



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 1 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of the Agenda for the November 7, 2023, meeting.
- **Recommended motion:** Approve of amend as necessary.
- **Prepared by:** Drema Smith

Department: **Contact Number:** 7758470968

- **Staff Summary:** See attached.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 5 minutes

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of the minutes from the August 15th, 2023, meeting.
- **Recommended motion:** Approve or amend as necessary.
- **Prepared by:** Jim Hindle

Department: **Contact Number:** 17758470969

- **Staff Summary:** See attached.
- **Supporting Materials:** See attached
- **Fiscal Impact:** none
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

8/15/2023 10:00 AM
26 SOUTH B STREET, VIRGINIA CITY, NV

MEETING MINUTES

JAY CARMONA
CHAIRMAN

CLAY MITCHELL
VICE-CHAIRMAN

LANCE GILMAN
COMMISSIONER

ANNE LANGER
DISTRICT ATTORNEY

JIM HINDLE
CLERK & TREASURER

Roll Call: Commission Chairman Jay Carmona, Commission Vice-Chair Clay Mitchell, Commissioner Lance Gilman, Clerk & Treasurer Jim Hindle, County Manager Austin Osborne, Deputy District Attorney Keith Loomis

√ Assessor Jana Seddon
□ Justice of the Peace Eileen Herrington
√ Recorder Dru McPherson
√ Sheriff Mike Cullen
√ Comptroller Jennifer McCain
√ Business Development Manager Lara Mather
√ Community Development Director Pete Renaud
√ Community Relations Director Honey Coughlin
√ Emergency Management Director Adam Wilson

√ Fire Chief Jeremy Loncar
√ Human Resources Director Brandie Lopez
√ IT Director James Deane
√ Planning Manager Kathy Canfield
√ Public Works Director Jason Wierzbicki
□ Operations and Project Manager Mike Northan
√ Senior Center Director Stacy York
√ Tourism Director Todd Tuttle
□ Other:

Total Attendance: 56

In-Person: 26

Zoom: 30

1. CALL TO ORDER REGULAR MEETING AT 10:00 A.M.

Chairman Jay Carmona began the meeting at 10:02 a.m.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT: (No Action)

4. DISCUSSION/FOR POSSIBLE ACTION: Consideration and possible approval of the Agenda for the August 15, 2023, meeting.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve today's Agenda for as presented.

Seconded by: Lance Gilman. **Vote:** Motion passed unanimously.

5. CONSENT AGENDA FOR POSSIBLE ACTION:

I For Possible action, approval of business license first readings:

A. Keeley Construction Group Inc. – Contractor / 500 S. Ewing Ave Ste. G ~ St Louis, MO

B. Redwood Materials EPC, LLC – Contractor / 1201 Battery Blvd ~ McCarran, NV

C. TNT Auction – General / 601 Britain Dr. ~ McCarran, NV

D. Troomi Wireless Inc. – Out of County / 151 Southhall Lane Ste. 450 ~ Maitland, FL

II Personal Exemption corrections for renewals turned in after 7/1/23 and corrections to exemptions.

III Approval of claims in the amount of \$2,452,373.84.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve today's Consent agenda as presented.

Seconded by: Lance Gilman. **Vote:** Motion passed unanimously.

6. DISCUSSION ONLY (No Action - No Public Comment): Committee/Staff Reports

Sheriff Mike Cullen

- He thanked the community for the turnout of the Virginia City Sheriff's Night Out and the National Night Out in Lockwood.

Fire Chief Jeremy Loncar

- One engine is in Topaz and will be there two weeks and will switch out crews.
- On Sunday there was a structure fire in Virginia City. One person was rescued, and two rooms were damaged. The cause is under investigation.

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Public Works Director Jason Wierzbicki

- Met with DOWL Engineering on drain issues, have \$160,000 which the Board has provided for flood study for Mark Twain. It will involve redesigning streets culverts and they will come back with the scope of work. The full project could cost \$2 million.
- We cleaned 12 culverts of debris and dug out drainage areas on Sutro Springs.
- We are starting on Lousetown Road and will move to Cartwright.

- Drainage ditches have been improved on Six Mile Canyon
- In Mid-September there will be a one-way closure on Six Mile to improve the shoulder and remove debris.
- We are on target with starting Electric Avenue work.
- In Mark Twain, we have improved drainage on every street, and slurry sealed several others.

Business Development Director Lara Mather

- Assisted the Sheriff's Office in obtaining donations for the Fill the Cop Car fundraiser - Nova Data Centers, a new business in TRIC, provided a significant \$5,000 donation.
- For 2024 federal appropriations, two of the submitted six projects have made it to the next step: the Gold Hill Collections System and McCararn Sheriff's Sub-Station made it on the bill and have good probability for being funded.
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Grants Manager Honey Coughlin

- The Community Grant Project is opening for application submissions. Each of the four areas, Virginia City/Gold Hill, the Highlands, Lockwood and Mark Twain, can apply for up to \$10,000. Each application must have a minimum of 3 residents working together on the proposed project. Applications due by 5pm on Sept. 29th. Contact Honey at 775-547-3183 or email hcoughlin@storeycounty.org for application information.
- For the fairgrounds project, a cultural review done by DOWL was submitted to the USDA for approval.
- For the Virginia City fire station, we are working to purchase the new property and doing architectural and environmental reports.

Emergency Management Director Adam Wilson

- Emergency Operation Plan is almost done.
- We have 4 of 6 projects for FEMA grants in the final stages of review. Praised the Public Works Department for their support and effort on this project work.

Tourism Director Todd Tuttle

- We are doing groundwork at the fairgrounds as we prepare for the motorcycle roundup and camel races.
- Piper's elevator is now working.
- August 17-18 have photographer taking photos around town.
- August 20, the NBC program *First Look* will be filming around VC and their activity will include the use of drones.
- The Comstock Art Walk is Aug. 19-20.
- August 25-26 is the motorcycle roundup.

- On August 26, the Dirty Cello Band performs at Piper's.
- Sept. 2-4 is Civil War Days and the Labor Day Parade.
- Sept. 8-10 is the camel races. Local passes for Friday are only \$10.

