

Doc Number: **0840657**

04/04/2014 02:51 PM

OFFICIAL RECORDS

Requested By:
DC/EFFPD

DOUGLAS COUNTY RECORDERS
Karen Ellison - Recorder

Page: 1 of 15 Fee: \$ 0.00

Bk: 0414 Pg: 943



Deputy: sd

Assessor's Parcel Number: N/A

Date: APRIL 4, 2014

Recording Requested By:

Name: LISA OWEN, EFFPD
& DEBBIE BEAM, COUNTY MANAGER

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: \$ N/A

INTERLOCAL AGREEMENT #2014.064

(Title of Document)

FILED

NO. 2014.064

2014 APR -4 AM 11:01

INTERLOCAL AGREEMENT

Between

DOUGLAS COUNTY, NEVADA

And

THE EAST FORK FIRE AND PARAMEDIC DISTRICTS

For

EMERGENCY MANAGEMENT SERVICES

TED THUAN
CLERK
BY *[Signature]*
DEPUTY

BK 0414
PG 944
4/4/2014

This Interlocal Agreement for Emergency Management Services (the "Agreement") is entered between Douglas County, a political subdivision of the State of Nevada ("County"), and the East Fork Fire and Paramedic Districts ("East Fork"). County and East Fork are at times collectively referred to herein as the "Parties" or individually as a "Party."

WHEREAS, Douglas County is required by Nevada Revised Statute 414.090(1) to have a director for the operation of emergency management; and

WHEREAS, the East Fork Fire District Chief has the necessary training and experience to provide the services required of an emergency management director pursuant to statute; and

WHEREAS, the East Fork Fire and Paramedic Districts currently have the necessary staff trained to support and provide the services of an Emergency Management Department, thus allowing Douglas County to meet the statutory requirements in full; and

WHEREAS, Nevada Revised Statute Section 277.180(1) allows public agencies to contract with other public agencies to perform any governmental service, activity or undertaking which any of the contracting agencies is authorized to perform; and

WHEREAS, Douglas County and East Fork are public agencies as defined in Nevada Revised Statutes Section 277.100; and

WHEREAS, County and East Fork believe it will be mutually beneficial and cost effective for East Fork to provide emergency management services to County.

0840637 Page 2 of 15

1. **Term of Agreement.** The term of this Agreement shall be from July 1, 2014 to June 30, 2017, inclusive, unless terminated earlier in accordance with the provisions contained herein.
2. **Termination of Prior Agreement.** The Parties mutually agree that the "Interlocal Contract Between Douglas County, Nevada and the East Fork Paramedic Districts" entered between the Parties and recorded with the Douglas County Recorder's Office as Document 0732996, Book 1108, Page 2518, is hereby rescinded and of no further legal effect.
3. **Services to Be Provided.** Upon execution of this Agreement, East Fork will designate the East Fork Fire Chief (the "Chief") to serve as Emergency Management Director for Douglas County, Nevada. The Chief will be responsible for all duties associated with the task of Emergency Management Director and will report directly to the Douglas County Manager. This delegation of authority and duties does not include the County's 911/Communications, Animal Control or Information Services departments.
4. **Command Structure.** As the Emergency Management Director, the Chief will comply with all statutory requirements, as well as state and federal laws relating to emergency management. The Chief may, within the command structure of East Fork, delegate any tasks deemed necessary and in the best interests of the County. The Chief will not use his position as Emergency Management Director to the detriment of any non-East Fork entity.
5. **Payment for Services.** Douglas County will pay to East Fork, the following sums to provide the emergency management services to the County:

| | |
|------------------------------------|-----------|
| July 1, 2014 (Fiscal Year 2014-15) | \$ 80,000 |
| July 1, 2015 (Fiscal Year 2015-16) | \$110,000 |
| July 1, 2016 (Fiscal Year 2016-17) | \$140,000 |

The foregoing payments includes East Fork providing all administration and grants; regulatory compliance and reporting; training and planning exercises; operations and Local Emergency Planning Committee ("LEPC") coordination; hazardous materials expertise; training and safety; and clerical support. This annual payment will not be used by East Fork to increase the salary of any East Fork personnel.

