



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 17, 2020

Staff Contact: Dave Ruben

Agenda Title: For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department (CCFD) to apply for a grant in the amount of \$1,802,033 through the Nevada Division of Forestry (NDF) from money appropriated by Senate Bill (SB) 508 (2019), to fund hazardous fuel reduction projects in the Carson City wildland urban interface areas. (Dave Ruben, druben@carson.org)

Staff Summary: Money appropriated by SB 508, which was enacted during the 80th (2019) Regular Session of the Nevada Legislature, provides grant funding for hazardous fuel reduction efforts in the wildland urban interface areas in and adjacent to power line utility rights-of-way. By reducing the fuels in these strategic locations, the potential impact of a wildfire will be greatly reduced. The grant application will seek \$1,802,033 in funding for equipment, vehicles and personnel costs. The grant provides 100 percent funding; therefore, there is no match requirement.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to authorize CCFD to apply for the grant.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

NV Energy is required to maintain clearances under their power lines to protect against wildfires. SB 508 was passed by the Nevada Legislature in 2019 and provides approximately \$5,000,000 in funds for fuel reduction efforts to the NDF. Circumstances have led NV Energy and NDF to combine efforts and provide grants to allow local fire agencies to combine community fire breaks and fuel reduction efforts with fuel reduction under utility power lines. The grant provides 100 percent funding; therefore, there is no match requirement.

This grant is for 3 years. It would allow for the purchase and ongoing maintenance of vehicles and equipment to conduct fuel reduction efforts in the wildland urban interface areas of the City as well as fund 5 full-time wildland firefighter positions that would operate the heavy equipment. The funding will allow CCFD to create additional fuel breaks in critical areas to reduce the threat of wildfire in developed areas. A large benefit to Carson City is this grant is not limited geographically. Many of CCFD's other fuel reduction grants have limitations that only allow work on the west side of the City. This grant will allow work to be done in virtually any of the areas in the identified wildland urban interface areas of the City. The scope of work covers 110 miles of overhead transmission and distribution lines, 2,413 poles, and related community fuel breaks. The initial priority

project areas are Voltaire Canyon, transmission line corridor at the Carson/Lyon county line, and tying into the fuel break on the transmission line north of Lakeview (Truckee Meadows Fire Protection District has already done work on the Washoe County side of the county line there). There would be no cost to the City.

Applicable Statute, Code, Policy, Rule or Regulation

National Fire Plan, National Cohesive Wildland Management Strategy, Nevada Forest Action Plan, Carson City Community Wildfire Protection Plan, Carson City Municipal Code Title 14

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 275 Fund to be determined

Is it currently budgeted? No

Explanation of Fiscal Impact: If awarded, both revenues and expenses will be augmented by \$1,802,033. There is no match required.

Alternatives

Do not authorize CCFD to apply for the grant, which would remove the opportunity to receive funding for the project.

Attachments:

[CCFD Scope of Work and Budget 09-10-20.pdf](#)

[IWUIC-Appendix A Excerpt.pdf](#)

[SB508_EN.pdf](#)

[CCFD Org Chart.pdf](#)

[NDF_NV_Energy_Grant_Benefit_Manual.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City Fire Department



Hazardous Fuels Management Proposal for NDF

DEFINITIONS

The following terms, in their singular and plural forms, shall have the following meaning when used in any exhibit in this document, to clarify specific language unique to the fire service industry.

- (a) "Configuration" means the established arrangement of resources providing a specific service.
- (b) "PPE" means personal protective equipment.
- (c) "Fleet" means a number of vehicles operating together or under the same ownership.
- (d) "IMT" means incident management team. Incident management team is a term used to refer to a group that responds to an emergency. Although the incident management team concept was originally developed for wildfire response, it has been expended into what is now known as "All Hazards".
- (e) "NWCG" means National Wildfire Coordinating Group. The National Wildfire Coordinating Group was formed in the United States as a result of the aftermath of a major wildfire season in 1970. The 1970 fire season underscored the need for a national set of training and equipment standards which would be standardized across the different agencies

EXHIBIT A SCOPE OF WORK

Carson City Fire Department ("CCFD" or "Contractor") will conduct the hazardous fuels management services described in this Scope of Work for Nevada Division of Forestry ("NDF" or "Company") on a "time and materials basis" in amounts set forth in Exhibits B and C. Company and Contractor individually may be referred to as a "Party" and collectively as "Parties."

The Parties recognize the importance of the elimination of fire hazards in accordance with Carson City Municipal Code ("CCMC") 14.02.005(B). This grant represents cooperative and pre-emptive implementation of the requirement to eliminate fire hazards. Specifically, CCFD will provide Hazardous Fuels Management Services for NDF in accordance with CCMC 14.02.005(B). Services to be performed by CCFD will consist primarily of vegetation management of ground fuels, such as clearing brush and other debris, within NV Energy service territory to reduce fire hazards and create combustible free space as follows:

1. CCFD will conduct vegetation management of ground fuels/vegetation utilizing various types of fuel removal techniques within NV Energy's electric service territory and electrical assets including, without limitation, powerline rights of way (ROW), transmission and distribution (T&D) lines, and around company's infrastructures in accordance with local Community Wildfire Protection Plans (CWPPs), Authority Having Jurisdiction (AHJ) fuel treatment requirements and 2018 International Wildland-Urban Interface Code (IWUIC) Appendix A requirements to reduce the threat of wildfire and improve the capabilities to control such fires. The Parties will work together to implement appropriate and effective maintenance treatment to prevent the growth of noxious or flammable weeds within the ROWs. CCFD crews funded through this agreement may be used outside of NV Energy infrastructure zones when NDF, NV Energy, and CCFD agree to it.
2. CCFD will implement "pole grubbing" to create a combustible-free space around poles, in

accordance with 2018 IWUIC Appendix A, and maintain such work throughout the duration of the grant on a schedule agreed to by the Parties.