Assessor Jana Seddon

- The office is starting their reappraisal project – this year it will focus on the 10-acre parcels in the Highlands and lower Gold Hill

IT Director James Deane

- Took a lightning hit at the primary microwave link which is requiring replacement.
- We completed camera projects for the Sheriff's Office.
- We did a replacement for the C Street camera.
- The Senior Center has high speed internet now.

HR Director Brandie Lopez

- On Aug 1 we did an appreciation for employees including Jana Seddon for 20 years of service to the county.

Community Development Director Pete Renaud

- The industrial park is still building and growing. ISO Rating reviews will start tomorrow. Hired a new trainee to cover Commercial development and interviewing for someone to take over the nuisance program on Thursday.
- There is 15 million more square footage planned or under construction out in the TRIC.

Senior Center Director Stacy York

- A flu shot clinic will be held on Sept. 29 from 9-11 am. in Virginia City; and on Oct 17 4-6 p.m. in Mark Twain
- The Storey County Resource Fair at Piper's Opera House will be Oct.4 from noon to 6 p.m.

County Manager Austin Osborne

- There will be a workshop tomorrow at 5:30 p.m. at Piper's Opera House
- Will have contract for approval at the next meeting for Public Relations firm – The Abbie Agency.

Linda Ritter, Consultant

- I was hired to help Austin with administrative policies. We will work with staff and create policy and it will have administrative and legal reviews.

Clerk-Treasurer Jim Hindle

- The first installment for property taxes is due by next Monday, Aug 21 to avoid late penalties.
- We are developing a proposal with Tyler Tech for jury pool management. It will increase efficiency as we are now doing it by hand. We applied for a grant to cover 2/3 of the initial costs. We are working with Justice Court to use the same system. As judges express concern about safety for cases, some would be moved to Carson City, but would still have County juries and the system under consideration is that used very successfully by the court in Carson City.
- The implementation of a new voter registration and election management system as developed by the Secretary of State is ramping up. The goal is to have it in place for use by the primary next June.

District Attorney Anne Langer

- There are 25,000 people coming to TRIC, and we expect more trials based on the implications of the increased number of people working in the county. It went from 127 cases to 240 cases annually. In addition, there are more jury trials in justice court for domestic cases due to implications on firearm possession rights.

Planning Manager Kathy Canfield

- The next master plan meeting will be at the senior center in Virginia City next Thursday at 5:30 p.m. at the Senior.

7. BOARD COMMENT (No Action - No Public Comment)

None

8. DISCUSSION ONLY: Discussion, presentation, and consideration for possible approval of a three-year contract between Storey County and NEOGOV for a cloud based Human Resources Management Suite for recruitment and onboarding processes not to exceed \$43,855.20 over the term of the contract.

Acting Human Resources Director Brandie Lopez said the county is looking for better ways to recruit and this program will improve our application system. Wesley Taylor of NEOGOV will give the presentation.

Mr. Taylor said NEOGOV works with 7000 government agencies across the country. The program would help the county become an employer of choice, it will improve efficiency and retention, it will be included in advertising for government jobs, is a more efficient hiring process and has a streamlined and engaging onboarding system. He said it will expand the county's reach and find more qualified candidates and attract a younger workforce.

Commissioner Gilman said that he was not entirely comfortable that we need a new system because he likes the county's current in-house hiring process.

In response to a question by Commissioner Mitchell, Ms. Lopez said this process allows applicants to file their application online, rather than fill out the application and deliver it to the office. The new system would transfer information and she supported it. Commissioner Mitchell said the onboarding process is time-consuming and this program will minimize everything.

Commissioner Gilman said that based on Ms. Lopez's advocacy for the system, he will be inclined to support it.

Commissioner Carmona said the county has spent \$150,000 to digitize archives, and digitizing more was part of the process. HR has stayed in one place for years; the workload is getting heavier and anything we can do to lessen the load has my support.

County Manager Austin Osborne noted that this was discussed in 2011-2012, and now the senior center employees have become county employees and the sheriff's office is hiring more deputies.

Ms. Lopez said the \$43,855.20 was the full cost of the program.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve the 3-year contract between Storey County and NEOGOV for a cloud-based Human Resources Management Suite for recruitment and onboarding processes totaling \$43855.20.

- 9. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval for county staff to apply for funding for the Phase 2 of the Comstock Historic Structures Survey project through the State Historic Preservation Office Historic Preservation Fund 2023 grant. County staff will be applying for \$50,000 in grant funding.

Grants Manager Honey Coughlin said this was done in 2021 and required a survey of the Comstock Historic District, which was completed through the grant. The resources refer to buildings. SHIPO will ensure historical accuracy and will assist the CHD officer as she grants certificates of appropriateness, and it will be good for emergency and disaster situations and will benefit outreach and preservation efforts.

Public Comment: None

Motion: I, Commissioner Mitchell, approve county staff to apply for \$50,000 for the Phase 2 of the Comstock Historic Structures Survey project through the State Historic Preservation Office Historic Preservation Fund 2023 grant. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

10. DISCUSSION/FOR POSSIBLE ACTION: Consideration and possible approval of Resolution #23-701, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 245.045 for appointed Storey County officials for the 2023-24 fiscal year and superseding prior fiscal year (FY2022-23) action by resolution for the appointed Storey County employees with the Senior Services Director allocated to Grade 144, effective retro-active to January 1, 2023 and the Culinary Coordinator allocated to Grade 119, effective retro-active to July 1, 2023.

Ms. Lopez said that changes were needed because the Senior Services Director now has added responsibilities, and she did an internal alignment and came up with the grade change based on comparison with other counties. The cook is now at grade 119.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve the Agenda for the June 20, 2023, meeting. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

11. DISCUSSION ONLY: Presentation by County staff of marketing materials provided by Lumos & Associates for the Lockwood Senior Center Rebuild Project.

Ms. Coughlin said there are designs and a PowerPoint presentation with drawings. It shows the planned increase in the parking area, outside dining, and new landscaping. It will have an early childhood education room and public lobby. There will be a public pick-up and drop-off area and ADA parking spaces. There will be spaces for the kitchen, a warming kitchen, library space, storage, public restrooms, and family restrooms. There will be activity spaces for seniors and children.

