109	84	1,026
Food	239	404	438	383	378	365	397	412	353	3,369
General *	103	62	109	83	217	170	225	240	169	1,378
Plans (Comm. Food/Spas)	9	11	11	19	10	6	13	7	11	97
Plans (Residential Septic)	18	15	19	45	36	44	19	41	34	271
Wells	4	13	4	14	0	15	14	20	19	113
Waste Management	8	17	8	18	9	16	11	10	6	103
<b>TOTAL</b>	<b>540</b>	<b>621</b>	<b>749</b>	<b>688</b>	<b>802</b>	<b>713</b>	<b>812</b>	<b>865</b>	<b>697</b>	<b>6,497</b>

\*General Inspections Include: Invasive Body Decorations; Mobile Homes/RVs; Public Accommodations; Pools; Spas; RV Dump stations; and Sewage/Wastewater Pumping.

  
 Environmental Health Services Division

# Has the California salmonella outbreak affected Washoe County?

12:57 pm, Oct 8, 2013 | Written by Emerson Marcus



Foster Farms announced Monday that it was working with U.S. Department of Agriculture's Food Safety and Inspection Service and the Center for Disease Control and Prevention to investigate a salmonella outbreak.

**Update:** The Washoe County Health District confirmed Tuesday one case of salmonella connected to the outbreak linked to three California facilities.

There have been eight total cases in Nevada, health district spokesman Phil Ulibarri said. Six of those cases are in Clark County, he said.

Foster Farms [announced Monday](#) that it was working with U.S. Department of Agriculture's Food Safety and Inspection Service and the Center for Disease Control and Prevention to investigate the outbreak.

In 18 states, predominantly California, 278 people have been sickened in the ongoing outbreak, which was linked to chicken produced by Foster Farms at three California plants, the [USDA said Monday](#).

**Earlier update:** As of Tuesday afternoon the Washoe County Health District says the county has not received a confirmed case of salmonella from an outbreak linked to raw chicken at three California plants.

Foster Farms [announced Monday](#) that it was working with U.S. Department of Agriculture's Food Safety and Inspection Service and the Center for Disease Control and Prevention to investigate the outbreak.

In 18 states, predominantly California, 278 people have been sickened in the ongoing outbreak, which was linked to chicken produced by Foster Farms at three California plants, the [USDA said Monday](#).

The outbreak linked to raw chicken from California involves multiple antibiotic-resistant strains and has a hospitalization rate of 42 percent, [USA Today reports](#).

The investigation is ongoing, USDA said.

Food has not yet been recalled for the outbreak.

To combat salmonella, Washoe County Health District spokesman Phil Ulibarri said it is important to cook chicken thoroughly and properly handle raw poultry in a manner to prevent contamination from spreading to other foods and food contact surfaces.

Common symptoms of salmonella food poisoning include diarrhea, cramps and fever that typically start eight to 72 hours after eating food with high levels of the bacteria. Some people get chills, nausea and vomiting, lasting up to seven days, the USDA says. For people with weak immune systems, including infants and the elderly, the infection can be deadly.



# WASHOE COUNTY

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CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt. N/A  
HR N/A  
Other N/A

## STAFF REPORT

**BOARD MEETING DATE (First Reading): October 8, 2013**  
**BOARD MEETING DATE (Second Reading): October 22, 2013**

**DATE:** September 16, 2013  
**TO:** Board of County Commissioners  
**FROM:** Chad Giesinger, Senior Planner, Community Services Department  
328.3626, [cgiesinger@washoecounty.us](mailto:cgiesinger@washoecounty.us)  
**THROUGH:** William H. Whitney, Division Director, Planning and Development  
Community Services Department, 328-3617, [bwhitney@washoecounty.us](mailto:bwhitney@washoecounty.us)  
**SUBJECT:** Development Code Amendment Case Number DCA13-001 (Cottage Food Operations and Farm to Fork Events) – Introduction and first reading of an ordinance amending the Washoe County Code at Chapter 110, Article 306, Accessory Uses and Structures, and Article 310, Temporary Uses and Structures, to implement uses authorized by SB206 and AB200 of the 2013 Legislature by allowing the establishment of a Cottage Food Operation as an accessory use in certain facilities, and to add a Farm to Fork event as an allowed temporary use, and providing for other matters properly relating thereto;

And, if supported,

Set the public hearing for second reading and possible adoption of the ordinance for **October 22, 2013** at 6:00 p.m. (All Commission Districts.)

---

### SUMMARY

This is a technical revision to the Development Code pursuant to Section 110.818.60 and 110.818.60(b)(1). This technical amendment is necessary to respond to recent legislation passed in the 2013 Legislative Session. The technical revision amends the Washoe County Development Code to allow a Cottage Food Operation, as defined by SB206, as an allowed accessory use in certain facilities, and to add a Farm to Fork event, as defined by AB200, as an allowed temporary use.

Washoe County Strategic Objective supported by this item: Economic development and diversification.

**AGENDA ITEM # \_\_\_\_\_**

## **PREVIOUS ACTION**

The Washoe County Commission initiated proceedings on June 25, 2013 for all Washoe County Code Chapters requiring amendments resulting from legislation passed by the 2013 Nevada State Legislature.

## **BACKGROUND**

Washoe County Code, Chapter 110 (the Development Code), permits the Director of the Department of Community Development (now the Planning and Development Division of the Community Services Department) to present a technical revision of the Development Code directly to the Board of County Commissioners. The Director must find that the proposed revision meets one of the following requirements:

- (1) Mandated by state law, whether by statute or Court decision, and when no significant discretion can be exercised by the County;
- (2) Mandated by federal law, whether by statute or Court decision, and when no significant discretion can be exercised by the County;
- (3) Required to avoid a sanction under federal law, and when no significant discretion can be exercised by the County;
- (4) Required to avoid disqualification from a federal program, and when no significant discretion can be exercised by the County;
- (5) To obtain a benefit under federal law, and when no significant discretion can be exercised by the County;
- (6) Needed to conform to an action taken by another County agency even if that action does not result in a change in the Washoe County Code;
- (7) Needed to conform to a name change or other change made in the Washoe County Code; or
- (8) Needed to improve or clarify the Development Code when there is not substantive effect on the Development Code.

The language contained in SB206 (Cottage Food Operations) and AB200 (Farm to Fork Events) authorizes the respective uses and does not allow the County to exercise any significant discretion regarding implementation of said uses. The Director has therefore determined that the proposed revisions meet the conditions described in finding (1) above and should be processed as a technical amendment to the Development Code. The Board of County Commissioners is required to hold both a first reading (introduction) and second reading (public hearing and possible action) on the technical amendment ordinance, but Planning Commission approval is not necessary.

The Director is required, however, to notice the proposed technical revision to the Washoe County Planning Commission and to the members of the Citizen Advisory Boards. Such notice must include the date, time and place of the introduction of the ordinance; a description of the proposed technical revisions; and solicitation for any objections or comments on the proposed revision. Any objections or comments are to be provided either to the Director or to the Board of County Commissioners when they

consider first reading of the technical revision amendment. Said notice has been provided as part of the distribution of this staff report.

## **ANALYSIS**

### **SB206:**

Passage of SB206 (Cottage Food Operations, see Attachment B) amended NRS Chapter 446 by adding a new section that authorized and defined a “cottage food operation” and exempted such operations from being classified as a “food establishment” by local health authorities. Prior to passage of this law, the preparation and sale of the food items identified in the bill as “cottage foods” would have been subject the same regulations as any other food prepared in a “food establishment.” This created burdensome requirements in regards to zoning and health district approval for what is essentially a home based business type use.

The bill defines a cottage food operation as “*a natural person who manufactures or prepares food items in his or her private home, or, if allowed by the health authority, in the kitchen of a fraternal or social clubhouse, a school, or a religious, charitable or other nonprofit organization, for sale to a natural person for consumption and whose gross sales of such food items are not more than \$35,000 per calendar year.*” The food items identified by the bill as eligible for preparation and sale in a cottage food operation are:

- *Nuts and nut mixes;*
- *Candies;*
- *Jams, jellies and preserves;*
- *Vinegar and flavored vinegar;*
- *Dry herbs and seasoning mixes;*
- *Dried fruits;*
- *Cereals, trail mixes and granola;*
- *Popcorn and popcorn balls; or*
- *Baked goods that are 1) not potentially hazardous foods, 2) do not contain cream, uncooked egg, custard, meringue or cream cheese frosting or garnishes, and 3) do not require time or temperature controls for food safety.*

The Washoe County Planning and Development Division has historically regulated and allowed such proposed operations by considering the use a home based business per Washoe County Code (WCC) Chapter 25 and business licensing regulations (which includes routing to health). But few operations were ever established because of the onerous review process discussed above. Going forward, a cottage food operation will continue to be regulated and allowed primarily though the home-based business license procedures, but with appropriate (i.e. no longer considering it a “food establishment”) District Health review and approval. Since passage of the bill, Washoe County Business Licensing has already issued several home-based business licenses for cottage food operations and District Health has revised their process for reviewing such operations.