3. CCFD's Wildland Fuels Management Officer will work as a liaison/project coordinator with NV Energy and NDF. The purpose of this position will be to assist in the planning, communication, reporting, progress mapping, logistics, and effective/efficient implementation of services outlined in this Scope of Work.

4. NDF, NV Energy and CCFD will meet and confer in preparing a schedule of projects to be performed. CCFD will perform the work as agreed to by the Parties. When an area is finished, NV Energy will inspect and "sign off" on the project when it is accepted. CCFD will not provide a guarantee or warranty that, by performing the work in this SOW, fires or injuries to persons or property, will be prevented. There is no warranty or liability by CCFD for the work performed after NV Energy's "sign off," and CCFD does not waive the liability limitations in NRS Chapter 41.

5. CCFD will perform the work on a "time and materials basis" and may start or stop work at its discretion.

6. Upon execution of this Grant, Carson City shall obtain pricing for a Caterpillar 299 Skid Steer with a Forestry Package, an F550 tow vehicle, trailer to transport the skid steer, and an F350 crew cab pickup ("Vehicles") and provide the pricing to the NDF. Upon acceptance of pricing by NDF, NDF shall advance to Carson City the amount needed to purchase the Vehicles, and Carson City shall purchase the Vehicles. Items permanently mounted to the Vehicles such as air compressors, fire extinguishers, or toolboxes, shall be considered a part of the Vehicle.

7. Any equipment or apparatus cost that is reimbursed by NDF to Carson City will not be invoiced at an additional hourly rate. This does not include maintenance or operating costs, which shall be subject to separate invoicing. The items subject to non-invoicing are: Cat 299 skid steer, F550 tow vehicle, trailer, and F350 crew cab pickup. Items permanently mounted such as air compressors, fire extinguishers, or toolboxes, shall be considered part of the vehicle. Equipment hours will be tracked and billable rates subtracted from initial NDF funding amounts until equipment is paid off or until the cancellation/end of this agreement. At the time of termination of this agreement, Carson City will reimburse NDF the remaining purchase balance or will return the equipment.

8. Upon completion of the first phase of implementation and/or expiration of the original 3-year-term of the Grant, the Parties will enter into negotiations in an attempt to reach an agreement for maintenance services.

EXHIBIT B PROJECT DESCRIPTION

The proposed project treats approximately 110 miles of transmission and distribution lines throughout Carson City (see following map). The work is combined mechanical treatment (masticator) and hand treatment (hand crews), performed by specified personnel in this Scope of Work.

Treatment Areas include (but not limited to):

- Transmission and Distribution Lines in the Voltaire Canyon area
- Transmission and Distribution Lines running east and west along the north side of Carson City
- Distribution Lines in the Kings Canyon area
- Transmission and Distribution Lines east of the Carson River in the Sierra Vista area

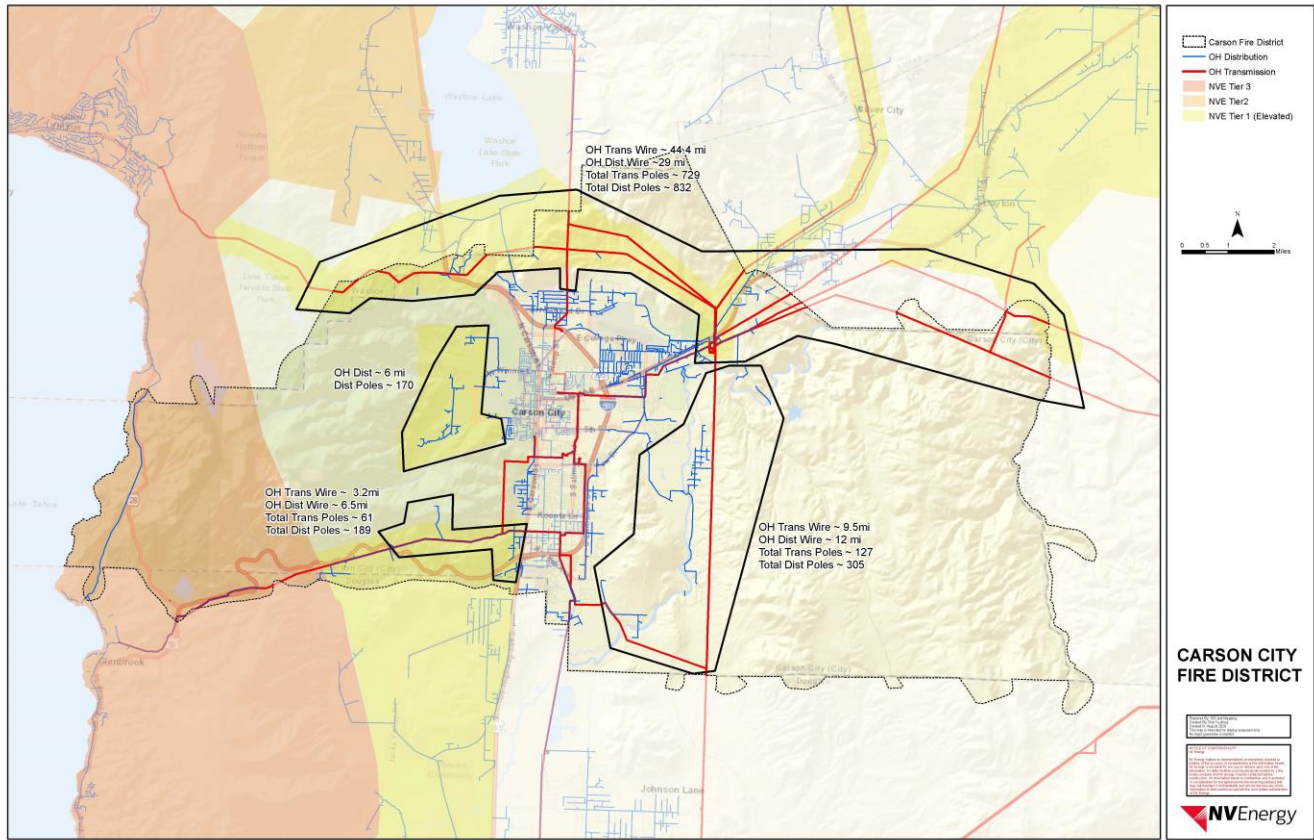
Treatment includes 10' - 30' clearance to mineral soil around poles and a 40' wide continuous shaded fuel break underneath lines. Wider breaks and fuel reduction outside of the NV Energy Right of Way will be conducted when appropriate and where landowners agree and sign Right of Entry/Hold Harmless Agreements.