6. **Termination of Contract.** This Agreement may be terminated by either Party prior to the date set forth in paragraph one, without cause, by giving no less than 30 days advance written notice to the other Party.

6. **Termination of Contract.** This Agreement may be terminated by either Party prior to the date set forth in paragraph one, without cause, by giving no less than 30 days advance written notice to the other Party.

7. **Entire Contract - Partial Invalidity.**
This Agreement constitutes the entire understanding and agreement between the Parties and may not be amended except by an instrument in writing signed by County and East Fork. In the event any provision shall be determined to be invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability shall not affect the other or remaining provisions.

8. **Construction of Contract.** This Agreement shall be construed and interpreted according to the laws of Nevada, and will be reasonably construed to effectuate the intent of both parties. The Parties agree that the Ninth Judicial District Court, in and for the County of Douglas, State of Nevada, will be the forum for any litigation arising from or relating to this Agreement. There shall be no presumption for or against the drafter in interpreting or enforcing this Agreement.

9. **Insurance.** East Fork will procure and maintain such insurance as is required by applicable federal and state law and as is appropriate and reasonable to cover its staff, equipment, vehicles and property, including, without limitation, comprehensive general liability insurance, automobile insurance and public officials' errors and omissions insurance.

10. **Notice.** Any notices required under the terms of this Agreement shall be made by either U.S. mail or by hand delivery to the following:

| | |
|---------------------------------------|---------------------------------------|
| Douglas County Board of Commissioners | East Fork Board of Fire Commissioners |
| P.O. Box 218 | P.O. Box 218 |
| Minden, NV 89423 | Minden, NV |

IN WITNESS WHEREOF, the Parties hereto have caused this Interlocal Agreement for Emergency Management Services to be executed.

On Behalf of East Fork Board of Fire Commissioners:

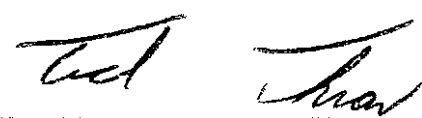
Dated this 20th day of March, 2014.