The reason staff is requesting an amendment to Article 306 regarding cottage food operations is that the language in SB206 also authorized the use “*if allowed by the health authority, in the kitchen of a fraternal or social clubhouse, a school, or a religious, charitable or other nonprofit organization.*” District Health representatives have indicated that they will allow such uses in these facilities. Establishing a cottage food operation in facilities such as churches and schools is by definition not a home-based business enterprise and therefore cannot be regulated under that process (i.e. WCC Chapter 25). Establishing a cottage food operation in these types of facilities would then trigger land use regulation under the Development Code (WCC Chapter 110), but no such mechanism currently exists in the code. Staff therefore had to devise another way to legally allow (under Chapter 110) a cottage food operation in such facilities.

In lieu of creating a separate use in WCC Chapter 110 for cottage food operations, it occurred to staff that the primary use of these facilities would not change due to the establishment of a cottage food operation (e.g. a church would continue to function primarily as a church). Rather, like in a home-based business, it would be conducted as an ancillary or accessory use to the primary use. Based on this reasoning staff is proposing that Article 306 be amended to allow a cottage food operation as an accessory use within the listed facilities. Additionally, accessory uses are allowed in all regulatory zones, thereby negating the need to consider zoning as part of the equation in establishing a cottage food operation (note that SB206 prohibits any local zoning board, planning commission or governing body from adopting any ordinance or other regulation that prohibits a natural person from preparing food in a cottage food operation).

**AB200:**

AB200 (see attachment C) also amended NRS 446 and authorizes farms to hold “farm to fork” events without being considered a “food establishment” for purposes of inspections by the health authority and other regulations. The idea behind farm to fork events is that the majority of the food served is raised, grown, and prepared on the farm where the event is occurring. A farm to fork event is defined by AB200 as “*an event organized on a farm where prepared food is provided for immediate consumption to paying guests and that meets the requirements of section 3 of this act.*” Section 3 of the bill sets forth various criteria to be met in order to qualify as a farm to fork event and be exempted from regulation as a food establishment. Among the criteria is that such events occur no more than twice per month, thus rendering it a temporary use/event.

Because the event involves paying guests, the issuance of a business license will be required, and because it is temporary use, a temporary event license will also be required. In order for these licenses to be issued by the County, though, the use must be legally authorized by the Development Code. At present, the Development Code does not authorize or contemplate such a use and no other existing use is similar enough to function as a basis for classification, thus it is necessary to amend the Development Code in order to implement AB200. Because of the temporary nature of these events, staff is proposing to amend Article 310, Temporary Uses and Structures, to add farm to fork events as an allowed temporary use under Section 110.310.15 of the Development Code. Temporary events are currently allowed a maximum of 31 calendar days in a given year and therefore will accommodate the potential total of 24 farm to fork events that could be held in any one year.



## **DIRECTOR'S FINDINGS**

Pursuant to Section 110.818.60 (d) the Community Development Director (now the Planning and Development Division Director) must make the finding that the proposed technical amendment is consistent with the Nevada Revised Statutes, the Truckee Meadows Regional Plan, the Washoe County Master Plan, and the purposes of the Development Code. If an independent legal authority mandates a change that is inconsistent with any of these statutes or plans the Director shall specifically identify that independent legal authority and the provision with which the technical revision will be inconsistent.

The Director has found that the proposed technical amendment is consistent with the Truckee Meadows Regional Plan, the Washoe County Master Plan and the purposes of the Development Code.

## **SPECIFIC AMENDMENTS**

The working copy of the ordinance (Exhibit A) indicates proposed amendments to affected sections of the code. New language is indicated by **bolded text**, deleted language is shown with ~~strikethrough text~~. The following summarizes the proposed amendments and the reasons for the amendments to each section of the Development Code.

### Article 306, Accessory Uses and Structures:

Add a new section to the article authorizing cottage food operations as an accessory use and re-number the remaining sections accordingly. The following is the proposed language:

**Section 110.306.53 Cottage Foods. A Cottage Food Operation, as defined and authorized by NRS Chapter 446, is allowed as an accessory use if conducted in the kitchen of a fraternal or social clubhouse, a school, or a religious, charitable or other nonprofit organization, and subject to District Health approval and issuance of a general business license.**

### Article 310, Temporary Uses and Structures:

Add a new section to the article authorizing farm to fork events as an accessory use and re-number the remaining sections accordingly. The following is the proposed language:

### **Section 110.310.15 Allowed Temporary Uses and Structures**

**(f) Farm to Fork Events. Temporary Farm to Fork events as defined and authorized by NRS 446. Farm to Fork events are limited to a maximum of two (2) events in a given calendar month. A Farm to Fork event means an event organized on a farm where prepared food is provided for immediate consumption to paying guests. Each date that food is provided to paying guests constitutes a separate event. Per NRS 446, the farm holding the temporary event is not considered a "food establishment."**

### **PLANNING COMMISSION**

The proposed code amendment package was sent to the Planning Commissioners on September 20, 2013 for their review and comments. The Planning Commissioners were asked to provide any objections or comments to the proposed technical revision to staff by September 30, 2013 by 5:00 p.m. Any objections or comments will be provided by staff to the Board of County Commissioners no later than at first reading of the ordinance on October 8, 2013.

### **CITIZEN ADVISORY BOARDS**

The proposed code amendment package was sent to all members of all the Citizen Advisory Boards on September 20, 2013 for their review and comments. The Citizen Advisory Board members were asked to provide any objections or comments to the proposed technical revision to staff by September 30, 2013 by 5:00 p.m. Any objections or comments will be provided by staff to the Board of County Commissioners no later than at first reading of the ordinance on October 8, 2013.

### **FISCAL IMPACT**

No fiscal impact.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners introduce and conduct a first reading of an ordinance amending Washoe County Code at Chapter 110, Article 306, Accessory Uses and Structures, and Article 310, Temporary Uses and Structures, to implement uses authorized by SB206 and AB200 of the 2013 Legislature by allowing the establishment of a Cottage Food Operation as an accessory use in certain facilities, and to add a Farm to Fork event as an allowed temporary use, and providing for other matters properly relating thereto; and, set the public hearing for second reading and possible adoption of the ordinance for 6:00 p.m. on October 22, 2013.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to introduce an ordinance amending Washoe County Code at Chapter 110, Article 306, Accessory Uses and Structures, and Article 310, Temporary Uses and Structures, to implement uses authorized by SB206 and AB200 of the 2013 Legislature by allowing the establishment of a Cottage Food Operation as an accessory use in certain facilities, and to add a Farm to Fork event as an allowed temporary use, and providing for other matters properly relating thereto; and, set the public hearing for second reading and possible adoption of the ordinance for 6:00 p.m. on October 22, 2013.”

Attachments

Exhibit A: Working Copy, Proposed Changes to WCC Chapter 110 Ordinance  
Exhibit B: SB206  
Exhibit C: AB200

xc: Chair and members of the Washoe County Planning Commission, Chair and members of the Washoe County Citizen Advisory Boards

REGULAR TEXT: NO CHANGE IN LANGUAGE

~~STRIKEOUT TEXT: DELETE LANGUAGE~~

**BOLD TEXT: NEW LANGUAGE**

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SUMMARY: An ordinance amending Washoe County Code at chapter 110 by allowing the establishment of a Cottage Food Operation as an accessory use in certain facilities, and to add a Farm to Fork event as an allowed temporary use.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

An ordinance amending the Washoe County Code at Chapter 110, Article 306, Accessory Uses and Structures, and Article 310, Temporary Uses and Structures, to implement uses authorized by SB206 and AB200 of the 2013 Legislature by allowing the establishment of a Cottage Food Operation as an accessory use in certain facilities, and to add a Farm to Fork event as an allowed temporary use, and providing for other matters properly relating thereto,

Whereas:

A. This Ordinance is adopted pursuant to a provision in NRS Chapter 278 and therefore is not a "rule" as defined in NRS 237.060.