Treatments will start along the highest priority lines as identified by NV Energy and CCFD. Fire history in the area shows numerous wildfires along the western side of Carson, so creating fuel breaks and clearing poles will have a direct impact on fire spread and intensity within the treatment areas.

In addition to elements proposed in the scope of work, CCFD will provide program oversight and overhead vehicles.

Daily reports tracking production will be kept on site for six years. Monthly reporting of expenditures and production will occur by the 25th of each month utilizing the following form. This report will be submitted to both the NDF and NV Energy. Billing will be completed quarterly and submitted directly to the NDF.

Fire District:	Date:															
NV ENERGY STATUS REPORT		Number of poles	Distance	Fuel type	Acres treated	Herbicide		Biomass			Project completed in conjunction with current district projects			Treatment area/fuel break adjacent to power lines		
Tier-3						needed	used	piles	chipped	scattered	yes	no	no	no	start lat/long	finish lat/ long
Circuit Number:	ZONE-1															
Circuit Number:	ZONE-2															
Circuit Number:	ZONE-3															
Tier-2															start lat/long	finish lat/ long
Circuit Number:	ZONE-1															
Circuit Number:	ZONE-2															
Circuit Number:	ZONE-3															
Tier-1															start lat/long	finish lat/ long
Circuit Number:	ZONE-1															
Circuit Number:	ZONE-2															
Circuit Number:	ZONE-3															
Non tier wildland area															start lat/long	finish lat/ long
Circuit Number:	ZONE-1															
Circuit Number:	ZONE-2															
Circuit Number:	ZONE-3															
COMMENTS:																



**EXHIBIT C
PRICING SCHEDULE**

2020 BILLING RATES

All rates based on actual cost to CCFD. Billed rate will be at the actual cost and may be different than the rate quoted in this document.

APPARATUS RATES

Equipment utilized at the request of NDF will be billed based on actual hours used. Personnel and equipment will be billed for hours worked as indicated on crew reports and will include travel time. Rates below include personnel costs.

1. Structure Engine - Type I \$418.00/hr.
2. Brush Engine - Type III \$322.00/hr.
3. Water Tender \$265.00/hr.
4. Patrol Truck – Type V/VI \$322.00/hr.
5. Skid Steer Masticator (Wet) \$220.00/hr. (Includes Fuel)

CITY or CCFD Owned Vehicles:

Equipment utilized at the request of NDF will be billed based on actual hours used. Personnel and equipment will be billed for hours worked as indicated on crew reports and will include travel time. Rates below do not include personnel costs.

6. Command Vehicle-sedan \$45.00/day plus IRS rate per mile
7. Pickup (½ ton and below) \$55.00/day plus IRS rate per mile
8. Pickup (¾ ton and above), SUV, Ranger UTV \$80.00/day plus IRS rate per mile
9. Privately Owned Vehicle IRS rate per mile
10. Equipment Chase Truck \$96.00/day plus IRS rate per mile

PERSONNEL RATES

All personnel are charged consistent with the Department’s current labor agreements and/or resolutions as approved by the Board. Backfill (for 56-hour personnel only) personnel and their invoices amounts will be shown on the same invoice as incident personnel. Backfill dates will be noted.

- | | |
|---------------------------|---------|
| 1. Chief Officer | \$92/hr |
| 2. Captain | \$60/hr |
| 3. Pump operator/Driver | \$54/hr |
| 4. Firefighter/Paramedic | \$54/hr |
| 5. Firefighter | \$49/hr |
| 6. Investigator/Inspector | \$69/hr |

BILLING ADDRESS

Carson City Fire Department
777 S. Stewart Street
Carson City, NV 89701

CONTACT INFORMATION

Sean Slamon, Fire Chief
(775) 283-7722

Dave Ruben, Battalion Chief
(775) 283-7153

Dave Aurand, Business Manager
(775) 283-7875

Administrative Office
(775) 887-2210

DUNS NUMBER

073787152

TAX ID NUMBER

EIN # 88-6000189

STATION LOCATIONS

Career Stations

Station 51 - 777 South Stewart Street, Carson City, Nevada 89701

Station 52 - 2400 East College Parkway, Carson City, Nevada 89706

Station 53 - 4649 Snyder Avenue, Carson City, Nevada 89701

Station 54 – 2222 West College Parkway, Carson City, Nevada 89703

Carson City Fire Department



5 Person Crew for Hazardous Fuels Management

Carson City Fire Department

Fuels Management Services Overview

This proposal has been completed to provide a reasonable expectation of funding the operation of hazardous fuels management services provided by Carson City Fire Department resources. This proposal is not inclusive of all possible costs. Additional costs may be necessary to ensure operational success. The proposal outlines potential costs during a 3-year period including personnel, fleet, and management & administration oversight costs for a 3 year term.