By: 
Doug N. Johnson, Chairman

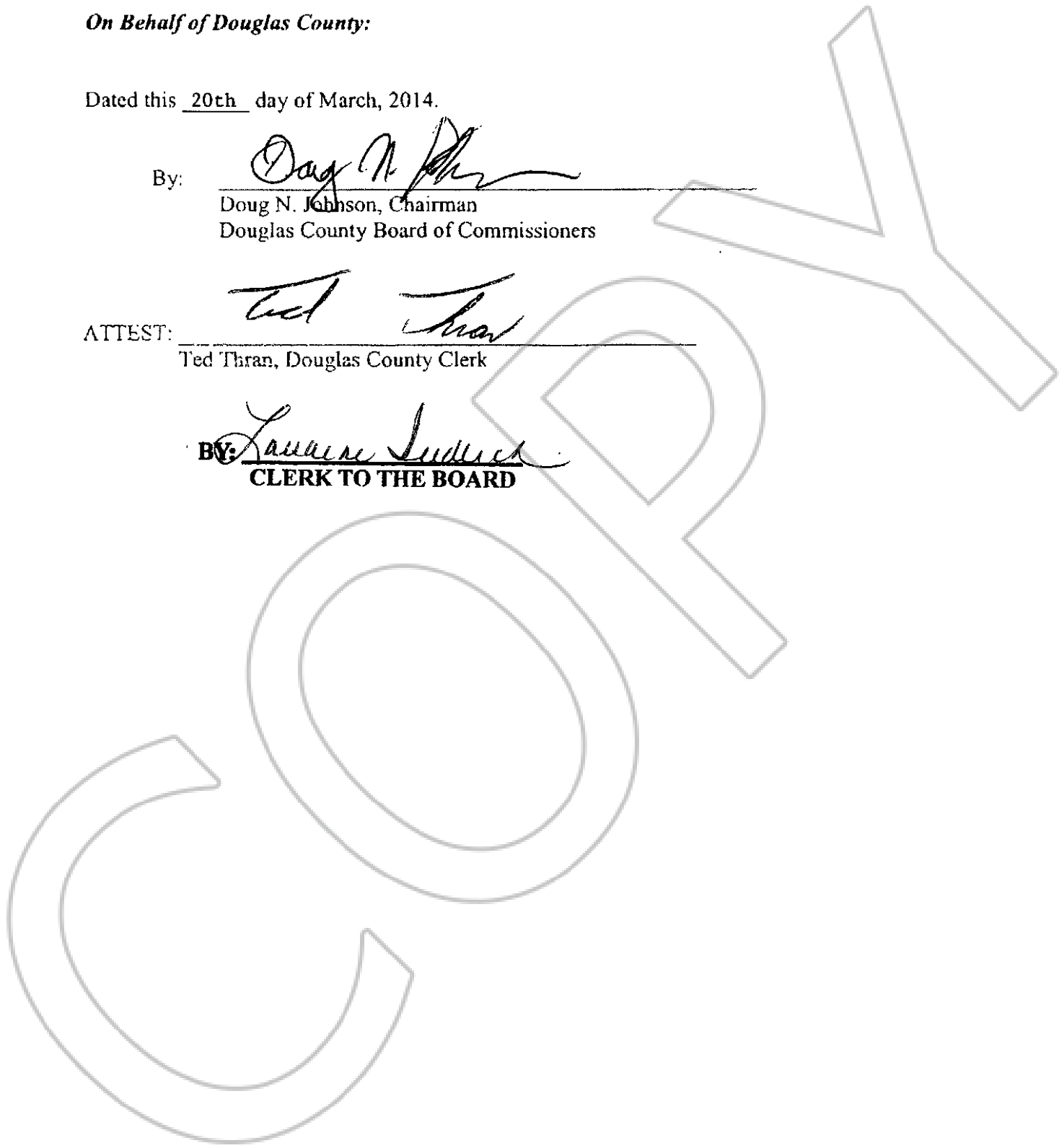
On Behalf of Douglas County:

Dated this 20th day of March, 2014.