The Board of County Commissioners of the County of Washoe do Ordain:

SECTION 1. Article 306 of the Washoe County Code is hereby amended to add the following section, which reads as follows:

**Section 110.306.53 Cottage Foods.** A Cottage Food Operation, as defined and authorized by NRS Chapter 446, is allowed as an accessory use if conducted in the kitchen of a fraternal or social clubhouse, a school, or a religious, charitable or other nonprofit organization, and subject to District Health approval and issuance of a general business license.

SECTION 2. Section 110.310.15 of the Washoe County Code is hereby amended to add the following sub-section, which reads as follows:

Section 110.310.15 Allowed Temporary Uses and Structures. Temporary uses and structures shall be subject to all the regulations as would be applied to a permanent principal or accessory use located in the same regulatory zone, except as otherwise provided by the regulations of this article. The following temporary uses and structures shall be allowed as specified by the provisions of this section and Chapter 25 of the Washoe County Code. The duration and frequency of temporary uses is established in this section and Chapter 25 of Washoe County Code. The Director of Community Development may impose additional restrictions on the frequency and duration of a temporary use.

- (a) Animal Shows. Exhibitions of domestic or large animals for a maximum of seven (7) days.
- (b) Pumpkin Patches. Retail sales of pumpkins, squash and related farm produce during the month of October. Clean-up of the site shall occur by November 5 of the year in which a pumpkin patch is conducted.
- (c) Christmas Tree Sales. Retail sales of Christmas trees between Thanksgiving and December 31.
- (d) Circuses, Carnivals and Other Outdoor Entertainment Events. Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other temporary structure. Section 110.310.20, Circuses, Carnivals or Other Outdoor Entertainment Events, provides additional regulations.
- (e) Construction Yards. Temporary buildings, structures and storage areas supporting residential development and major construction. Section 110.310.25, Construction Yards, provides additional regulations.
- (f) **Farm to Fork Events. Temporary Farm to Fork events as defined and authorized by NRS 446. Farm to Fork events are limited to a maximum of two (2) events in a given calendar month. A Farm to Fork event means an event organized on a farm where prepared food is provided for immediate consumption to paying guests. Each date that food is provided to paying guests constitutes a separate event. Per NRS 446, the farm holding the temporary event is not considered a “food establishment.”**
- ~~(f)~~(g) House Construction Factories. Temporary buildings used for the construction of a multiple or single family dwelling, or the assembly of prefabricated single or multiple family dwelling components, or a combination of both. Section 110.310.30, House Construction Factories, provides additional regulations.
- ~~(g)~~(h) Outdoor Markets. Retail sale or exchange of agricultural goods or new, hand-crafted or secondhand merchandise in a flea-market, bazaar or other outdoor market. In no case shall such activities exceed a total of thirty-one (31) days in any one (1) calendar year.
- ~~(h)~~(i) Indoor Markets. Retail sale or exchange of agricultural goods or new, hand-crafted or secondhand merchandise in a flea-market, bazaar or other indoor market.
- ~~(i)~~(j) Street Fairs. Temporary provision of games, eating and drinking facilities, live entertainment, or similar activities not requiring use of roofed structures.

- ~~(j)~~(k) Uses of Mobile Homes, Manufactured Homes, Travel Trailers, Commercial Coaches and Recreational Vehicles. Temporary use of mobile homes, travel trailers, commercial coaches and recreational vehicles which support the construction of a permanent residence or permanent use. Section 110.310.35, Mobile Homes, Manufactured Homes, Travel Trailers, Commercial Coaches and Recreational Vehicles, provides additional regulations.
- ~~(k)~~(l) Activities in Subdivisions. Temporary activities in new subdivisions and other residential developments which support the sale of dwellings and lots within the same subdivision or residential development. Section 110.310.40, Uses in New Subdivisions, provides additional regulations.
- ~~(l)~~(m) Activities in Shopping Malls or Retail Uses. Temporary tents and other facilities inside shopping malls and retail uses, or an adjoining parking lot to one of these uses, for the retail sale of new merchandise, or entertainment or informational event. Temporary facilities and related activities of this kind held in an adjoining parking lot shall not exceed a total of thirty-one (31) days in any one (1) calendar year.
- ~~(m)~~(n) Contractor's Yard. Temporary buildings, structures, storage areas and processing facilities supporting federal, state or local agency public construction projects. Section 110.310.45, Contractor's Yards, provides additional regulations.
- ~~(n)~~(o) Firewood Sales. Seasonal sales of firewood between September and March, inclusive, that is not part of permanent permitted use. Section 110.310.50, Firewood Sales, provides additional regulations.
- ~~(o)~~(p) Temporary On-site Rental Storage Containers. Temporary on-site rental storage containers obtained from moving or storage companies for the purposes of moving or for storage of possessions at an off-premise storage facility may be allowed on a parcel of land in any land use designation for either a maximum of sixty (60) days, after which they must be removed, or for the duration of a properly issued building permit, after which they must be removed. Temporary on-site rental storage containers may be located only on the sides or rear of a house, and may not be placed in a street right-of-way. Except for the above, temporary on-site rental storage containers may not be used for outside storage longer than sixty (60) days on any parcel of land without having a special use permit for a storage facility for that parcel of land that specifically provides for the use of temporary on-site rental storage containers. Outside stacking of temporary on-site rental storage containers more than two (2) high on any parcel of land is prohibited.

SECTION 3. General Terms.

1. RATIFICATION. All actions, proceedings, matters, and things heretofore taken, had and done by the County and its officers not inconsistent with the provisions of this Ordinance are ratified and approved.
2. IMPLEMENTATION; EDITING; CODIFICATION. The Chairman of the Board and officers of the County are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance. The District Attorney is authorized to make non-substantive edits and corrections to this Ordinance.
3. REPEALER. All ordinances, resolutions, bylaws and orders, or parts thereof, in conflict with the provisions of this Ordinance are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinance, resolution, bylaw or order, or part thereof, heretofore repealed.

4. EXECUTION; PUBLICATION; EFFECTIVE DATE. This Ordinance shall be in effect from and after its publication as hereinafter provided, and after this Ordinance is signed by the Chairman of the Board and attested and sealed by the District Attorney, this Ordinance shall be published by title only, together with the names of the board members voting for or against and with a statement that typewritten copies of said ordinance are available for inspection by all interested parties at the office of the County Clerk, such publication to be made in the Reno Gazette Journal, a newspaper published and having general circulation in the County, at least once a week for a period of two weeks by two insertions as required by NRS 244.100 and any other enabling laws.
5. SEVERABILITY. Each term and provision of this Ordinance shall be valid and shall be enforced to the extent permitted by law. If any term or provision of this Ordinance or the application thereof shall be deemed by a court of competent jurisdiction to be in violation of law or public policy, then it shall be deemed modified, ipso facto, to bring it within the limits of validity or enforceability, but if it cannot be so modified, then it shall be excised from this Ordinance. In any event, the remainder of this Ordinance, or the application of such term or provision to circumstances other than those to which it is invalid or unenforceable, shall not be affected.

**Passage and Effective Date**  
**Development Code Amendment Case Number DCA13-001**

This Ordinance was proposed on \_\_\_\_\_ by  
 Commissioner \_\_\_\_\_.

This Ordinance was passed on \_\_\_\_\_.

Those voting "aye" were \_\_\_\_\_.

Those voting "nay" were \_\_\_\_\_.

Those absent were \_\_\_\_\_.

Those abstaining were \_\_\_\_\_.

This Ordinance shall be in force and effect immediately upon the date of the second publication of such Ordinance as required by NRS 244.100.

\_\_\_\_\_  
 David Humke, Chairman  
 Washoe County Commission

ATTEST:

\_\_\_\_\_  
 Nancy Parent  
 County Clerk

This ordinance shall be in force and effect from and after the \_\_\_\_\_ day of the month of \_\_\_\_\_ of the year \_\_\_\_\_.



Senate Bill No. 206—Senators Ford, Kihuen, Denis, Jones, Smith;  
Atkinson, Cegavske, Parks, Settlemeyer, Spearman and  
Woodhouse

Joint Sponsors: Assemblymen Spiegel, Frierson,  
Healey; Bustamante Adams and Duncan

CHAPTER.....