She said the cultural review and environmental review required by the federal grant have been submitted. The proposal must be posted in the newspaper and there will be a public comment period for finding of no significant impact on Aug. 18. She said they have received comments. It will then have to go to an RFQ, and the groundbreaking and grand opening are too far out to estimate.

Public Comment: None

12. DISCUSSION/FOR POSSIBLE ACTION: Consideration and possible approval of a vision statement, mission statement, perspectives, and goals for inclusion into the Storey County Strategic Plan.

Consultant Linda Ritter said this will be done by December. She said they have already worked on the vision and mission statements, now they are working on goals.

Ms. Ritter said all the goals came from the first workshop, and that the fire district's goals will fit in with the county's. Fire Chief Jeremy Loncar said the fire district has a draft plan and he planned to work with Ms. Ritter and ensure all goals are recognized.

She listed the goals which were produced from workshops held in each region of the county. The information on the draft strategic plan, including the goals, is on Page 112 of the packet under Agendas: Board of Commissioners on the county web site.

Commissioner Mitchell asked for language that included encouraging entrepreneurship and strengthening ways to start a business in Storey County.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve the vision statement, mission statement, perspectives and goals for inclusion in the Storey County Strategic Plan, with the noted additions or changes and authorize staff to craft wording on those new elements. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

- 13. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval of a 2023-024 Variance request to allow for a reduced front yard setback to construct a primary residence. The applicant proposes a front yard setback of 20-feet from the Highland Road roadway, drainage and utility easement within the Virginia City Highlands subdivision as opposed to the required 30-foot front yard setback. The property is located at 21281 Highland Road, Virginia City Highlands, Storey County, Nevada, Assessor's Parcel Number (APN) 003-191-15.

Commissioner Carmona recused himself as this item concerns his neighbor.

Planning Manager Kathy Canfield said this is an application for variance for 1-acre and is vacant, a total of 1.72 acres, with easements on the north and south side of the parcel. Once the property owner selects the access, that is where the setbacks are measured from access easements, not from the line, but from the easement. The Zoning ordinance stipulates that setbacks be measured from the edge of the easement, but there is a hardship option in the county code that hardship needs to be identified. This does not change the zoning. Ms. Canfield said she walked the property with the applicant and could not locate corner markers. She said there were numerous comments from the Planning Commission and that the Planning Commission voted 4-1 against the request.

Planning Department findings are on page 116 of the packet located on the county's web site under Agendas; Board of Commissioners.

The property owner, Jim Miller, said the comments at the Planning Commission were incorrect. He said though there were no exact markers, the corners were marked but were

damaged by the snowplowing. He said he wants 10 feet of back yard. He owned the property for 45 years and it has been recently surveyed. He does not intend to build exactly on the setback line. He said he gave specifics as to the location of the corners. He said he didn't see why this is less than adding a garage or deck that stretches into the easement is more of a hardship than wanting a bit more backyard for his grandchildren to play.

Mr. Miller said he received one comment from the adjacent property owner and no written or verbal comments were made at the Planning Commission. Received one comment from adjacent property owner, no written comment or verbal comment at Plancom meeting. cannot address that as it was not in writing. He requested approval from the Commission.

Commissioner Gilman asked Ms. Canfield how long the request had been under consideration, and she said it was submitted on June 6 and was heard at the Planning Commission on August 6. This is an appeal to overturn the decision of the Planning Commission. Mr. Gilman said that there was no new topic today that was not at the Planning Commission. He said there was no new testimony that would change the decision,

Mr. Miller defined what was in the easement and where the road was. Mr. Mitchell didn't think the road veered into Mr. Miller's Property. Ms. Canfield said that section was used as a turn-around area is in the easement and is a 100x100 foot area.

Commissioner Mitchell said the area being referred to was not a travel lane, as where it flares is where the house is supposed to be. it is a stretch to call that the travel lane. is where it flares where the house is supposed to be. Staff are concerned that it is a travel area will push and there will be encroachments onto the easement once the site is developed. There is not much room there and would be ample room on his property. We are looking at this as a hardship.

Ms. Canfield said this was not county land, it was a POA easement, so to approve this is forcing mitigation onto someone else.

Commissioner Mitchell said the concern was about access to travel lanes and turnaround.

County Manager Austin Osborne said there would be a condition on the application that the POA would have to do something in order for the variance to occur, and the county can't require another entity to do something.

Deputy District Attorney Keith Loomis said these were all private easements and the county does not have a compelling interest in setting limits on private easements.

Commissioner Mitchell said the county's interest is maintaining the turn-around for snowplows, fire dept., ambulances, etc. Mr. Miller said nothing he is going to do will affect the turnaround.

Commissioner Gilman said the county had a professional Planning Commission and Department and he was not comfortable changing the Planning Commission decision.

Public Comment: None

Motion: In accordance with the recommendation by the Planning Commission and staff, the Findings of Fact under Section 3.B of this report and as detailed in Section 2.B of this report, and other findings deemed appropriate by the Board of County Commissioners, I, Commissioner Gilman, move to deny the variance (File 2023-024) to allow for a reduced front yard setback to construct a primary residence. The applicant proposes a front yard setback of 20-feet from the Highland Road roadway, drainage and utility easement within the Virginia City Highlands subdivision as opposed to the required 30-foot front yard setback. The property is located at 21281 Highland Road, Virginia City Highlands, Storey County, Nevada, Assessor's Parcel Number (APN) 003- 191-15. **Seconded by:** Clay Mitchell. **Vote:** Motion passes 2-0.

Ms. Canfield read the findings. Commission Chairman Carmona rejoined the board.

14. RECESS TO CONVENE AS THE STOREY COUNTY LIQUOR LICENSING BOARD

15. DISCUSSION/FOR POSSIBLE ACTION: 2nd reading for On-Sale/Off-Sale Liquor License. Applicant is Ryan Albright-Lucky's Casino, 400 USA Pkwy, McCarran, NV 89434.

Assistant Sheriff Eric Kern said the applicant had completed all assigned tasks and the Sheriff's Office found no disqualifiers and we are good to go with him.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve the 2nd reading for On-Sale/Off-Sale Liquor License. Applicant is Ryan Albright-Lucky's Casino, 400 USA Pkwy, McCarran, NV 89434. Seconded by: Lance Gilman. Vote: Motion passed unanimously.