Personnel Costs	Estimate Total Costs
5 person Fuels Crew/ Fire Suppression – Full Time/Year Round	\$ <u>1,141,780</u>

This configuration will make up the personnel providing annual fuels treatment (2080 hours/person). Personnel costs include salaries, fringe benefits including worker's compensation, health insurance, retirement and other overhead costs. If needed, a breakdown of these costs may be provided.

Fleet Costs – Skid Steer, Tow Vehicle	Estimate Total Costs
See start-up fleet for cost breakdown	\$ <u>468,131</u>

The estimated cost for the Skid Steer and tow vehicle is a “maximum” cost and includes the cost of up-fitting vehicles to ensure operational standards of the Interagency Standards for Fire and Fire Aviation Operations are met. The rationale behind this configuration would be due to the possibilities of fire suppression and fuels management needs.

Management & Administrative Costs	Estimate Total Costs
Costs include planning, GIS mapping, financial reporting, logistics, project tracking	\$ <u>192,123</u>

Management & administrative costs support operations. GIS mapping, financial reporting, logistics and project tracking provide necessary oversight that ensures operations can be conducted efficiently. The estimated costs are considered approximately @ 17.7% of total operation personnel costs. Costs may be more or less than this estimate. The rate has been determined by utilizing the CFAA CAL OES agreement administrative rate.

Estimated Grand Total	Estimate Total Costs
*Estimated costs include but not limited to items listed above	\$ <u>1,802,033</u>

CCFD Fuels Management/ Fire Suppression Crew						
			Year 1	Year 2	Year 3	
5 person Crew year around						
		Hourly Wage	3.5% Operational Increase/year			
	Sr. Crew Member	1 \$ 42.00	\$ 87,360	\$ 90,418	\$ 93,582	
	Equip Op.	1 \$ 36.00	\$ 74,880	\$ 77,501	\$ 80,213	
	Crew Member	3 \$ 30.00	\$ 187,200	\$ 193,752	\$ 200,533	
	Initial Equipment/ PPE		\$ 23,725			
	Initial Training Costs (40 hrs each)		\$ 8,000	\$ 8,280	\$ 8,570	
	Annual physical	5 \$500	\$ 2,500	\$ 2,588	\$ 2,678	
			\$ 383,665	\$ 372,538	\$ 385,577	\$ 1,141,780
Fleet - Skid Steer, Tow Vehicle and Trailer						
	Cat 299 with forestry package		\$ 130,000			
	Operating Costs (350 hours per Year)		\$ 26,250	\$ 27,169	\$ 28,120	
	Mastication Training		\$ 3,000	\$ 3,000	\$ 3,000	
	Trimax Fire Extinguishers (Foam)		\$ 6,600			
	F350 Crew Cab (Crew Truck)		\$ 65,000			
	Operating costs		\$ 8,970	\$ 9,284	\$ 9,609	
	F550 with service body		\$ 80,000			
	Operating costs		\$ 10,560	\$ 10,930	\$ 11,312	
	Trailer		\$ 12,500			
	Tools, equipment, radios, etc		\$ 20,000			
	Ipad with LTE and case		\$ 1,690	\$ 559	\$ 579	
			\$ 364,570	\$ 50,941	\$ 52,619	\$ 468,131
Management and Administrative Costs						
	17.7% of personnel costs		\$ 61,851	\$ 64,016	\$ 66,256	
			\$ 61,851	\$ 64,016	\$ 66,256	\$ 192,123
		Yearly Totals	\$ 810,086	\$ 487,495	\$ 504,452	\$ 1,802,033

APPENDIX A

GENERAL REQUIREMENTS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note:

About this appendix: Appendix A, while not part of the code, can become part of the code when specifically included in the adopting ordinance. Its purpose is to provide fire protection measures supplemental to those found in Chapter 6 to reduce the threat of wildfire in a wildland-urban interface area and improve the capability for controlling such fires. This appendix includes detailed requirements for vegetation control; the code official's authority to close wildland-interface areas in times of high fire danger; control of fires, fireworks usage and other sources of ignition; storage of hazardous materials and combustibles; bans on the dumping of waste materials and ashes and coals in wildland-urban interface areas; protection of pumps and water supplies; and limits on temporary uses within the wildland-urban interface area.

SECTION A101 GENERAL

A101.1 Scope. The provisions of this appendix establish general requirements applicable to new and existing properties located within *wildland-urban interface areas*.

A101.2 Objective. The objective of this appendix is to provide necessary fire protection measures to reduce the threat of wildfire in a *wildland-urban interface area* and improve the capability of controlling such fires.

SECTION A102 VEGETATION CONTROL

A102.1 General. Vegetation control shall comply with Sections A102.2 through A102.4.

A102.2 Clearance of brush or vegetative growth from roadways. The code official is authorized to require areas within 10 feet (3048 mm) on each side of portions of fire apparatus access roads and driveways to be cleared of non-fire-resistive vegetation growth.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

A102.3 Clearance of brush and vegetative growth from electrical transmission and distribution lines. Clearance of brush and vegetative growth from electrical transmission and distribution lines shall be in accordance with Sections A102.3.1 through A102.3.2.3.

Exception: Sections A102.3.1 through A102.3.2.3 do not authorize persons not having legal right of entry to enter on or damage the property of others without consent of the owner.

A102.3.1 Support clearance. Persons owning, controlling, operating or maintaining electrical transmission or distribution lines shall have an *approved* program in place that identifies poles or towers with equipment and hardware types that have a history of becoming an ignition source, and provides a combustible free space consisting of a clearing of not less than 10 feet (3048 mm) in each direction from the outer circumference of such pole or

tower during such periods of time as designated by the code official.

Exception: Lines used exclusively as telephone, telegraph, messenger call, alarm transmission or other lines classed as communication circuits by a public utility.