AN ACT relating to food establishments; revising the definition of  
“food establishment” for purposes of provisions regulating  
such establishments; and providing other matters properly  
relating thereto.

**Legislative Counsel’s Digest:**

Existing law requires a person to obtain a permit to operate a food establishment and to comply with various other requirements in the operation of the food establishment. (NRS 446.870) Existing law defines the term “food establishment” for those purposes and specifically excludes certain entities from the definition, including private homes where the food that is prepared or manufactured in the home is not provided for compensation or other consideration of any kind. (NRS 446.020) This bill adds to the list of entities that are excluded from the definition of “food establishment” a cottage food operation that: (1) manufactures or prepares certain food items for sale; (2) meets certain requirements relating to the preparation, labeling and sale of those food items; and (3) registers with the health authority. This bill also prohibits a local government from adopting any ordinance or other regulation that prohibits a person from preparing food in a cottage food operation within the person’s private home.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

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THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN  
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

**Section 1.** Chapter 446 of NRS is hereby amended by adding thereto a new section to read as follows:

*1. A cottage food operation which manufactures or prepares a food item by any manner or means whatever for sale, or which offers or displays a food item for sale, is not a “food establishment” pursuant to paragraph (h) of subsection 2 of NRS 446.020 if each such food item is:*

*(a) Sold on the private property of the natural person who manufactures or prepares the food item or at a location where the natural person who manufactures or prepares the food item sells the food item directly to a consumer, including, without limitation, a farmers’ market licensed pursuant to chapter 244 or 268 of NRS, flea market, swap meet, church bazaar, garage sale or craft*





*fair, by means of an in-person transaction that does not involve selling the food item by telephone or via the Internet;*

*(b) Sold to a natural person for his or her consumption and not for resale;*

*(c) Affixed with a label which complies with the federal labeling requirements set forth in 21 U.S.C. § 343(w) and 9 C.F.R. Part 317 and 21 C.F.R. Part 101;*

*(d) Labeled with “MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION” printed prominently on the label for the food item;*

*(e) Prepackaged in a manner that protects the food item from contamination during transport, display, sale and acquisition by consumers; and*

*(f) Prepared and processed in the kitchen of the private home of the natural person who manufactures or prepares the food item or, if allowed by the health authority, in the kitchen of a fraternal or social clubhouse, a school or a religious, charitable or other nonprofit organization.*

*2. No local zoning board, planning commission or governing body of an unincorporated town, incorporated city or county may adopt any ordinance or other regulation that prohibits a natural person from preparing food in a cottage food operation.*

*3. Each natural person who wishes to conduct a cottage food operation must, before selling any food item, register the cottage food operation with the health authority by submitting such information as the health authority deems appropriate, including, without limitation:*

*(a) The name, address and contact information of the natural person conducting the cottage food operation; and*

*(b) If the cottage food operation sells food items under a name other than the name of the natural person who conducts the cottage food operation, the name under which the cottage food operation sells food items.*

*4. The health authority may charge a fee for the registration of a cottage food operation pursuant to subsection 3 in an amount not to exceed the actual cost of the health authority to establish and maintain a registry of cottage food operations.*

*5. The health authority may inspect a cottage food operation only to investigate a food item that may be deemed to be adulterated pursuant to NRS 585.300 to 585.360, inclusive, or an outbreak or suspected outbreak of illness known or suspected to be caused by a contaminated food item. The cottage food operation*



*shall cooperate with the health authority in any such inspection. If, as a result of such inspection, the health authority determines that the cottage food operation has produced an adulterated food item or was the source of an outbreak of illness caused by a contaminated food item, the health authority may charge and collect from the cottage food operation a fee in an amount that does not exceed the actual cost of the health authority to conduct the investigation.*

*6. As used in this section:*

*(a) "Cottage food operation" means a natural person who manufactures or prepares food items in his or her private home or, if allowed by the health authority, in the kitchen of a fraternal or social clubhouse, a school or a religious, charitable or other nonprofit organization, for sale to a natural person for consumption and whose gross sales of such food items are not more than \$35,000 per calendar year.*

*(b) "Food item" means:*

- (1) Nuts and nut mixes;*
- (2) Candies;*
- (3) Jams, jellies and preserves;*
- (4) Vinegar and flavored vinegar;*
- (5) Dry herbs and seasoning mixes;*
- (6) Dried fruits;*
- (7) Cereals, trail mixes and granola;*
- (8) Popcorn and popcorn balls; or*
- (9) Baked goods that:*

*(I) Are not potentially hazardous foods;*

*(II) Do not contain cream, uncooked egg, custard, meringue or cream cheese frosting or garnishes; and*

*(III) Do not require time or temperature controls for food safety.*

**Sec. 2.** NRS 446.020 is hereby amended to read as follows:

446.020 1. Except as otherwise limited by subsection 2, "food establishment" means any place, structure, premises, vehicle or vessel, or any part thereof, in which any food intended for ultimate human consumption is manufactured or prepared by any manner or means whatever, or in which any food is sold, offered or displayed for sale or served.

2. The term does not include:

(a) Private homes, unless the food prepared or manufactured in the home is sold, or offered or displayed for sale or for compensation or contractual consideration of any kind;



(b) Fraternal or social clubhouses at which attendance is limited to members of the club;

(c) Vehicles operated by common carriers engaged in interstate commerce;

(d) Any establishment in which religious, charitable and other nonprofit organizations sell food occasionally to raise money or in which charitable organizations receive salvaged food in bulk quantities for free distribution, unless the establishment is open on a regular basis to sell food to members of the general public;

(e) Any establishment where animals are slaughtered which is regulated and inspected by the State Department of Agriculture;

(f) Dairy farms and plants which process milk and products of milk or frozen desserts which are regulated under chapter 584 of NRS; ~~for~~

(g) The premises of a wholesale dealer of alcoholic beverages licensed under chapter 369 of NRS who handles only alcoholic beverages which are in sealed containers ~~[-]~~; *or*

*(h) A cottage food operation that meets the requirements of section 1 of this act with respect to food items as defined in that section.*

**Sec. 3.** This act becomes effective on July 1, 2013.



Assembly Bill No. 200—Assemblymen Hardy, Grady, Carlton,  
Hickey, Oscarson; Kirner, Livermore and Wheeler

Joint Sponsors: Senators Hardy; and Cegavske

CHAPTER.....

AN ACT relating to food establishments; allowing farms to hold farm-to-fork events in certain circumstances without being considered a food establishment for purposes of inspections by the health authority and other regulations; requiring such farms to register with the health authority; and providing other matters properly relating thereto.

**Legislative Counsel’s Digest:**

Existing law requires a person to obtain a permit to operate a food establishment and to comply with various other requirements in the operation of the food establishment. (NRS 446.870) Existing law defines the term “food establishment” for those purposes and specifically excludes certain entities from the definition, including private homes where the food that is prepared or manufactured in the home is not provided for compensation or other consideration of any kind. (NRS 446.020)

**Section 5** of this bill adds to the list of entities that are excluded from the definition of “food establishment” a farm holding a farm-to-fork event. **Section 2** of this bill defines the term “farm-to-fork event” as an event where prepared food from a farm is provided for immediate consumption by paying guests at the farm. **Section 3** of this bill authorizes a farm to hold a farm-to-fork event without being subject to the requirements of a food establishment provided that: (1) any rabbit meat or poultry served is raised and prepared on the farm, and is butchered and processed on the farm pursuant to certain permit and inspection requirements of NRS; (2) other food items served are prepared from ingredients substantially produced on the farm; and (3) each guest is provided with a notice which states that no inspection was conducted by a state or local health department of the farm or the food to be consumed, except as to the butchering and processing of the meat or poultry. **Section 3** further provides that a farm which holds more than two events in any month becomes a food establishment subject to all the requirements of a food establishment for the remainder of the calendar year. **Section 3.5** requires a farm that wishes to hold farm-to-fork events to register with the health authority by providing certain information and paying a fee. The health authority is prohibited from inspecting the farm, except in certain circumstances.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

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THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN  
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

**Section 1.** Chapter 446 of NRS is hereby amended by adding thereto the provisions set forth as sections 2, 3, 3.5 and 4 of this act.