16. DISCUSSION/FOR POSSIBLE ACTION: 2nd Reading for Off-Sale Liquor License. Applicant is David Clothier - Pilot Travel Center - 400 USA Pkwy, McCarran, NV 89434. DBA - One 9 Fuel Stop # 1359.

Assistant Sheriff Kern said this applicant has no disqualifiers and the Sheriff's Office has no problem with going forward.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve 2nd Reading for Off-Sale Liquor License. Applicant is David Clothier - Pilot Travel Center - 400 USA Pkwy, McCarran, NV 89434. DBA - One 9 Fuel Stop # 1359. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

17. DISCUSSION/FOR POSSIBLE ACTION: Pursuant to SCC 5.04.100, discussion and consideration of the temporary suspension of the business/liquor license of the Bonanza Saloon issued by the Storey County Sheriff on August 3, 2023, and potential action to institute proceedings for continued suspension, cancelation or revocation of the Bonanza Saloon business/liquor license pursuant to SCC 5.04.110.B.

District Attorney Anne Langer said Mr. Loomis will handle the presentation of the issue and that Mr. Brian Brown, as Deputy District Attorney, will provide counsel to the Board on the issue.

Deputy District Attorney Brown said that the business/liquor license for the Bonanza Saloon was suspended Aug. 3, and pursuant to the cited section of the County Code, along with the notice of suspension is the requirement to have the license holder appear before the Board to learn of the reasons for temporary suspension and provide any information the license holder may want to provide in defense/response.

Deputy District Attorney Keith Loomis said this began as the result of a temporary suspension that is unusual under ordinances that exist. Most are authorized by the actions of the board. The Sheriff can do temporary actions under our code, then have it reviewed by the board. The Sheriff has taken an action, and this is the review by the board to see if it was arbitrary and capricious. The evidence includes a report from Deputy Willett that involves allegations of noncompliance with employment laws, noncompliance with where liquor is obtained, and evidence that Business license fees have not been paid and real property taxes have not been paid. The board must decide if it wants to proceed to permanently suspend the licenses, and the accompanying documents prove the action is not arbitrary and capricious.

Commissioner Gilman revealed that he holds a liquor license in Storey County, though not in Virginia City.

In answer to a question by Commissioner Mitchell, Mr. Loomis said business and liquor licenses are separate but subject to the same rules.

Mr. Brown said the board was limited to what has been noticed on the Bonanza, but they can't take any action on the Delta, and if the board takes no action the temporary suspension will expire.

Elliott Glute, attorney for Bonanza Owner Vincent Malfitano, said what was presented is more or less due process. He said the investigation has no documentation, and that his client has made payment arrangements. He said Malfitano was not aware of any investigations. He said if there was evidence or any documentation, he would like to see it. Mr. Glute said the license should be reinstated until the final result of the investigation is presented. Mr. Malfitano would be happy to respond to the evidence, but there is nothing here that would constitute evidence.

Commissioner Gilman said he supported the decision of the Sheriff's Office.

Commissioner Mitchell said information should be put out so the commissioners can consider it.

Mr. Loomis said there is a report by Deputy Willett and a chain of emails that show the decision was not arbitrary or capricious.

In response to a question by Commissioner Mitchell, Mr. Brown said the sheriff had to act based on their investigation, and while there has been no official determination, they made their decision in that their belief that unlawful activity was done, or fraudulent activity had occurred. It is up to this board if the license is continued to be suspended. Mr. Brown gave the specific details of the rules on a timeline for a hearing.

Mr. Malfitano indicated that he was limited in how he can respond since legal counsel is engaged. He said he would pay the fees right after this hearing if the license was reinstated.

Commissioner Mitchell indicated that for the sake of the employees, the board could lift the revocation and suspension pending any hearings.

Mr. Loomis said the Sheriff's Office issued the suspension over the violation of many employment and labor laws, sales and tax issues. He said it was in the best interests of the county to continue the suspension. He said the report indicates Mr. Malfitano does not use required forms such as I9, W4 or W2, issues useless checks, pays no workman's compensation fees, he identifies workers as independent contractors. There is no use of their own tools, and they cannot come and go as they please, as independent contractors do. Mr. Loomis said Mr. Malfitano, despite being required to purchase alcohol from licensed wholesale dealers, had been obtaining it at Sam's Club and Costco and refilling the stamped bottles. He said there were also investigations by the Department of Taxation, the IRS and the state Labor Commission. Mr. Loomis said he didn't believe allowing Mr. Malfitano to resume operations was in the best interest of the public.

Mr. Malfitano said there was no OSHA or Labor Board investigations going on, and that he had an agreement with the Department of Taxation to make a payment plan. He said the Delta has been out of business for 5 years. He said his liquor distributors have refused to do business

with him, and what he has done has been lawful. He said he gave 128 receipts to the Labor Board. He alleged that Mr. Loomis came before the board and lied. He said the Community Development and Fire District had no problem with him. He alleged a deputy sheriff came into the bar and said there were too many people. The deputy said we have to lower occupancy; we have no record of a certificate of occupancy, or they can't find the certificate. He alleged the action was malicious and vindictive. He said Sheriff Cullen was carrying the baton to get rid of Malfitano. He said he was completely smeared since he has been here. He said he would love to talk to the gang of eight. He said Assistant Sheriff Kern didn't talk to all the employees. He said he was denied a gaming license 9 years ago and that has nothing to do with anything. He said he had two sheriff's investigations that indicated he was good, and he was wealthy. He blamed Commissioner Gilman and former Commissioner McBride for his troubles.

Commissioner Carmona told Mr. Malfitano to refrain from personal attacks.

Mr. Glute said the emails don't show anything except that Mr. Malfitano has to pay for his business licenses, but the 20 allegations must be substantiated.

Commissioner Gilman reiterated his support for the sheriff.

Commissioner Mitchell has no problem with the temporary suspension but said we need to move toward a formal hearing.