By: 
Doug N. Johnson, Chairman
Douglas County Board of Commissioners

ATTEST: 
Ted Thran, Douglas County Clerk

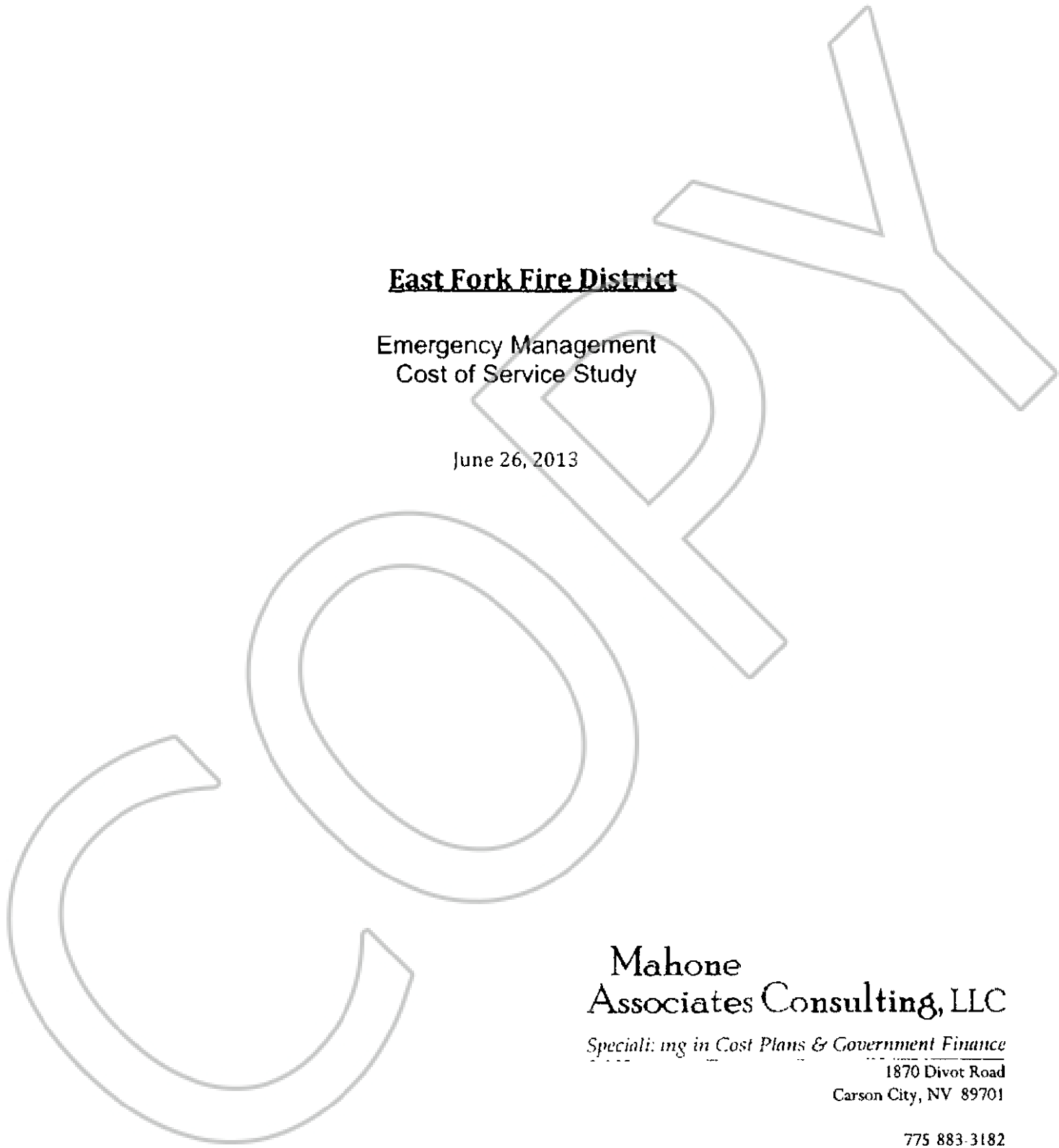
BY: 
CLERK TO THE BOARD



East Fork Fire District

Emergency Management
Cost of Service Study

June 26, 2013



**Mahone
Associates Consulting, LLC**

Specializing in Cost Plans & Government Finance

1870 Divot Road
Carson City, NV 89701

775 883-3182
www.costplans.com
mahoney@costplans.com

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East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation

A.

OVERVIEW

East Fork Fire and Paramedic District

The East Fork Fire and Paramedic Districts is located in Douglas County, Nevada and provides all hazard fire and emergency medical services. The Douglas County Board of County Commissioners serves as the districts' directors and governing body. The Fire Chief reports directly to the District Board.

The District supports fourteen stations to provide structural firefighting, emergency medical services, wildland firefighting, technical rescue and technician based hazardous material response. The staff includes a District Chief, Deputy Chiefs, Training Captains, Fire Inspectors, Battalion Chiefs, Fire Captains, Paramedic Fire Fighters and Emergency Medical Technician Fire Fighters as well as over 100 volunteer fire and medical personnel, creating one of the largest combined fire and emergency medical service agencies in Nevada.