**Sec. 2.** *“Farm-to-fork event” means an event organized on a farm where prepared food is provided for immediate consumption*



*to paying guests and that meets the requirements of section 3 of this act.*

**Sec. 3. 1.** *Except as otherwise provided in subsection 3, a farm is not a “food establishment” for purposes of holding a farm-to-fork event provided that:*

*(a) Any poultry and meat from a rabbit that is served at the farm-to-fork event is raised and prepared on the farm and is butchered and processed on the farm pursuant to the requirements of chapter 583 of NRS; and*

*(b) Any other food item that is served at the farm-to-fork event, including, without limitation, salads, side dishes and desserts, are prepared on the farm from ingredients that are substantially produced on the farm.*

*2. A farm which holds a farm-to-fork event shall, before a guest consumes any food, provide each guest with a notice which states that no inspection was conducted by a state or local health department of the farm or the food to be consumed, except as otherwise provided in subsection 1.*

*3. A farm which holds more than two events in any month that would otherwise qualify as farm-to-fork events becomes a food establishment for the remainder of that calendar year subject to all of the requirements of this chapter and any regulations adopted pursuant thereto concerning food establishments.*

**Sec. 3.5. 1.** *A farm that wishes to hold farm-to-fork events must register with the health authority by submitting such information as the health authority deems appropriate, including, without limitation:*

*(a) The name, address and contact information of the owner of the farm;*

*(b) The name under which the farm operates; and*

*(c) The address of the farm.*

*2. The health authority may charge a fee for the registration of a farm pursuant to this section in an amount not to exceed the actual cost of the health authority to establish and maintain a registry of farms holding farm-to-fork events.*

*3. The health authority shall not inspect a farm that holds a farm-to-fork event, except as otherwise provided in subsection 3 of section 3 of this act and except that the health authority may inspect a farm following a farm-to-fork event to investigate a food item that may be deemed to be adulterated pursuant to NRS 585.300 to 585.360, inclusive, or an outbreak or suspected outbreak of illness known or suspected to be caused by a*





*contaminated food item served at the farm-to-fork event. A farm shall cooperate with the health authority in any such inspection.*

*4. If, as a result of an inspection conducted pursuant to subsection 3, the health authority determines that the farm has produced an adulterated food item or was the source of an outbreak of illness caused by a contaminated food item, the health authority may charge and collect from the farm a fee in an amount not to exceed the actual cost of the health authority to conduct the investigation.*

**Sec. 4.** (Deleted by amendment.)

**Sec. 5.** NRS 446.020 is hereby amended to read as follows:

446.020 1. Except as otherwise limited by subsection 2, “food establishment” means any place, structure, premises, vehicle or vessel, or any part thereof, in which any food intended for ultimate human consumption is manufactured or prepared by any manner or means whatever, or in which any food is sold, offered or displayed for sale or served.

2. The term does not include:

(a) Private homes, unless the food prepared or manufactured in the home is sold, or offered or displayed for sale or for compensation or contractual consideration of any kind;

(b) Fraternal or social clubhouses at which attendance is limited to members of the club;

(c) Vehicles operated by common carriers engaged in interstate commerce;

(d) Any establishment in which religious, charitable and other nonprofit organizations sell food occasionally to raise money or in which charitable organizations receive salvaged food in bulk quantities for free distribution, unless the establishment is open on a regular basis to sell food to members of the general public;

(e) Any establishment where animals are slaughtered which is regulated and inspected by the State Department of Agriculture;

(f) Dairy farms and plants which process milk and products of milk or frozen desserts which are regulated under chapter 584 of NRS; ~~or~~

(g) The premises of a wholesale dealer of alcoholic beverages licensed under chapter 369 of NRS who handles only alcoholic beverages which are in sealed containers ~~or~~; *or*

*(h) A farm for purposes of holding a farm-to-fork event.*

**Sec. 6.** This act becomes effective on July 1, 2013.





## Elko County mosquito sample tests positive for West Nile

SEPTEMBER 06, 2013 2:30 PM

CARSON CITY (AP) — West Nile virus is turning up in more mosquitoes tested by the Nevada Department of Agriculture, including in Elko County.

The animal disease laboratory today reported 42 mosquito samples from seven Nevada counties have tested positive for the disease.

Positive results were found in samples taken from Carson City, Clark, Churchill, Douglas, Elko, Lyon and Washoe counties.

People bitten by infected mosquitoes can suffer flu-like symptoms. Extreme cases can lead to death.

The U.S. Centers for Disease Control and Prevention says more than 13,000 people have been seriously ill and about 1,200 have died since 1999.

So far this year seven human cases have been reported in Nevada — six in Clark County and one in Douglas.

There is no vaccine for humans. Horse owners should update their animal's vaccinations.



## **More than 16 tons of trash, weeds removed from river banks**

by [Tribune Staff](#)

10.01.13 - 04:02 pm

RENO – Fewer volunteers removed more trash and invasive weeds than in the last four years of Keep Truckee Meadows Beautiful's (KTMB) Truckee River Cleanup Day. Five hundred fifty Washoe County residents lined the banks of the Truckee from Verdi to Lockwood, with kayakers and flyfishers in the river, and between them they removed more than 16 tons of trash, recycling and green waste.

In 2012, more than 700 volunteers came out for KTMB's Truckee River Cleanup and 13 tons of waste and weeds were removed. Christi Cakiroglu, KTMB executive director, said the amount of waste collected along the banks by the hundreds of residents shows how much work needs to be done to keep the river looking clean.

"KTMB's Truckee River Cleanup Day is a great reminder to always make sure your trash gets in a trash can or recycling bin," Cakiroglu said. "We have a beautiful river running right through our community that provides our drinking water and a great place to fish, boat or play, but it's up to us to keep it healthy and beautiful."

A number of this year's cleanup sites included invasive-weed removal; because invasive weeds use more water than the Truckee Meadows' native weeds and are more flammable, they are always a concern in wildfire-prone northern Nevada. KTMB's Truckee River Cleanup Day also included stenciling 502 storm drains this year.

"People don't think much of it when they lose track of a soda bottle or beer can along the river, and they might not realize they are one of hundreds doing the same thing all summer," Cakiroglu said. "When you add fertilizer, car-washing soap, pet waste and other lawn runoff going down the storm drains, our river can get unhealthy really quickly. But through events like this, and the wonderful work of our volunteers, people become aware of how simple, everyday decisions as individuals make a vital contribution to our community's health and economy."

Dozens of local groups and non-profit organizations volunteered for the cleanup, including members of the Reed High School JROTC battalion, members of the Omega Delta Phi fraternity at the University of Nevada, Reno, NV Energy employees and their families, GREENevada. SaveMart volunteers were on hand treating volunteers to a barbecue lunch as they worked in and out of Glendale and Rock parks in Sparks as well as several Reno parks along the Truckee River.

KTMB's Truckee River Cleanup Day was sponsored by the Truckee River Fund, and coordinated in partnership with NV Energy, Waste Management Recycle America, Wells Fargo, YP, the cities of Reno and Sparks, Sun Valley General Improvement District, Washoe County, Washoe County Health District, Allied Nevada Gold, Barrick, IGT, REI, Signature Landscapes, and Whole Foods.

Started in 2004, KTMB's Truckee River Cleanup Day strives to preserve the natural beauty of local recreation areas and remove the dangers to people and wildlife associated with trash, illegal dump sites and invasive weeds, with the help of volunteers. For a map of 2013 cleanup sites, before photos, video and more, visit <http://ktmb.org/ktmbs-truckee-river-cleanup-day/>.

© dailysparkstribune.com 2013

## Nevada Black Bears on the Prowl for Food

Posted: Sep 25, 2013 11:47 AM PDT Updated: Sep 25, 2013 6:15 PM PDT



Nevada's black bears are on the prowl for high calorie comfort food to pack on pounds before winter.

The increased bear activity is keeping biologists with the Nevada Department of Wildlife busy to make sure the hungry bruins don't get into trouble by getting too close to people.

The agency on Wednesday said bears are expanding beyond their normal territories in search of easy pickings such as trash or ripened fruit. Areas near Yerington, Topaz Ranch Estates and the Minden-Gardnerville area and the foothills of Reno have all seen bears in recent days.

NDOW biologists have set four bear traps around northern Nevada, hoping to capture marauding bears before they get into trouble and become a nuisance.

The plan is to release captured bears with a send-off of rubber bullets to discourage them from venturing into neighborhoods. NDOW says it has saved 400 bears using aversive conditioning treatment since the technique was first used in the late 1990s. "The key to saving these bears is that we receive a phone call from the public right when the bear shows up in a neighborhood," says Carl Lackey. "When we're allowed to do our job from the beginning, without interference from outside groups, we can save most bears."