A102.3.2 Electrical distribution and transmission line clearances. Clearances between vegetation and electrical lines shall be in accordance with Sections A102.3.2.1 through A102.3.2.3.

A102.3.2.1 Trimming clearance. At the time of trimming, clearances not less than those established by Table A102.3.2.1 shall be provided. The radial clearances shown are minimum clearances that shall be established, at time of trimming, between the vegetation and the energized conductors and associated live parts.

Exception: The code official is authorized to establish minimum clearances different than those specified by Table A102.3.2.1 when evidence substantiating such other clearances is submitted to and *approved* by the code official.

**TABLE A102.3.2.1
MINIMUM CLEARANCES BETWEEN VEGETATION
AND ELECTRICAL LINES AT TIME OF TRIMMING**

LINE VOLTAGE	MINIMUM RADIAL CLEARANCE FROM CONDUCTOR (feet)
2,400–72,000	4
72,001–110,000	6
110,001–300,000	10
300,001 or more	15

For SI: 1 foot = 304.8 mm.

A102.3.2.2 Minimum clearance to be maintained. Clearances not less than those established by Table A102.3.2.2 shall be maintained during such periods of time as designated by the code official. The site-specific clearance achieved, at time of pruning, shall vary based on species growth rates, the utility company-specific trim cycle, the potential line sway due to wind, line sag due to electrical loading and ambient temperature and the tree's location in proximity to the high voltage lines.

Exception: The code official is authorized to establish minimum clearances different than those speci-

fied by Table A102.3.2.2 when evidence substantiating such other clearances is submitted to and *approved* by the code official.

TABLE A102.3.2.2
MINIMUM CLEARANCES BETWEEN VEGETATION
AND ELECTRICAL LINES TO BE MAINTAINED

LINE VOLTAGE	MINIMUM CLEARANCE (Inches)
750–35,000	6
35,001–60,000	12
60,001–115,000	19
115,001–230,000	30.5
230,001–500,000	115

For SI: 1 inch = 25.4 mm.

A102.3.2.3 Electrical power line emergencies. During emergencies, the utility shall perform the required work to the extent necessary to clear the hazard. An emergency can include situations such as trees falling into power lines, or trees in violation of Table A102.3.2.2.

A102.4 Correction of condition. The code official is authorized to give notice to the owner of the property on which conditions regulated by Section A102 exist to correct such conditions. If the owner fails to correct such conditions, the legislative body of the jurisdiction is authorized to cause the same to be done and make the expense of such correction a lien on the property where such condition exists.

SECTION A103 ACCESS RESTRICTIONS

A103.1 Restricted entry to public lands. The code official is authorized to determine and publicly announce when wildland-urban interface areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of *wildland-urban interface areas*, except public roadways, inhabited areas or established trails and campsites that have not been closed during such time when the *wildland-urban interface area* is closed to entry, is prohibited.

Exceptions:

1. Residents and owners of private property within *wildland-urban interface areas* and their invitees and guests going to or being on their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the Wildland Firefighting Service.

A103.2 Trespassing on posted private property. Where the code official determines that a specific area within a *wildland-urban interface area* presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be restricted or closed until changed conditions warrant termination of such restriction or closure. Such areas shall be posted in accordance with Section A103.2.1.

A103.2.1 Signs. *Approved* signs prohibiting entry by unauthorized persons and referring to this code shall be placed on every closed area.

A103.2.2 Trespassing. Entering and remaining within areas closed and posted is prohibited.

Exception: Owners and occupiers of private or public property within closed and posted areas; their guests or invitees; authorized persons engaged in the operation and maintenance of necessary utilities such as electrical power, gas, telephone, water and sewer; and local, state and federal public officers and their authorized agents acting in the course of duty.

A103.3 Use of fire roads and defensible space. Motorcycles, motor scooters and motor vehicles shall not be driven or parked on, and trespassing is prohibited on, fire roads or *defensible space* beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner that obstructs the entrance to a fire road or *defensible space*.

Exception: Public officers acting within their scope of duty.

A103.3.1 Obstructions. Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or *defensible spaces*, unless located 16 feet (4877 mm) or more above such fire road or *defensible space*.

A103.4 Use of motorcycles, motor scooters, ultralight aircraft and motor vehicles. Motorcycles, motor scooters, ultralight aircraft and motor vehicles shall not be operated within *wildland-urban interface areas*, without a permit by the code official, except on clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

A103.5 Tampering with locks, barricades, signs and address markers. Locks, barricades, seals, cables, signs and address markers installed within *wildland-urban interface areas*, by or under the control of the code official, shall not be tampered with, mutilated, destroyed or removed.

A103.5.1 Gates, doors, barriers and locks. Gates, doors, barriers and locks installed by or under the control of the code official shall not be unlocked.

SECTION A104 IGNITION SOURCE CONTROL

A104.1 General. Ignition sources shall be controlled in accordance with Sections A104.2 through A104.10.

A104.2 Objective. Regulations in this section are intended to provide the minimum requirements to prevent the occurrence of wildfires.

A104.3 Clearance from ignition sources. Clearance between ignition sources and grass, brush or other combustible materials shall be maintained at not less than 30 feet (9144 mm).

Senate Bill No. 508–Committee on Finance

CHAPTER.....

AN ACT making an appropriation to the State Department of Conservation and Natural Resources for the replacement of information technology infrastructure and making an appropriation to the Interim Finance Committee for allocation to the Department for wildfire prevention, restoration and long-term planning; and providing other matters properly relating thereto.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. There is hereby appropriated from the State General Fund to the State Department of Conservation and Natural Resources, Administration, the sum of \$205,183 for the replacement of information technology infrastructure.