Emergency Management

The East Fork Fire and Paramedic District entered into an Interlocal Agreement with Douglas County, Nevada in November of 2008 to provide Emergency Management services for Douglas County. Prior to the Agreement, emergency management duties were performed by the Douglas County Emergency Management Director and a staff of two other support personnel.

The Interlocal Agreement designates the District Chief as the Emergency Management Director, thereby eliminating the Douglas County position. As Emergency Management Director, the District Chief is responsible for all duties associated with the tasks of emergency management as required by NRS 414.090 as well as complying with all state and federal laws relating to emergency management. These tasks include providing administration and grants; regulatory compliance and reporting; training and planning exercise; EOC operations, LEPC coordination and all necessary clerical support.

The District Chief may, within the command structure of East Fork Fire District, delegate any emergency management tasks to his subordinates deemed necessary and in the best interests of Douglas County. The District Chief, as Emergency Management Director, reports directly to the Douglas County Manager regarding all duties associated with the task of emergency management.

The Interlocal Agreement specified payment for services to be at no cost to the County, during the first year. However, after the first year East Fork could provide a proposal for annual payment if East Fork found that providing emergency management services reduced in any way their ability to provide their required fire and paramedic services. East Fork has provided services without fee for the past five years.

B.

EMERGENCY MANAGEMENT COST ALLOCATION

East Fork Fire and Paramedic District contracted with Mahoney and Associates Consulting, LLC to develop a cost of services study for providing emergency management functions to Douglas County using cost accounting principles. The Douglas County Manager was in agreement that the study should be pursued.

Cost Allocation Methodology

The study was prepared with standard cost principles. A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information was obtained from the financial statements for the year ended June 30, 2012. Statistics used to allocate costs were taken from fiscal year 2012 data by performing one hundred percent counts, or in some cases, conducting a representative sample period count.

Mahoney & Associates developed the cost of service study by calculating the full costs of providing Emergency Management and East Fork Fire District operations by using the following methodology:

1. Conducted extensive interviews with East Fork staff responsible for emergency management to establish the activities performed and extent of time spent on emergency management and general fire operations during the time period of July 1, 2011 through June 30, 2012. Based on these interviews, a Salary and Wage Analysis was compiled to represent the best measures the services rendered.
2. Perform a cost analysis for Emergency Management by preparing a worksheet reflecting the total expenditures as reported on the Douglas County official financial statements. The cost analysis separately identifies the salary costs and related personnel costs, as well as the non-salary line item specific to Emergency Management and East Fork Fire operations. Costs were allocated on a reasonable and equitable basis to represent the measure the services rendered.
3. Building Use Charge. Under OMB A-87 regulations, a building use charge is allowed to accurately reflect the true costs of service. This charge is computed at 2% of fixed asset value of the East Fork Fire District office building.
4. Equipment Use Charge. An equipment use charge is allowable for East Fork-owned vehicles used to performing duties related to Emergency Management.

East Fork Fire and Paramedic Districts
 Emergency Management Cost Allocation

C.

ALLOCATION SUMMARY

Allocation Summary provides the costs allocated to each operating division. Proposed Costs represent the total allocated cost per operating division.

East Fork Fire District Expenditure allocations were derived from two methods: percent of time identified on the Salary and Wage Analysis worksheet or direct expenditures.

The Building Use Charge and Equipment Use Charge are costs that do not appear in the Douglas County financial statements. These costs are allowable under OMB A-87 and were added to the calculation as a cost adjustment.

| | Emergency Management | Fire Operations | Total Allocated |
|--------------------------------------|---------------------------------|----------------------------|----------------------------|
| East Fork Fire District Expenditures | \$198,797 | \$10,067,349 | \$10,266,146 |
| Building Use Charge | 354 | 16,057 | 16,411 |
| Equipment Use Charge | <u>333</u> | <u>15,064</u> | <u>15,397</u> |
| Proposed Costs | \$199,484 | \$10,098,470 | \$10,297,954 |
| Overhead Rate | 1.94% | 28.06% | |

East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation

D.