To report bear conflicts in California, contact Northern California dispatch at (916) 445-0380. To report bear conflicts in Nevada, contact the Nevada Department of Wildlife at (775) 688-BEAR (2327). If the issue is an immediate threat, call the local sheriff's department or 911.

For information on living with bears, you can go to [www.ndow.org](http://www.ndow.org) and the look for the 'Bear Logic' page on the website.

# Bears engage in 'feeding frenzy' with winter's approach

Dry winters force bears to venture farther for food as winter nears

Sep. 27, 2013 | RGJ



A 400-pound male black bear looks into Shirley Wallace's backyard Tuesday, Nov. 22, 2005, in Carson City, Nev., after climbing one of her pine trees. / Brad Horn/Nevada Appeal file

Written by **Jeff DeLong**

## BY THE NUMBERS

Total bear reports made by people in 2012: 237

Breakdown by place of origin:

- Washoe County/Incline Village: 22 percent

- Other parts of Washoe County: 55 percent
- Douglas County: 16 percent
- Carson City: 7 percent

Source: Nevada Department of Wildlife

## MORE BEAR ACTIVITY: WHAT YOU NEED TO KNOW

### THE BEAR DIET

Black bears are in a pre-hibernation phase known as “hyperphagia” when they increase caloric intake from about 3,000 to upwards of 25,000 calories per day. That’s like eating 45 Big Macs and making it halfway through No. 46 every day.

### HIDE YOUR FOOD

Bears are turning to food sources associated with humans after drought cut back their natural foods. You’re not a casino; don’t give them a buffet. Keep your trash inside or in a bear-proof container. Don’t leave bird feeders or pet food exposed. Pick ripened fruit from a tree or bush immediately, and don’t leave it on the ground after it falls.

### SHARE THE ROAD

Keep an eye out for bears while driving — many are out and about right now looking for food. Last weekend, bears were hit and killed near Gardnerville and Kingsbury Grade, and the largest cause of bear deaths in the region is traffic collisions. And from a purely selfish standpoint, hitting a 350- to 450-pound object at 50 mph is probably going to send your car to the body shop.

### AT A GLANCE

• Documented black bear deaths, 1997-2012:

- Hit by car: 158
- Killed for public safety: 79
- Killed under three-strikes policy: 19
- Killed through depredation permits: 32
- Killed through sport hunting: 25
- Killed illegally: 6
- Other: 39
- Total: 358

Source: Nevada Department of Wildlife

Officials at an upscale north Lake Tahoe community have started debate over changing town garbage policy to address trash-raiding black bears. Proposals include enforcing existing laws

penalizing residents for being careless with their trash or flat-out requiring them to have bearproof trash cans.

### **Related Links**

- [Incline Village leaders begin debate over bears and trash](#)

With winter approaching, bear activity is picking up substantially as the animals search for food across a drought-parched landscape.

Black bears are raiding garbage bins, fruit orchards and tearing apart beehives as they attempt to load up on calories in advance of cold weather. The latest activity is centered not only around Lake Tahoe but in lower-elevation communities closer to urban centers.

Since Monday, bears have been reported in Reno's foothills, near Yerington, Minden-Gardnerville and Topaz Lake.

"Bears have just been going nuts," said Carl Lackey, bear biologist for the Nevada Department of Wildlife.

It happens every year around now as black bears enter a physiological phase known as "hyperphagia" when they increase caloric intake from about 3,000 to upwards of 25,000 calories per day.

"They're packing on weight, or trying to — just kind of going on a feeding frenzy," Lackey said. "Bears eat as much as possible to carry them through winter hibernation."

Bears are turning to garbage, fruit trees and other food sources associated with humans with particular enthusiasm this year due to drought. Two back-to-back dry winters have diminished availability of natural foods — including nuts and berries provided by plants such as manzanita, squirrel tail, snowbush, desert peach and rosehips.

Four traps were set across the region for problem-causing bears on Thursday, with one successfully capturing a young male bear in Incline Village. The hope is to capture these bears and then release them through "aversive conditioning," a process during which they are typically shot with rubber bullets and harassed by specially trained dogs. The idea is to make the experience so unpleasant the bears avoid humans in the future.

"The goal is to trap these bears, perform aversive conditioning and release the bears, unharmed but chastened, back into the wild," said Warden Lt. Mike McCusker. The Department of Wildlife has performed aversive conditioning on nearly 400 bears since the late 1990s.

This is a particularly deadly time for bears on the move. Many are hit and killed by cars, including one near Gardnerville and another at Tahoe's Kingsbury Grade over last weekend. Nearly 160 bears have been killed by auto collisions between 1997 and 2012 — and at least six more so far this year — making this the single largest cause of bear deaths in the region.

# Bear causes 'Code Brown' at Incline Elementary, but students released normally

Sep. 30, 2013 |

## Related Links

- [Bear captured in Reno NW released](#)
- [Mother Bear and Two Cubs Captured in Carson City](#)
- [Year Old Bear Cubs Relocated to the Sierra](#)
- [Bear caught in Reno area](#)
- [Bear caught, later released](#)
- [Bear caught, released in hills above Carson Valley](#)

A black bear prompted a so-called “Code Brown” at an Incline Village school this afternoon but children are being released from school as normal after the bear wandered elsewhere.

Students at Incline Elementary School were sheltered in place shortly after noon after the bear was seen on school grounds. Officials with the Nevada Department of Wildlife along with school police responded. The bear was determined not to be aggressive and then left the area, said district spokeswoman Victoria Campbell.

A “Code Brown” is a designation for a nearby bear and is unique to Tahoe schools, Campbell said. Extra school police will be in the area when classes end at 3 p.m. but children who want to walk home can still do so. Parents have been notified and can pick up their children at the school office if desired, Campbell said



# WASHOE COUNTY HEALTH DISTRICT NEWS RELEASE

FOR IMMEDIATE RELEASE: October 3, 2013

FOR MORE INFORMATION CONTACT: Phillip Ulibarri, PIO, (775) 328-2414

## Health District asks residents to be bear aware with garbage

Recent reports of increased bear activity from Lake Tahoe and along the Sierra foothills from Verdi south into the Truckee Meadows and Washoe Valley has local health officials requesting that residents remember to properly store garbage to avoid attracting the animals looking to fatten up as cold weather and hibernation season nears.

"No matter where you live you should containerize your waste so that animals are not able to access your garbage. And, people should not place garbage out at the street until the day it is being picked up by the garbage company," said Bob Sack, Environmental Health Services Director at the Washoe County Health District. "At this time of year wild animals and especially bears are looking to eat as much food as possible. This includes garbage. So residents in bear or animal prone areas should keep their garbage containerized and in the garage or some other area that animals cannot get to. This will keep both you and your family, and the animals safe," Sack said.

According to the latest information from the Nevada Department of Wildlife, the increase in activity has been widespread across the area, especially in the foothills and valleys of western Nevada east to Yerington, as the bears look for easy meals in attempts to increase their daily caloric intake and prepare for winter hibernation in a process called *hyperphagia*. Several bears have been struck and killed by vehicles in these areas according to NDOW.

"People who live in the urban interface, where the city and the country meet, have a special obligation not to attract bears or other wildlife," said Chris Healy, Public Information Officer for the NDOW. "Leaving things like pet food, bird feeders, and garbage creates a nuisance that can ultimately lead to great harm to the animals. Remember, 95% of nuisance bear problems can be alleviated if people take care of their garbage properly."

Although the activity is not unexpected, health officials point out that by being aware and taking steps to secure your garbage will keep everyone safe. "People can keep bears wild and human life and property safe if they do not attract bears with garbage. Once they know your garbage container means fast food, they keep coming back," said Sack.

For more on bear safety go to: [http://www.ndow.org/Nevada\\_Wildlife/Bear\\_Logic/](http://www.ndow.org/Nevada_Wildlife/Bear_Logic/).