Mr. Loomis said the Delta is out of business for not paying their fees, and some employees were Delta employees, that just proves that Mr. Malfitano has not been conducting himself as he is supposed to.

Mr. Brown questioned the impact of a 2-1 vote on a four-person board. The Liquor Board is made up of four elected officials, and the sheriff has recused himself due to his investigation. If it is 2-1, it would not pass. There needs to be 3 votes.

The board took a recess to look up the legal issue of a vote.

Mr. Malfitano asked that he be allowed to pay the Delta fees, lift whatever suspension there is and he would participate in any investigation.

Public Comment: None

Motion: I, Commissioner Mitchell, move to institute proceedings to revoke the business and liquor license for the Bonanza Saloon, for good cause, pursuant to SCC 45.04.110, thereby maintaining the temporary suspension of the business license for the Bonanza Saloon, issued by the sheriff on Aug. 3, 2023. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

18. RECESS TO CONVENE AS THE STOREY COUNTY WATER AND SEWER BOARD

19. DISCUSSION/FOR POSSIBLE ACTION: Consideration and possible approval of apparent low bid and award the B Street Water Main Replacement project in an amount not to exceed \$1,936,000 to F.W. Carson Co. in accordance with the enclosed letter of recommendation of award from the project engineer. The current budgeted amount for the project is \$1.69 million, and the apparent best lowest bid is \$1.936 million which brings this project approximately \$246,000 over budget. The Comptroller is confident that there will be available resources for this project. The budget for this project includes funding from ARPA (\$800,000) and PILT (\$100,000) totaling \$900,000.

Public Works Director Jason Wierzbicki said he was seeking approval for \$1.936 Million. What we are up against is material fees are changing on an hourly basis, so the overall budget is set to allow for the anticipated material cost increases.

Public Comment: None

Motion: I, Commissioner Mitchell, move to authorize the B Street Water Main Replacement Project to proceed for the sum of \$1.936 million dollars, which is the current engineer's estimate. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

20. RECESS TO RECONVENE AS THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS

21. DISCUSSION/FOR POSSIBLE ACTION: Discussion and possible consideration approving voluntary entry into a Corrective Action Plan for Storey County Regarding Indigent Defense Services in accordance with NRS 180.440-450, with approval of the Nevada State Public Defender's Office, transferring primary indigent defense services currently provided by the Nevada State Public Defender's Office to the Carson City Public Defender's Office by method of interlocal agreement between Storey County and Carson City.

County Manager Austin Osborne said for people who are indigent and need a public defender, the state's public defender's office provides counsel, but recently the office has been unable to provide serve the needs of the county, so we need to discuss what to do. Since Carson City has the same problem, they created their own public defender. Storey County could do that, but instead, Mr. Osborne suggested the county enter an interlocal agreement with Carson City. He said there were 3 actions the Board will be asked to take presented in the next couple of agenda items: approval of a notice to the Department of Indigent Defense Services that the County wants to amend our current Corrective Action Plan, approval of the specific amendment to our current plan, then the approval of an interlocal agreement.

District Attorney Langer supported going with the Carson City Public Defender's Office. She said currently there are only 120 indigent cases, but the county may have to go elsewhere if they have conflicts.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve voluntary entry into a Corrective Action Plan for Storey County Regarding Indigent Defense Services in accordance with NRS 180.440-450, with approval of the Nevada State Public Defender's Office, transferring primary indigent defense services currently provided by the Nevada State Public Defender's Office to the Carson City Public Defender's Office by method of interlocal agreement between Storey County and Carson City. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

- 22. DISCUSSION/FOR POSSIBLE ACTION:** Discussion and consideration of approval of amendments to the Storey County Indigent Defense Service Plan designed to meet the requirements of the State of Nevada in accordance with NRS 260.070 and to comply with the Nevada Supreme Court's orders in ADKT 411, and demonstrating the transfer of primary indigent defense services currently provided by the Nevada State Public Defender's Office to the Carson City Public Defender's Office by method of interlocal agreement between Storey County and Carson City.

Mr. Osborne said this is the plan to incorporate this corrective action, ensuring there is adequate service to people needing representation. The cost element will not exceed the amount set by the state, which is \$96,000.

Public Comment: None

Motion: I, Commissioner Mitchell, move approve recommended amendments to the Storey County Indigent Defense Service Plan designed to meet the requirements of the State of Nevada in accordance with NRS 260.070 and to comply with the Nevada Supreme Court's orders in ADKT 411, and demonstrating the transfer of primary indigent defense services currently provided by the Nevada State Public Defender's Office to the Carson City Public Defender's Office by method of interlocal agreement between Storey County and Carson City. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

- 23. DISCUSSION/FOR POSSIBLE ACTION:** Discussion and possible consideration approving an interlocal agreement between Storey County and Carson City enabling the Carson City Public Defender's Office to provide the primary indigent defense services to Storey County until June 30, 2025, and for an approximate first-year fee of \$196,649 and second-year fee of \$216,244, and additional professional services fees in the amount not to exceed \$50,000 without board approval.

Mr. Osborne said this is the point of request for interlocal agreement to provide public defender services. He said the initial cost is \$196,648.17 for 2023/2024 It is \$96,000 for this year and the remainder will be reimbursed back from the state to the county.

Comptroller Jennifer McCain said the cost will put the county over budget, and the reimbursement will come the following year. She said the county can handle the added expense.

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve recommended amendments to the Storey County Indigent Defense Service Plan designed to meet the requirements of the State of Nevada in accordance with NRS 260.070 and to comply with the Nevada Supreme Court's orders in ADKT 411, and demonstrating the transfer of primary indigent defense services currently provided by the Nevada State Public Defender's Office to the Carson City Public Defender's Office by method of interlocal agreement between Storey County and Carson City. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

24. DISCUSSION/FOR POSSIBLE ACTION: Acceptance of \$10,000 donation for the Storey County Sheriff's Office Off Highway Vehicle Program from an anonymous Virginia City Highlands resident.

Sheriff Mike Cullen said a couple in the Highlands had approached one of the deputies and asked about making a donation. They donated \$10,000 and wanted to be involved in off-road program. The Sheriff's Office has received other donations and eventually will have a policy in place to better manage this process.

Commissioner Gilman asked how this was being accounted for.