SALARY & WAGE ANALYSIS

The Salary & Wage Analysis was developed to identify the percent of time as a whole spent by employees tasked to perform Emergency Management duties. The worksheet represents the time period of July 1, 2011 through June 30, 2012.

Employees who directly performed duties for Emergency Management are identified; all non-emergency management employees are lumped together as "All Other Employees."

Salary & Wage Analysis Worksheet

| Employee | FY2012 | GENERAL & ADMIN | | EMERGENCY MGMT | | FIRE OPERATIONS | |
|----------------------------|---------------------------|-----------------|-------------------------|----------------|------------------|-----------------|---------------------------|
| | Salary | hours | \$\$ | hours | \$\$ | hours | \$\$ |
| 1 | \$ 121,644 | 1,403 | \$ 79,012 | 352 | \$ 19,823 | 405 | \$ 22,808 |
| 2 | 110,201 | - | - | 180 | 99,181 | 180 | 1,020 |
| 3 | 107,995 | - | - | 349 | 20,939 | 1,451 | 87,056 |
| 4 | 60,724 | 800 | 26,988 | 360 | 12,145 | 640 | 21,591 |
| 5 | 14,250 | 800 | 6,333 | 360 | 2,850 | 640 | 5,067 |
| 6 | 48,945 | - | - | 60 | 1,632 | 1,740 | 47,314 |
| 7 | 35,599 | - | - | 20 | 396 | 1,780 | 35,204 |
| 8 | 48,890 | - | - | 25 | 679 | 1,775 | 48,211 |
| 9 | 53,259 | 1,280 | 37,873 | 520 | 15,386 | - | - |
| 10 | 30,083 | 1,768 | 29,548 | 32 | 535 | - | - |
| 11 | 70,526 | 1,384 | 54,227 | 416 | 16,299 | - | - |
| 12 | 45,029 | 1,488 | 37,224 | 312 | 7,805 | - | - |
| 13 | <u>34,157</u> | 1,488 | <u>28,236</u> | 312 | <u>5,921</u> | - | - |
| TOTAL | \$ 781,303 | | \$299,442 | | \$115,429 | | \$ 366,431 |
| ALL OTHER EMPLOYEES | <u>4,980,260</u> | | | | | | <u>4,980,260</u> |
| OVERALL % | <u>\$5,677,073</u> | 5.28% | <u>\$299,442</u> | 2.03% | \$115,429 | 92.69% | <u>\$5,262,201</u> |

East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation

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E.**EXPENDITURE ALLOCATION****Schedule of Costs to be Allocated**

The fiscal year 2012 (July 1, 2011 – June 30, 2012) actual expenditures as reported on the Douglas County financial statement for East Fork Fire District are allocated as follows:

General and Administrative, Emergency Management or Fire Operations (columns): These costs represent the classification of actual expenditures.

- **General & Administrative:** These expenditures represent the costs that are shared by both Emergency Management and East Fork Fire District. These costs are reallocated prorate based on the percent derived from the Salary & Wage Analysis.
- **Emergency Management:** These are direct expenditures for Emergency Management and are allocated to Emergency Management.
- **Fire Operations:** These are direct expenditures for East Fork Fire District operations and are allocated to Fire Operations.

Line Items: Fire Operation only expenditures are lumped into a single line for each department. General & Administrative and Emergency Management expenditures are itemized and allocated as follows:

- **Salaries and Benefits:** Allocated based on a percent derived from the Salary & Wage Analysis.
- **Admin Benefits/Firemen:** These costs are benefits paid for East Fork Firemen personnel engaged in Emergency Management activities and are allocated to Fire Operations. Included in this category are PERSP PERS Fire, Work Comp (Fire), Heart/Lung and Uniform.
- **Utilities:** The utilities costs were separated into two categories: 1) the District Office building at 1694 County Road, Minden Nevada which houses Emergency Management and 2) all other Fire buildings. The expenditures for the District Office building are considered General & Administrative and allocated prorate based on the Salary & Wage Analysis. The utility costs for all other Fire Buildings are allocated to Fire Operations.