# # #



## Health District Asks Residents to be Bear Aware With Garbage

Posted: Oct 03, 2013 6:05 PM PDT

Updated: Oct 03, 2013 6:05 PM PDT

*From Washoe County:*

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*From Washoe County*





# WASHOE COUNTY HEALTH DISTRICT

## AIR QUALITY MANAGEMENT DIVISION



**Public Health**  
Prevent. Promote. Protect.

**Date:** October 15, 2013

**To:** District Board of Health

**From:** Charlene Albee, Acting Division Director *CA*  
Air Quality Management

**Re:** Monthly Report for Air Quality Management  
Agenda Item: 19.D.

The enclosed Air Quality Management Division Report is for the month of October 2013 and includes the following sections:

- Air Quality
- Monitoring Activity
- Planning Activity
- Permitting Activity
- Compliance/Inspection Activity
- Enforcement Activity



# Director's Report

SEPTEMBER 2013

On September 16<sup>th</sup>, Air Quality Management staff attended an event hosted by the Eastern Sierra Chapter of the Air & Waste Management Association. The event featured a presentation from Dr. Jason Geddes, City of Reno Environmental Services Administrator and Chair, Nevada System of Higher Education Board of Regents. Dr. Geddes presentation was titled "Greetings to our Community: Energy Efficiency, Renewable Energy and Single Stream Recycling". In addition to information on the benefits of energy efficiency the City of Reno has experienced, he provided details regarding the new single stream recycling program that will begin in February 2014.

The National Association of Clean Air Agencies (NACAA) held its Fall Membership Meeting in Baltimore, Maryland on September 23<sup>rd</sup> through 25<sup>th</sup> which was attended by air directors from around the Country. I attended the meeting as the Washoe County Air Quality Management representative but actually ended up being the only representative from Nevada. Debbie Jordan, Air Director for EPA Region IX, was very appreciative of our attendance at the meeting and our continued participation with the NACAA Permitting, Enforcement, Toxics, and Emissions & Modeling Committees.

The Planning & Monitoring Staff has been evaluating the lessons learned as a result of the significant air quality impacts from the American and Rim Fires. With these lessons in mind, staff has already begun preparations for the upcoming Keep It Clean – Know the Code Season which officially begins on November 1<sup>st</sup>. Several of the methods used to provide the public with current air quality information will be modified to improve the quality and delivery of the data.

## AIR QUALITY COMPARISON FOR SEPTEMBER

Air Quality Index Range		# OF DAYS SEPTEMBER 2013	# OF DAYS SEPTEMBER 2012
<b>GOOD</b>	<b>0 to 50</b>	<b>15</b>	<b>24</b>
<b>MODERATE</b>	<b>51 to 100</b>	<b>13</b>	<b>6</b>
<b>UNHEALTHY FOR SENSITIVE GROUPS</b>	<b>101 to 150</b>	<b>2</b>	<b>0</b>
<b>UNHEALTHY</b>	<b>151 to 200</b>	<b>0</b>	<b>0</b>
<b>VERY UNHEALTHY</b>	<b>201 to 300</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>30</b>	<b>30</b>

On Sunday, September 29<sup>th</sup>, AQMD staff participated in the National Plug In Day celebration held at Idlewild Park. Organizations from all over the Truckee Meadows gathered to celebrate the benefits of electric vehicles and promote alternative transportation. Several different types of electric vehicles were on display including the AQMD Nissan Leaf, 2012 Fisker Karma, and several Tesla vehicles.

Charlene Albee, acting Division Director



Air Quality

HIGHEST AQI NUMBER BY POLLUTANT

POLLUTANT	SEPT 2013	YTD for 2013	SEPT 2012	Highest for 2012
CARBON MONOXIDE (CO)	9	24	12	29
OZONE 8 hour (O3)	64	93	67	104
PARTICULATES (PM <sub>2.5</sub> )	121	174	28	105
PARTICULATES (PM <sub>10</sub> )	85	97	44	74

For the month of September 2013, the highest Air Quality Index (AQI) values reported was one hundred twenty-one (121) for PM<sub>2.5</sub>. There were no exceedances of Carbon Monoxide, Ozone or PM<sub>10</sub>. There were fifteen (15) days the air quality was in the good range, thirteen (13) days in the moderate range, two (2) days in the Unhealthy for Sensitive Groups range.

Planning & Monitoring Activity

Monitoring:

The Galletti monitoring site has been in operation since 1988. This station is in the process of relocating approximately 250 feet north. Trees near the current location have grown and negatively impact the sampling path for particulate matter and carbon monoxide. Relocation is anticipated to be complete by the end of CY 2013.

Planning:

The Washoe County District Board of Health will be considering suspending the Oxygenated Fuels Program at the October DBOH meeting. Oxy-Fuels, along with the Woodstove and Smog Check programs, were three effective control strategies that reduced carbon monoxide emissions and helped the Truckee Meadows attain the carbon monoxide National Ambient Air Quality Standard.

*Dan Inouye, Branch Chief  
Planning and Monitoring*

Permitting Activity

TYPE OF PERMIT	2013		2012	
	SEPT	YTD	SEPT	ANNUAL TOTAL
Renewal of Existing Air Permits	119	1086	105	1339
New Authorities to Construct	6	60	4	88
Dust Control Permits	7 (112 acres)	92 (796 acres)	9 (75 acres)	105 (1420 acres)

Wood Stove Certificates	39	269	33	329
WS Dealers Affidavit of Sale	6 (4 replacements)	64 (40 replacements)	8 (4 replacements)	134 (83 replacements)
WS Notice of Exemptions	939 (11 stoves removed)	6226 (63 stoves removed)	458 (3 stoves removed)	7346 (83 stoves removed)

<i>Combined Total for both: Asbestos Assessments and Asbestos Demo and Removal (NESHAP)</i>	81	825	67	1148
Asbestos Assessments	65	657	-	-
Asbestos Demo and Removal (NESHAP)	16	168	-	-

Compliance &  
Inspection Activity

Staff reviewed thirteen (13) sets of plans submitted to the Reno, Sparks or Washoe County Building Departments to assure the activities complied with Air Quality requirements.

Staff conducted fifty-seven (57) stationary source renewal inspections in September 2013. Staff also conducted inspections on asbestos removal and construction/dust projects.

Permitting & Enforcement Activity

The Permitting Section is proud to announce that on September 9, 2013 the Prevention of Significant Deterioration (PSD)/Title V Permit was issued to Unique Infrastructure Group for the 360 MW natural gas fired power plant to be located at the Sparks Energy Park. The issuance of this permit represents the culmination of two years of permit processing which included a public hearing and two separate public notices. The Permitting Section worked closely with EPA Region IX to ensure the conditions of the permit met all Federal, State, and Local regulatory requirements. The supporting impact analysis document was also submitted to EPA Headquarters in Washington, D.C. for review of the Green House Gas (GHG) Best Available Control Technology evaluation. The Sparks Energy Park will be a dedicated power producer for the technology park and data center which is currently under construction north of Interstate 80 at the Patrick Exit.

The Enforcement Branch continues to work on numerous asbestos related projects in the area. With the approach of the October deadline for breaking ground on projects in Incline Village, staff inspected the demolition of 11 residential structures in the month of September. Additionally, a major asbestos abatement project kicked off at the Getchell Library on the campus of the University of Nevada, Reno. The complete abatement of the old library is expected to take at least two months with several phases scheduled to include all four floors of the building. Upon completion of the asbestos abatement, the building will be demolished to make way for the new William Pennington Student Achievement Center.

*Charlene Albee, Branch Chief  
Permitting & Enforcement*

Enforcement Activity

COMPLAINTS	2013*		2012		
	SEPT	YTD	SEPT	YTD	Annual Total
Asbestos	0	19	2	15	18
Burning	1	4	0	5	8
Construction Dust	4	25	4	28	30
Dust Control Permit	2	11	2	6	7
General Dust	0	36	2	36	46
Diesel Idling	0	1	3	7	8
Odor	0	12	0	7	16
Spray Painting	2	8	1	3	5
Permit to Operate	2	15	1	39	55
Woodstove	1	10	0	14	16
<b>TOTAL</b>	<b>12</b>	<b>141</b>	<b>15</b>	<b>160</b>	<b>209</b>
NOV'S	SEPT	YTD	SEPT	YTD	Annual Total
Warnings	1	20	4	38	46
Citations	1	23	1	25	40
<b>TOTAL</b>	<b>2</b>	<b>43</b>	<b>5</b>	<b>63</b>	<b>86</b>

\* Discrepancies in totals between monthly reports can occur because of data entry delays.

Notices of Violation (NOVs):

There were two (2) Notice of Violations (NOV's) issued in the month of September 2013. There was one (1) NOV Warning and one (1) NOV Citation.