Comptroller McCain has no policy in place, this is something the Sheriff's Office will provide, but between her office and the Treasury the donations can be tracked.

Public Comment: None

Motion: I, Commissioner Mitchell, move to accept the anonymous 10,000 donation for the OHV program by an anonymous VCH resident. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

25. DISCUSSION/FOR POSSIBLE ACTION: Approval of 2nd reading for General Business License and gaming license. Applicant is Ryan Albright-Lucky's Casino, 400 USA Pkwy, McCarran, NV 89434.

Public Comment: None

Motion: I, Commissioner Mitchell, move approve the Approval of 2nd reading for General Business License and gaming license. Applicant is Ryan Albright-Lucky's Casino, 400 USA Pkwy, McCarran, NV 89434. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

26. DISCUSSION/FOR POSSIBLE ACTION: Approval of 2nd reading of General Business License. Applicant is David Clothier - Pilot Travel Centers, 400 USA Pkwy, McCarran, NV. DBA - One 9 fuel Stop #1359.

Public Comment: None

Motion: I, Commissioner Mitchell, move to motion to approve the 2nd reading of General Business License. Applicant is David Clothier - Pilot Travel Centers, 400 USA Pkwy, McCarran, NV. DBA - One 9 fuel Stop #1359. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

27. DISCUSSION/FOR POSSIBLE ACTION: For consideration and possible approval of business license second readings:

- A. Apuna's Kitchen LLC – Food Truck / 20 Darilyn Ln. ~ Washoe Valley, NV
- B. Baldwin Studios – Home Business / 6 Rue De La Azure ~ Lockwood, NV
- C. Custom Aire Inc. – Contractor / 52 E. Glendale ~ Sparks, NV
- D. Mt. Davidson Panning LLC – General / 171 S. C St. ~ Virginia City, NV
- E. Sommercal Construction Inc. – Contractor / 3690 33rd Ave. ~ Sacramento, CA
- F. WSB Electric, Inc. – Contractor / 2222 E. Yeager Dr. Ste. 100 ~ Chandler, AZ

Public Comment: None

Motion: I, Commissioner Mitchell, move to approve the second readings of business licenses listed under Item 27 listed as A-F. Seconded by: Lance Gilman. Vote: Motion passed unanimously.

28. PUBLIC COMMENT (No Action)

- Honey Coughlin said she had phone number wrong for contacting her about Community Grants. The correct number is 775-546-3183.

29. ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA

Commission Chairman Carmona adjourned the meeting at 2:43 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Hindle". The signature is written in a cursive, flowing style. It is positioned above a horizontal line.

Jim Hindle
Clerk & Treasurer



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 0-5

Agenda Item Type: Consent Agenda

- **Title:** For possible action, approval of business license first readings:
- A. Andrei Mihheikin – Home Based / 240 S. M ~Virginia City, NV
- B. Asphalt Protectors Inc. – Contractor / 14010 Mt. Anderson St. ~ Reno, NV
- C. Aurum Construction Strategies, LLC – Contractor / 232 West St. ~ Reno, NV
- D. Florence Fence Inc. – Contractor / 2597 Nowlin Rd. ~ Minden, NV
- E. Johnson Plumbing – Contractor / 131 Coney Island Dr. ~ Sparks, NV
- F. Leading Out Loud, Inc. – Home Based / 2330 Enterprise Rd. ~ Reno, NV
- G. Seiwa Giken Co., LTD – Out of County / Toyonaka-shi, Japan
- H. Sierra Manor Bakery – Home Based / 6 N. D St. ~ Virginia City, NV
- I. Supreme Concrete LLC – Contractor / 5295 Coggins Rd. ~ Reno, NV
- J. Sutlug Inc. – Food Truck / 500 A Truck Inn ~ Fernley, NV
- K. Virginia City Off Road Experience LLC – Home Based / 311 S. E. St. ~ Virginia City, NV
- L. Ziglift Material Handling – Contractor / 12640 Allard St. ~ Santa Fe Springs, CA
- **Recommended motion:** None required (if approved as part of the Consent Agenda) I move to approve all first readings (if removed from consent agenda by request).
- **Prepared by:** Ashley Mead

Department:

Contact Number: 775-847-0966

- **Staff Summary:** First readings of submitted business license applications are normally approved on the consent agenda. The applications are then submitted at the next Commissioner's meeting for approval.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County Community Development



110 Toll Road ~ Gold Hill Divide
P O Box 526 ~ Virginia City NV 89440

(775) 847-0966 ~ Fax (775) 847-0935
CommunityDevelopment@storeycounty.org

To: Jim Hindle, Clerk's office
Austin Osborne, County Manager

October 30, 2023
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **November 07, 2023**

COMMISSIONERS Consent Agenda:

FIRST READINGS:

- A. Andrei Mihheikin** – Home Based / 240 S. M ~Virginia City, NV
- B. Asphalt Protectors Inc.** – Contractor / 14010 Mt. Anderson St. ~ Reno, NV
- C. Aurum Construction Strategies, LLC** – Contractor / 232 West St. ~ Reno, NV
- D. Florence Fence Inc.** – Contractor / 2597 Nowlin Rd. ~ Minden, NV
- E. Johnson Plumbing** – Contractor / 131 Coney Island Dr. ~ Sparks, NV
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Ec: Community Development
Commissioner's Office

Planning Department
Comptroller's Office

Sheriff's Office



Board of Storey County Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 0 min

Agenda Item Type: Consent Agenda

- **Title:** Approval of claims in the amount of \$9,724,721.56.
- **Recommended motion:** Approval of claims as submitted.
- **Prepared by:** Cory Y Wood

Department: **Contact Number:** 7758471133

- **Staff Summary:** Please find attached claims.
- **Supporting Materials:** See attached
- **Fiscal Impact:** N/A
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