**East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation**

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| Utility Expenditure | District Office (General & Admin Reallocated) | Fire Operations | Total Allocated |
|------------------------|---|------------------|------------------|
| Telephone | \$1,956 | \$11,102 | \$13,058 |
| Insurance | 149,476 | | 149,476 |
| Power | 7,203 | 34,231 | 41,434 |
| Water | 667 | 4,762 | 5,429 |
| Refuse | 1,302 | 10,025 | 11,327 |
| Heating | 1,551 | 24,597 | 26,148 |
| Utilities-Sewer | 374 | 3,412 | 3,786 |
| Maint B&G | <u>21,854</u> | <u>59,745</u> | <u>81,599</u> |
| Total Utilities | \$184,385 | \$117,874 | \$302,259 |

- **Vehicle Repairs & Maintenance:** The costs are for repairs and maintenance on East Fork Fire District vehicles used by staff engaged in Emergency Management activities are considered General & Administrative. These costs are allocated based on the Salary & Wage Analysis. All other vehicle repairs and maintenance costs are allocated to Fire Operations.

Gas and Oil expenditures are allocated based on the Salary & Wage Analysis Worksheet.

| Vehicle Expenditure | District Office (General & Admin Reallocated) | Emergency Management | Fire Operations | Total Allocated |
|----------------------------|---|----------------------|------------------|------------------|
| Vehicle Maint Shop Parts | \$1,383 | | \$55,887 | \$57,270 |
| Vehicle Maint Outside Rep | 3,744 | | 48,743 | 52,487 |
| Support & Care | <u>188</u> | | <u>4,231</u> | <u>4,419</u> |
| Total Maintenance | \$5,315 | | \$108,861 | \$114,176 |
| Gas & Oil | \$8,251 | \$3,172 | \$144,851 | \$156,274 |
| Total Gas & Oil | \$8,251 | \$3,172 | \$144,851 | \$156,274 |

- **Grants:** These costs are disallowed and not allocated.