Sec. 2. Any remaining balance of the appropriation made by section 1 of this act must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 2.3. There is hereby appropriated from the State General Fund to the Interim Finance Committee for allocation to the State Department of Conservation and Natural Resources the sum of \$5,000,000 for wildfire prevention, restoration and long-term planning. The Interim Finance Committee shall allocate money to the Department pursuant to section 2.7 of this act.

Sec. 2.7. 1. The State Department of Conservation and Natural Resources may obtain money from private or public sources of money, other than money from this State, including, without limitation, gifts, grants and donations to the Department, that requires matching money from this State. The Department shall, except as otherwise provided in subsection 4, use any such money that is obtained by the Department to match the money allocated pursuant to subsection 3 for wildfire prevention, restoration and long-term planning.



2. Each time the total amount of matching money obtained by the Department pursuant to subsection 1 is \$100,000 or more, the Department shall notify the Interim Finance Committee of the amount of matching money that the Department has obtained pursuant to subsection 1.

3. After receiving the notice pursuant to subsection 2, the Interim Finance Committee shall allocate to the Department any portion of the money appropriated pursuant to section 2.3 of this act, the total of which must not exceed the sum of \$5,000,000, that is equal to the amount of matching money that the Department obtained pursuant to subsection 1.

4. If the Department obtains matching money pursuant to subsection 1 and notifies the Interim Finance Committee pursuant to subsection 2 and the Interim Finance Committee determines that no money which is appropriated pursuant to section 2.3 of this act is available, the Department may use the matching money for wildfire prevention, restoration and long-term planning upon receiving the consent of the source of the matching money. If the Department does not receive such consent within 30 days after the Interim Finance Committee's determination that no money which is appropriated pursuant to section 2.3 of this act is available, the Department must return the matching money to the source of the money.

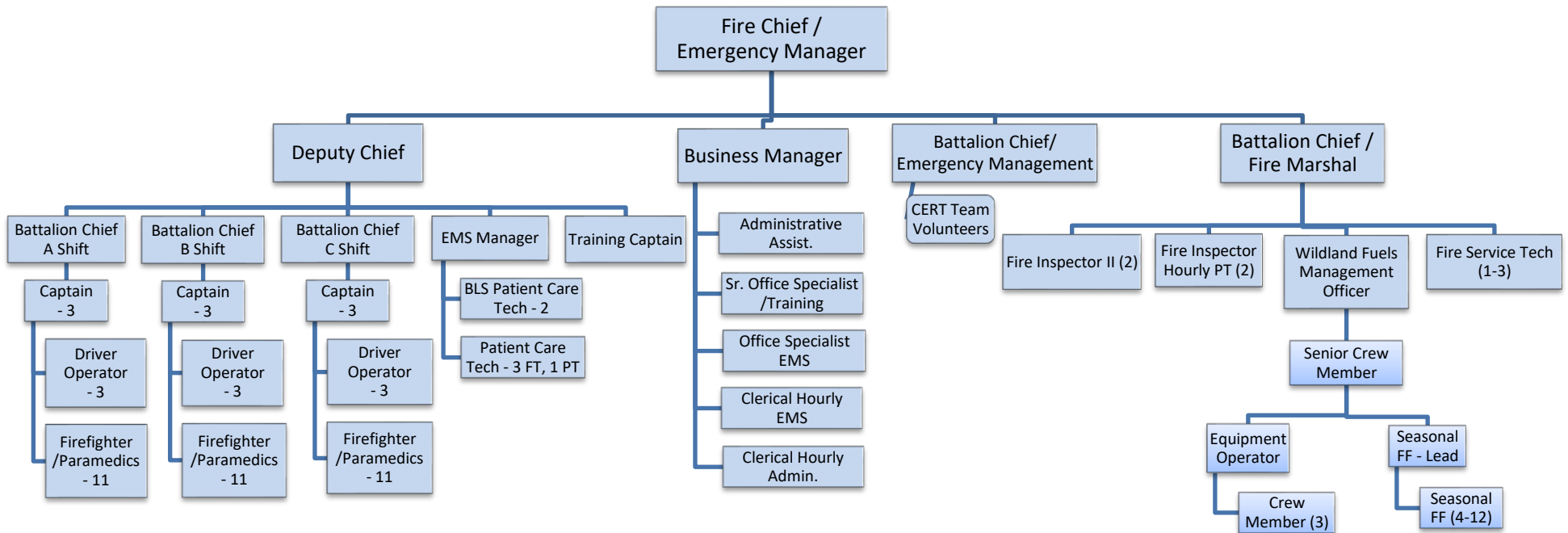
5. The Department may obtain money for wildfire prevention, restoration and long-term planning from private or public sources of money, other than money from this State, including, without limitation, gifts, grants and donations to the Department, that does not require matching money. The Department shall use any such money that is obtained by the Department for wildfire prevention, restoration and long-term planning.

Sec. 3. This act becomes effective upon passage and approval.





CARSON CITY FIRE DEPARTMENT ORGANIZATIONAL CHART





Wildland Fire Employees' Benefits Manual

Wildland Fire Crew Members, Wildland Fire Equipment Operators and Senior Wildland Fire Crew Members (hereinafter "Wildland Fire Employees") are full-time, FLSA non-exempt, at-will City employees. As at-will employees, they may be terminated at any time for any reason, or for no reason. Neither this manual, the offer letter or any applicable policies and procedures serve as a contract of employment with Carson City. Only those benefits outlined in this manual will be provided to the Wildland Fire Employees. The Wildland Fire Employees are responsible for abiding by all City/Fire Department policies, procedures, general orders or standard operating procedures set forth in the Fire Department's policy manual and the City's Administrative Policies and Procedures Manual located in PolicyTech relating to employee behavior. The benefits set forth in this manual can be changed at any time by the City Manager.

Section 1. Salaries

Wildland Fire Employees will be paid in accordance with the compensation range established for the occupied position. Job descriptions with the applicable salary range are attached to this manual as Attachment "A".