STOREY COUNTY

Check Register

Packet: APPKT05786 - 2023-09-22 AP Payments kc

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
406803	BOWERS, BARBARA	09/22/2023	EFT	0.00	494.70	10452
406777	DOWL LLC	09/22/2023	EFT	0.00	71,972.32	10453
404671	PORTER GROUP LLC	09/22/2023	EFT	0.00	10,000.00	10454
405886	TAHOE RENO INDUSTRIAL PARK, LLC	09/22/2023	EFT	0.00	3,666,154.00	10455
400481	ALLISON, MACKENZIE, LTD	09/22/2023	Regular	0.00	1,860.00	111513
403795	ALPINE LOCK INC	09/22/2023	Regular	0.00	18.00	111514
100135	ALSCO INC	09/22/2023	Regular	0.00	428.63	111515
406619	AMAZON BUSINESS	09/22/2023	Regular	0.00	529.53	111516
404980	HIGH SIERRA BUSINESS SYSTEMS IN	09/22/2023	Regular	0.00	350.00	111517
406683	SIERRA MEAT CO	09/22/2023	Regular	0.00	1,036.48	111518
100073	AUTO & TRUCK ELECTRIC, INC	09/22/2023	Regular	0.00	3,131.30	111519
405275	BELFORE USA	09/22/2023	Regular	0.00	5,000.00	111520
403959	BENDER, DEBORAH	09/22/2023	Regular	0.00	135.00	111521
101605	SIERRA ELECTRONICS	09/22/2023	Regular	0.00	9,760.64	111522
405077	MACKAY MANSION	09/22/2023	Regular	0.00	668.50	111523
103160	BOTCHA CALOOP'S INC	09/22/2023	Regular	0.00	45.00	111524
100471	MOUNDHOUSE TRUE VALUE HARDW	09/22/2023	Regular	0.00	318.09	111525
403671	WASHOE CLUB MUSEUM	09/22/2023	Regular	0.00	802.25	111526
406572	CAPITAL GLASS INC	09/22/2023	Regular	0.00	111.64	111527
404500	CARSON DODGE CHRYSLER INC	09/22/2023	Regular	0.00	3,125.20	111528
405831	CARSON NOW LLC	09/22/2023	Regular	0.00	200.00	111529
404216	CARSON VALLEY OIL CO	09/22/2023	Regular	0.00	9,546.61	111530
403775	CHARM-TEX	09/22/2023	Regular	0.00	3,087.80	111531
406075	CHRISTIANSSEN ACCOUNTING NETW	09/22/2023	Regular	0.00	14,630.00	111532
405519	CIGNA HEALTH & LIFE INSURANCE C	09/22/2023	Regular	0.00	21,252.92	111533
404798	CINTAS / CINTAS FIRST AID AND SAF	09/22/2023	Regular	0.00	143.15	111534
100505	CITY OF CARSON TREASURER	09/22/2023	Regular	0.00	20.00	111535
406970	CLARK, SARAH	09/22/2023	Regular	0.00	21.96	111536
406960	GOLD HILL HOTEL MANAGEMENT LI	09/22/2023	Regular	0.00	2,031.00	111537
405134	CMC TIRE INC	09/22/2023	Regular	0.00	1,534.64	111538
403990	COMSTOCK CEMETERY FOUNDATIO	09/22/2023	Regular	0.00	486.00	111539
404833	COMSTOCK FOUNDATION FOR HIST	09/22/2023	Regular	0.00	90.00	111540
403887	COMSTOCK GOLD MILL LLC	09/22/2023	Regular	0.00	66.00	111541
406406	COMSTOCK PROPANE	09/22/2023	Regular	0.00	134.67	111542
406317	CONNELL, RICHARD D.	09/22/2023	Regular	0.00	250.00	111543
406356	CONNIE WRAY, INC	09/22/2023	Regular	0.00	1,393.98	111544
103220	ON THE SIDE GRAPHICS & SIGNS	09/22/2023	Regular	0.00	120.00	111545
100739	CUSTOM GLASS DISTRIBUTORS INC	09/22/2023	Regular	0.00	823.00	111546
404466	FIRST CHOICE COFFEE SRV	09/22/2023	Regular	0.00	530.25	111547
406924	FIREWISE CODE CONSULTING	09/22/2023	Regular	0.00	2,380.00	111548
406968	THE SUPPLY SGT	09/22/2023	Regular	0.00	450.00	111549
404124	DRIVELINE & GEAR SERVICE	09/22/2023	Regular	0.00	740.28	111550
404547	FACTORY MOTOR PARTS	09/22/2023	Regular	0.00	18.79	111551
403835	EWING IRRIGATION PRODUCTS, INC	09/22/2023	Regular	0.00	541.85	111552
404509	FASTENAL COMPANY	09/22/2023	Regular	0.00	2,563.95	111553
101485	FERGUSON ENTERPRISES INC	09/22/2023	Regular	0.00	2,650.00	111554
405746	FIRST TACTICAL LLC	09/22/2023	Regular	0.00	1,077.38	111555
404117	FLEET HEATING & AIR INC	09/22/2023	Regular	0.00	120.00	111556
405969	FLEETPRIDE, INC	09/22/2023	Regular	0.00	91.92	111557
100826	FOURTH WARD SCHOOL MUSEUM	09/22/2023	Regular	0.00	310.50	111558
406696	TTG COMMUNICATIONS CO	09/22/2023	Regular	0.00	4,045.00	111559
103470	GREAT BASIN TERMITE & PEST CON	09/22/2023	Regular	0.00	150.00	111560
405784	LAKOTA HRM, LLC	09/22/2023	Regular	0.00	3,112.50	111561
100897	HARRY'S BUSINESS MACHINES	09/22/2023	Regular	0.00	1,132.70	111562