# Washoe County Health District



**Public Health**  
Prevent. Promote. Protect.

October 14, 2013

TO: Members District Board of Health

FROM: Eileen Stickney

SUBJECT: Report for October 2013 Administrative Health Services Division

## **Technology Update –National Association of Government Web Professionals 2013 National Conference Report**

The National Association of Government Web Professionals (NAGW) is an association of local government Web Professionals working together to share knowledge, ideas, and other resources. The National Conference is held each year to teach and discuss the latest in web technology, design, and issues facing local governments.

Topics at this year's conference included, but is not limited to, the following:

Responsive Web Design – A web design approach for providing an optimal viewing experience for devices ranging from desktop computer monitors all the way down to smartphones. This year's conference focused on:

- Accessibility issues with responsive design,
- Content strategy and responsive design (what to include on smaller screens and how to order the content), and
- Responsive images (loading the appropriately sized image for the device loading it), total web page size, and the amount of time someone will wait for a page to load.

Web Design – Meeting the needs of people using sites and applications, looking at what they are trying to accomplish, when they are trying to accomplish it, and where they are trying to accomplish it. From there, come up with a web design based on those scenarios.

Emergency Online Communications – Looking at social media and how it has and will change disasters and response, a discussion of the Incident Command System, and what other jurisdictions have done with the web in emergency situations. Steve Fisher met James Garrow. He is the Operations and Logistics Manager in the Bioterrorism and Public Health Preparedness Program at the Philadelphia Department of Public Health. Steve requested information from him so that we may learn from what Philadelphia has done.

Steve Fisher presented a 90 minute session on improving photos and working with video in Photoshop.

Conclusion

With Washoe County looking at moving to a new Content Management System and responsive design, this conference was very informative on the potential issues and things to think about when it comes to responsive design. It will force us to think differently about our website and the content that we put on it. The conference also pointed out what is a lack of many jurisdictions to include the web and social media in their emergency communications plans and to train on it.

WIC Program Update:

**Number of WIC Participants Served\* - August 2013:**

Women Prenatal	Women Postpartum Non-breastfeeding	Women Postpartum Breastfeeding	Infants 0-12 Months	Children 1-5 Years	TOTAL
560	404	394	1,317	3,158	<b>5,833</b>

\*It takes a full month after the last day of the reporting month for final caseload counts as WIC is open and participants have 30 days to purchase their WIC foods.

**Sequestration and WIC**

The WIC Program is part of and subject to the affects of the Federal budget sequestration. However, WIC can and is continuing operations through the end of October. Nevada State WIC, the funding agency that funnels Federal WIC dollars to the Health District, can cover both administration and food costs with carry forward authority, rebate and contingency during this time. WIC is therefore "business as usual" for the time being, except for non-essential purchases which are suspended.

**WIC and Workforce Development**

As a member of the TMCC Diet Tech Program Advisory Committee, the WIC Program Manager participated in the site review by the ACEND (Accreditation Council for Education in Nutrition and Dietetics) for TMCC to maintain accreditation. The Advisory Committee helps steer the design of the program.

  
Administrative Health Services Officer



# WASHOE COUNTY HEALTH DISTRICT



**Public Health**  
Prevent. Promote. Protect.

**TO:** District Board of Health Members

**FROM:** Kevin Dick  
Interim District Health Officer

**DATE:** October 24, 2013

**SUBJECT:** October 2013 Interim District Health Officer Report

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## REMSA / EMS

EMS working group discussions continue. An Executive Committee of Health District, City, County, and REMSA management has been formed to assist in moving forward with areas of disagreement and to fashion a renewed franchise agreement.

## Fundamental Review

Contracts for the Fundamental Review work were finalized and purchase orders issued following the DBOH approval at the September Board meeting. A conference call with the review team and Division Directors was conducted on September 30 to discuss the site visit and overall project. An ambitious agenda for the October 17<sup>th</sup> and 18<sup>th</sup> site visit was established, and the Fundamental Review team met with Health District Management, an employee panel, Board of Health Members, City Managers, Community Health Partners and Stakeholders, Business representatives, and State Agency leaders. The District is currently working on compilation of financial information and a self-assessment to provide information to the Review Team prior to their second visit November 12-15.

## Staffing

A Public Health Nurse II position in CCHS and a Fiscal Compliance Officer in AHS have been filled. Recruitments are in progress for a Senior Environmental Health Specialist in EHS, a Licensed Engineer in EHS, and an EMS Coordinator in EPHP. These positions are being filled as a result of vacancies due to retirements or promotions.

## Permit Software Project

I continue to participate in the Negotiating Team for the regional business licensing and permitting software project. Accela Automation was selected as the top ranking vendor following the Request for Proposals process. The Negotiating Team is working on negotiating pricing, cost allocations across the participating jurisdictions, and potential funding mechanisms. Presentations on the project were made to the Washoe County Commissioners and the City of Reno on October 8 and 9. Both bodies provided approval to proceed with the project which is agendaized for DBOH consideration October 24<sup>th</sup>.

### Quality Improvement Initiative

The District Quality Improvement (QI) Initiative and the results of the QI survey were presented to staff during the October 1<sup>st</sup> General Staff meeting. During the meeting, an orientation training on QI was provided by Veronica Frenkel, Organizational Development Manager for Washoe County, and Margot Jordan who is leading the District's Accreditation Readiness Team. Priority goals for the QI Initiative have been established, and strategies to achieve them have been identified and have begun to be implemented. A QI team is being formed which will include representatives from each Division who will receive training on the QI process and tools over the next several months and will assist by facilitating QI project teams in their Divisions and coordinating with each other on QI project implementation.

### Other Events and Activities

Regularly scheduled meetings with Division Directors were held on September 30<sup>th</sup> and October 14<sup>th</sup>. I also conduct individual meetings with the Division Directors on a bi-weekly schedule.

A General Staff meeting was held on October 1<sup>st</sup>.

A monthly conference call with the Carson City Health and Human Services and the State Division of Public and Behavioral Health was held on October 1<sup>st</sup>.

I continue to serve as President of HomeFree Nevada / EnergyFit Nevada, the not-for-profit, Home Performance with Energy Star Provider for the State of Nevada. I met with the new Director of the State Office of Energy on October 15<sup>th</sup> to discuss EnergyFit and energy efficiency initiatives.

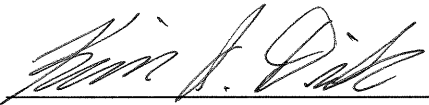
### Health District Media Contacts and Outreach

#### Health District Media Contacts: September 19 - October 15, 2013

<u>DATE</u>	<u>MEDIA</u>	<u>REPORTER</u>	<u>STORY</u>
10/14/2013	KOLO-CH8 ABC - Reno	Annie Woods	RTC Road Ahead AQMD Burn Code - Inouye
10/14/2013	UNIVISION	Yeraldin Deavilla	Norovirus - Ulibarri
10/11/2013	KOLO-CH8 ABC - Reno	Joe Harrington	Salmonella - Ulibarri
10/10/2013	UNIVISION	Laura Calzada	Salmonella - Ulibarri
10/10/2013	KRXI-CH21 FOX - Reno	Todd Rosenberg	Salmonella - Ulibarri
10/8/2013	KTVN-CH 2 CBS - Reno	Chris Cialo	Influenza - Shore
10/7/2013	KXJZ FM Radio - Capitol Public Radio	Ky Plaston (Sacramento)	Salmonella - Ulibarri
10/7/2013	Reno Gazette - Journal	Emerson Marcus	Salmonella - Ulibarri Federal Government Shutdown & WIC - Ulibarri/Bayan
10/1/2013	KRNV-CH 4 NBC - Reno	Terri Hendry	
9/19/2013	UNIVISION	Laura Calzada	Obesity Forum - Seals
9/19/2013	KOH AM Radio ABC-Reno	Jim Fannon	Obesity Forum - Seals
9/19/2013	KRNV-CH 4 NBC - Reno	Staff	Obesity Forum - Seals
9/19/2013	KOLO-CH8 ABC - Reno	Colin Lygren	Obesity Forum - Seals
9/19/2013	KTVN-CH 2 CBS - Reno	Arianna Bennett	Obesity Forum - Seals

**Press Releases/Media Advisories/Editorials**

10/11/2013	Press Release	PIO Ulibarri	Disease Prevention: Hand Washing, Cleaning Exclusion
10/3/2013	Press Release	PIO Ulibarri	Bear Awareness with Garbage
9/25/2013	Press Release	PIO Ulibarri	Veterans In Need of Service Project
9/19/2013	Media Advisory	PIO Ulibarri	Obesity Forum



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Kevin Dick  
Interim District Health Officer