Section 2. Merit Increase

Once a year, on the employee's date of hire, a 3% merit increase may be granted in recognition of receiving an overall performance rating of meets expectations or better until the employee reaches the top of the range. Once the employee is at the top of the pay range, the employee will no longer receive a merit increase.

Section 3. Holidays and Holiday Pay

3.1 The following days shall be observed as legal holidays:

New Year's Day	(January 1)
Martin Luther King's Birthday	(Second Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4th)
Labor Day	(First Monday in September)
Nevada Day	(Last Friday in October)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Family Day	(Fourth Friday in November)
Christmas Day	(December 25)

Any other legal holiday that may be appointed by the President of the United States, the Governor of Nevada or the Board of Supervisors.

3.2 Holiday Falling within Vacation Period

If a legal holiday falls on an employee's approved annual leave day, that day shall not be charged to annual leave.

3.3 Holiday Observance

a. When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday, and when a designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

b. Employees who work a four-day workweek shall be granted a day off within the pay period if the holiday does not fall on their regular workday.

c. For non-standard workweek employees who normally work on a Saturday or Sunday, such day shall be granted as a holiday for purposes of Section 3.5 (Pay for Work on Holiday). The non-standard workweek employee shall not earn additional holiday time for the Friday or Monday that is observed as the holiday for standard workweek employees.

3.4 Computing Holiday Pay

Holiday pay will be based upon the employee's regular hourly wage for the number of hours in his regular workday. Such computation will be exclusive of overtime pay.

3.5 Pay for Work on Holiday

a. An employee who is required to work on a holiday which falls on the employee's regular day off shall receive two and one half (2.5) times the regular rate of pay for hours worked. An employee who is required to work on a holiday which falls on the employee's regular workday shall receive two (2) times the regular rate of pay for hours worked.

b. In lieu of receiving compensation as specified above and subject to the Fire Chief's approval, the employee may elect to receive the regular rate of pay for the hours worked on the holiday and earn compensatory time off at straight time for the hours worked on the holiday. Such compensatory time balance may not accrue in excess of seven (7) work shifts.

c. The City must make contributions to the Public Employee's Retirement System (PERS) in accordance with State law and PERS policies.

Section 4. Overtime

4.1 Overtime

"Working hours" means the time an employee is required to be on duty, or on the employer's premises, or at a prescribed workplace and the time during which he is permitted to work.

Annual leave, sick leave, approved holidays off shall be considered hours worked for the purpose of computing overtime.

Employees who work in excess of their assigned work shift shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours.

Employees who work in excess of 40 hours per week shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours.

4.2 Employee's Working on Seven Day Operations

a. Employees working on necessary continuous seven day operations, whose occupations involve work on Saturdays, Sundays, and holidays, shall be paid overtime compensation for work on those days only for time worked in excess of their regular work shift or 40 hours per week, except as provided herein.

b. If an employee works a holiday refer to Section 3.

4.3 Assignment for Overtime Work

Overtime work shall be rotated among eligible and qualified employees in the job classification involved, in the order of seniority. Such rotation shall be on a continuous basis, that is, the employee next in line of seniority to the employee who was assigned to the immediately preceding period of overtime work shall be first assigned to the current overtime work.

Section 5. Retirement Contributions

5.1 If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee Retirement Fund in an amount of 1.5% or less, Carson City will pay one half of the increase up to .75%, and the Employee's salary will be reduced by one half of the increase up to .75%, however, Carson City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.

5.2 If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee Retirement Fund in an amount that exceeds 1.5%, Carson City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase, however, Carson City will increase the Employee's salary .75% on the effective date of the reduction. (Any amount over 1.5% will be split equally between Carson City and the employee.)

Section 6. Personal Protective Equipment and Clothing

Employer will provide all uniforms and safety equipment needed by Employees. In addition, Employer will replace such uniforms and safety equipment whenever a Supervisor deems it necessary and with the approval of the Fire Chief or the Chief's designee.

Section 7. Group Life Insurance

Employer shall pay one hundred percent (100%) of the premium for a \$20,000 policy of group term life insurance for Wildland Fire employees.

Section 8. Group Health Insurance

8.1 Insurance for Employees

All Wildland Fire Employees, except those excluded from enrollment by the terms and conditions of the insurance contract, may enroll in the City's group health insurance plan, which includes dental, life and vision, and shall be covered after a waiting period in accordance with City policy.

8.2 Insurance for Dependents

Employer shall pay 100% of the Wildland Fire employee's premium for group health insurance coverage and 50% of the dependent's premium for group coverage.

Section 9. Annual Leave

9.1 Leave Earning

Wildland Fire Employees shall earn annual leave for each calendar month or prorated fraction thereof in accordance with the following schedule:

Less than one year:	6 hours
After one year but less than two years:	8 hours
After two years but less than five years:	10 hours
After five years of continuous employment:	14 hours

Upon employment the employee will begin to accrue annual leave; however, he or she may not use annual leave until he or she has completed six (6) months of continuous service.

Leave must be requested at least 72 hours prior to the intended day(s) off.

9.2 Leave Limitation

A maximum of 280 unused annual leave will be allowed to accumulate from year to year. Earned annual leave in excess of 280 hours must be taken prior to January 1 each year, or such excess may be forfeited. An employee who has earned annual leave in excess of the maximum specified above and who, through no fault of his own, is unable to use such excess annual leave prior to January 1 of the year following the year in which such leave is accumulated, shall be compensated for the amount of annual leave in excess of the maximum.

9.3 Annual Leave Upon Termination

Upon termination, the employee will receive a lump sum payment for all accumulated unused annual leave at 100% the employee's base hourly rate. No employee shall be paid for accumulated leave upon termination of service unless employed six months or more.