**East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation**

Cost to be Allocated

| | Total Expenditures | General & Administrative | Emergency Management | Fire Operations |
|-----------------------------|----------------------|--------------------------|----------------------|----------------------|
| Wages & Benefits | | | | |
| SALARIES & WAGES | \$ 5,677,073 | \$ 299,749 | \$ 115,245 | \$ 5,262,079 |
| FRINGE BENEFITS | 2,730,243 | 144,157 | 55,424 | 2,530,662 |
| ADMIN BENEFITS/FIREMEN | 174,070 | | | 174,070 |
| Administration | 35,017 | | | 35,017 |
| POSTAGE/PO BOX RENT | 6,200 | 5,144 | 255 | 801 |
| PRINTING & BINDING | 6,302 | 3,231 | 117 | 2,954 |
| MAINT OFFICE EQUIP | 6,352 | 6,238 | | 114 |
| RENTS & LEASES EQUIP | 9,499 | 9,499 | | |
| CELLULAR PHONES | 9,720 | 1,891 | 380 | 7,449 |
| ADMIN & OVERHEAD | 347,228 | 347,228 | | |
| OFFICE SUPPLIES | 9,500 | 1,916 | 74 | 7,510 |
| TRAINING | 35,006 | | | 35,006 |
| Fire Prevention | 7,519 | | | 7,519 |
| NFPA MEMBERSHIP | 1,539 | 1,539 | | |
| OTHER SUBSCRIPTIONS | 158 | | | 158 |
| Training | 35,006 | | | 35,006 |
| CABLE SERVICE | 4,969 | 1,232 | | 3,737 |
| SMALL EQUIPMENT | 1,421 | 300 | | 1,121 |
| Fire Suppression | 305,815 | | | 305,815 |
| CELLULAR PHONES | 4,728 | 47 | | 4,681 |
| SMALL EQUIPMENT | 8,838 | 200 | | 8,638 |
| TELEPHONE EXPENSE | 13,058 | 1,956 | | 11,102 |
| INSURANCE | 149,476 | 149,476 | | |
| POWER | 41,434 | 7,203 | | 34,231 |
| WATER | 5,429 | 667 | | 4,762 |
| REFUSE | 11,327 | 1,302 | | 10,025 |
| HEATING | 26,148 | 1,551 | | 24,597 |
| UTILITIES-SEWER | 3,786 | 374 | | 3,412 |
| MAINT B&G | 81,599 | 21,854 | | 59,745 |
| VEH MAINT SHOP PARTS | 57,270 | 1,383 | | 55,887 |
| VEH MAINT OUTSIDE REP | 52,487 | 3,744 | | 48,743 |
| SUPPORT & CARE | 4,419 | 188 | | 4,231 |
| GAS & OIL | 156,274 | 8,251 | 3,172 | 144,851 |
| DISPATCH SERVICES | 85,505 | 85,505 | | |
| RADIO USER FEES | 140,283 | 140,283 | | |
| Fish Springs | 10,490 | | | 10,490 |
| Gardnerville Ranchos | 669 | | | 669 |
| Gardnerville | 6,080 | | | 6,080 |
| Genoa | 11,131 | | | 11,131 |
| Johnson Lane | 7,581 | | | 7,581 |
| Sheridan | 9,430 | | | 9,430 |
| Topaz Lake | 3,637 | | | 3,637 |
| Ruhenstroth | 7,436 | | | 7,436 |
| EEFPD EXPENDITURES | \$ 10,576,733 | \$ 1,556,695 | \$ 174,667 | \$ 8,845,371 |
| Deductibles | (310,587) | (310,587) | | |
| SUBTOTAL | \$ 10,266,146 | \$ 1,246,108 | | |
| Reallocate General & Admin | | (1,246,108) | 24,130 | 1,221,978 |
| TOTAL ALLOCATED | \$10,266,146 | | \$ 198,797 | \$ 10,067,349 |

*disallowed expenditures - not allocated

East Fork Fire and Paramedic Districts
Emergency Management Cost Allocation

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F.

USE CHARGES

Building Use Charge

A Building Use Charge of two percent of the original building purchase price and capital improvements, less the land accusation cost, is allocable for cost plan purposes. The 2% Building Use Charge is allocated based on the Salary & Wage Analysis.

District Building Fixed Asset Value: \$820,560
FY2012 Building Use Charge (2%): \$ 16,411

| | S&W Allocation | Total Allocation |
|----------------------|-------------------------------|-----------------------------|
| Emergency Management | 2.16% | \$ 354 |
| Fire Operations | <u>97.84%</u> | <u>16,057</u> |
| Total | 100.00% | \$16,411 |

Equipment Use Charge

An Equipment Use Charge is allowable for cost plan purposes for all East Fork Fire District vehicles used for Emergency Management activities. The use charge assessed is 6 and 2/3% of the vehicle value for a useful life of 15 years.

The Salary and Wage Analysis worksheet was used to determine the amount of time the vehicle was used for Emergency Management activities and East Fork Fire District.

Total Value of Vehicles: \$230,985
Total Equipment Use Charge (6 2/3%): \$ 15,397

| | S&W Allocation | Total Allocation |
|----------------------|-------------------------------|-----------------------------|
| Emergency Management | 2.16% | \$ 333 |
| Fire Operations | <u>97.84%</u> | <u>\$15,064</u> |
| Total | 100.00% | \$15,397 |

Douglas County State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

____ day of _____, 20____

By _____ (Deputy)

Mahon
Associates Consulting, LLC
www.mahonassociates.com