9.4 Becoming Ill While on Vacation

An employee who submits satisfactory evidence that, during his or her vacation period, he or she was hospitalized for an illness, or that he or she was ill for at least two consecutive days without hospitalization, shall, at his or her request, be granted sick leave for the period of his or her illness to the extent that he or she is entitled to such leave under the provisions of Section 10, and the portion of his or her lost annual leave time for which sick leave was granted shall be credited to him or her.

Section 10. Sick Leave

10.1 Sick Leave Accumulation

Unused days of sick leave each year will be allowed to accumulate without limit for use purposes.

10.2 Sick Earning

Employees shall earn sick leave at the rate of 6 hours per month for the first year. After one year of continuous employment, employees shall earn sick leave at the rate of 10 hours per month.

Employees shall earn up to a maximum of 120 sick hours per year, at full salary which may be used for personal illness or disability, personal medical appointments, quarantine or communicable disease, maternity, paternity, adoption or illness, disability or communicable disease in the immediate family. "Immediate family" is anyone identified under the FMLA.

10.3 Minimum Sick Leave to be Taken

The minimum sick leave to be taken at one time by an employee shall be four (4) hours. Fractions of hours of sick leave shall be considered as the next largest whole hour.

Section 11. Worker's Compensation Leave

Absence due to injury incurred in the course of employment and deemed to be compensable by the City's Claim's Administrator, will not be charged against an employee's sick leave for a period not to exceed sixty (60) calendar days from the date of filing a claim pursuant to applicable law. During this time, the City will provide full salary to the employee upon the condition that the employee shall endorse and deliver to the City any Worker's Compensation received pursuant to NRS Chapters 616 and 617, unless temporary light duty is provided.

a. Upon the expiration of sixty (60) calendar days after filing a claim, if the employee is still unable to work, earned compensatory time shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned compensatory time shall be charged only to the extent not reimbursed by Workers' Compensation.

b. When earned compensatory time has been exhausted, if the employee is still unable to work, earned sick leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned sick leave shall be charged only to the extent not reimbursed by Workers' Compensation.

c. When earned sick leave has been exhausted, if the employee is still unable to work, earned annual leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned annual leave shall be charged only to the extent not reimbursed by Workers' Compensation.

d. When earned annual leave has been exhausted, the employee shall receive no additional compensation from the City and shall receive Workers' Compensation benefits in accordance with its regulations.

e. An employee who is permanently disabled shall be entitled to use any earned compensatory time, sick leave and annual leave prior to leaving City employment.

f. Employee benefits, sick leave and annual leave shall continue to accrue so long as the employee is eligible for full salary and continues to receive worker's compensation and has not been returned to work.

g. If an employee is injured on the job and as a result can no longer perform the essential functions of said job, the City, upon receiving a release from the employee's physician, shall attempt to place the employee in a temporary light duty position. If the employee is provided a temporary light duty position, he or she shall continue to receive his or her regular salary and benefits provided under this Agreement. Such light duty may be temporary and need not be in an authorized position. An employee who is released by his or her physician to return to the job held at the time of the injury, must return to work at that position. If the employee's physician determines that the employee will be permanently unable to return to his or her original position, the City shall comply with NRS 616C.530.

Section 12 Physical Examinations/Immunizations

The City will pay for physical examinations of employees that are required by Nevada state law to have heart/lung physicals. Such examinations will be performed by the City's contracted physician. The City will also pay for an annual hearing test, immunizations and other screenings as are necessary to comply with all applicable OSHA, Federal, State and local laws/regulations as well as any additional immunizations and screenings deemed necessary by the Fire Chief.

Section 13. Drug & Alcohol Testing

Wildland Fire Employees are subject to drug and alcohol testing in accordance with the Carson City Fire Department's Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

ATTACHMENT A

Attached Job descriptions for:

Wildland Fire Crew Member

Wildland Fire Equipment Operator

Senior Wildland Fire Crew Member



JOB DESCRIPTION

JOB TITLE:	Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$20.00 - \$21.2180 hourly / \$41,600 - \$44,133.44 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ESSENTIAL FUNCTIONS con't:

- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- EMT-B (State of Nevada or National Registry) certificate

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- First aid and CPR

Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

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SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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JOB DESCRIPTION

JOB TITLE:	Wildland Fire Equipment Operator	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$24.00 - \$25.4616 hourly/ \$49,920 - \$52,960.13 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.

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- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- A valid driver's license
- NWCG S-130 and S-190
- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- NWCG Basic Faller (FAL3) certificate
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- EMT-B (State of Nevada or National Registry) certificate
- Intermediate Faller (FAL2) certificate
- NWCG L-280 Followership to Leadership certificate
- NWCG S-230 Crew Boss, Single Resource certificate

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Knowledge of:

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Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
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- Read topographical maps and use hand tools
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SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

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The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

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JOB DESCRIPTION

JOB TITLE:	Senior Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Wildland Fuels Management Officer	DATE:	August 2020
SALARY:	\$28.00 - \$29.7052 hourly/ \$58,240 - \$61,786.82 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under direction, supervises the other wildland fire staff, leads wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Leads wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
- Supervises, evaluates the performance of, disciplines and provides direction to the Wildland Fire Crew Members, the Wildland Fire Equipment Operators and assigned part-time staff.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ESSENTIAL FUNCTIONS con't:

- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.
- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- NWCG Basic Faller (FAL3) certificate
- NWCG S-230 Crew Boss, Single Resource certificate
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- EMT-B (State of Nevada or National Registry) certificate
- Intermediate Faller (FAL2) certificate
- NWCG L-280 Followership to Leadership certificate
- NWCG S-215 Fire Operations in Wildland/Urban Interface certificate

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- First aid and CPR

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Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Direction – Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

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CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”

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