Check Register

Packet: APPKT05786-2023-09-22 AP Payments kc

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
102983	USABUEBOOK	09/22/2023	Regular	0.00	475.17	111563
405603	HEGNE, BARBARA ANNE	09/22/2023	Regular	0.00	109.25	111564
406871	HUM, GLEN	09/22/2023	Regular	0.00	139.48	111565
405360	HUNTINGTON, ELIZABETH L.	09/22/2023	Regular	0.00	192.00	111566
406603	HUSTLER HYDRAULICS LLC	09/22/2023	Regular	0.00	733.50	111567
404328	INTERCEPT INC	09/22/2023	Regular	0.00	2,383.00	111568
100978	INTERSTATE OIL CO	09/22/2023	Regular	0.00	7,003.83	111569
405726	IT1 CONSULTING, LLC	09/22/2023	Regular	0.00	4,706.55	111570
403834	IT1 SOURCE LLC	09/22/2023	Regular	0.00	11,130.51	111571
406428	J W WELDING SUPPLIES & TOOLS	09/22/2023	Regular	0.00	217.87	111572
103032	JOHN DEERE FINANCIAL POWERPLA	09/22/2023	Regular	0.00	2,775.83	111573
406617	JOHN H BURROWS INC	09/22/2023	Regular	0.00	1,111.09	111574
404724	MILLER'S JACKETS AND UNIFORMS	09/22/2023	Regular	0.00	560.00	111575
406964	FIRE APPARATUS SOLUTIONS	09/22/2023	Regular	0.00	1,137.81	111576
405263	KANSAS CITY LIFE INS CO	09/22/2023	Regular	0.00	29.61	111577
101040	L N CURTIS & SONS	09/22/2023	Regular	0.00	1,026.88	111578
403387	SYMBOLARTS LLC	09/22/2023	Regular	0.00	923.00	111579
101030	LIFE-ASSIST INC	09/22/2023	Regular	0.00	1,157.98	111580
404102	LIQUID BLUE EVENTS LLC	09/22/2023	Regular	0.00	2,000.00	111581
404102	LIQUID BLUE EVENTS LLC	09/22/2023	Regular	0.00	23,825.00	111582
404102	LIQUID BLUE EVENTS LLC	09/22/2023	Regular	0.00	1,990.00	111583
404102	LIQUID BLUE EVENTS LLC	09/22/2023	Regular	0.00	2,400.00	111584
405548	LUMOS & ASSOCIATES, INC	09/22/2023	Regular	0.00	565.00	111585
102751	LYON CO COMPTROLLER	09/22/2023	Regular	0.00	3,000.00	111586
404363	MA LABS INC	09/22/2023	Regular	0.00	167.90	111587
406961	MCCREARY, ROXANNE	09/22/2023	Regular	0.00	416.00	111588
406639	NV DISTRIBUTORS, LLC	09/22/2023	Regular	0.00	4,480.00	111589
406484	LAST RESORT DJ SERVICE	09/22/2023	Regular	0.00	150.00	111590
405307	THE TOMBSTONE COWBOYS/HELLD	09/22/2023	Regular	0.00	2,079.00	111591
101228	NEV ADMIN BLDG & GROUNDS	09/22/2023	Regular	0.00	13,175.90	111592
101226	NEV COMPTROLLER	09/22/2023	Regular	0.00	11,772.00	111593
101343	NEV DEPT HUMAN RESOURCES	09/22/2023	Regular	0.00	2,712.91	111594
403317	NEV DEPT PUBLIC SAFETY	09/22/2023	Regular	0.00	2,093.00	111595
101969	NEV HUMAN RESOURCES	09/22/2023	Regular	0.00	15,910.50	111596
404940	NEV HUMAN RESOURCES, LV	09/22/2023	Regular	0.00	1,442.26	111597
101026	NEV LEGISLATIVE COUNSEL	09/22/2023	Regular	0.00	599.90	111598
99826	NEV SUPREME COURT OF NV	09/22/2023	Regular	0.00	12,500.00	111599
406706	AT&T NEVADA	09/22/2023	Regular	0.00	59.54	111600
101269	NEVADA LEGAL SERVICE INC	09/22/2023	Regular	0.00	710.00	111601
406600	NORTHWEST FIRE FIGHTER BENEFIT	09/22/2023	Regular	0.00	5,274.09	111602
402926	OFFSITE DATA DEPOT, LLC	09/22/2023	Regular	0.00	506.20	111603
406417	OOSOSHARP, LLC	09/22/2023	Regular	0.00	2,010.43	111604
405127	O'REILLY AUTO PARTS	09/22/2023	Regular	0.00	2,032.17	111605
404746	OTIS ELEVATOR COMPANY	09/22/2023	Regular	0.00	200.00	111606
404556	OUTFRONT MEDIA LLC	09/22/2023	Regular	0.00	718.00	111607
403104	OVERHEAD DOOR CO OF NV RENO I	09/22/2023	Regular	0.00	925.00	111608
403398	OWEN EQUIPMENT SALES	09/22/2023	Regular	0.00	1,383.47	111609
403895	WAY IT WAS MUSEUM	09/22/2023	Regular	0.00	135.50	111610
404845	PILOT THOMAS LOGISTICS LLC	09/22/2023	Regular	0.00	4,046.81	111611
404837	PIPER'S OPERA HOUSE	09/22/2023	Regular	0.00	107.00	111612
101435	PITNEY BOWES GLOBAL FINANCIAL :	09/22/2023	Regular	0.00	84.12	111613
101435	PITNEY BOWES GLOBAL FINANCIAL :	09/22/2023	Regular	0.00	84.12	111614
403329	PROTECTION DEVICES INC	09/22/2023	Regular	0.00	210.00	111615
102589	PUBLIC AGENCY COMPENSATION TF	09/22/2023	Regular	0.00	221,619.25	111616
103221	PEBP	09/22/2023	Regular	0.00	2,312.12	111617
404863	REFUSE, INC	09/22/2023	Regular	0.00	50.00	111618
101521	RENO DRAIN OIL SERVICE	09/22/2023	Regular	0.00	170.00	111619
101520	RENO PAINT MART INC	09/22/2023	Regular	0.00	31.28	111620
403944	RENO TAHOE SPECIALTY INC	09/22/2023	Regular	0.00	108.00	111621
406965	RESATKA, RYAN	09/22/2023	Regular	0.00	1,000.00	111622
405459	LINDA RITTER CONSULTING	09/22/2023	Regular	0.00	1,755.00	111623

Check Register

Packet: APPKT05786-2023-09-22 AP Payments kc

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
103241	SBC GLOBAL SERVICES IN LD	09/22/2023	Regular	0.00	62.91	111624
404675	SUPERIOR POOL PRODUCTS	09/22/2023	Regular	0.00	506.97	111625
406778	SILVER STATE ANALYTICAL LABORAT	09/22/2023	Regular	0.00	1,463.00	111626
405081	SHERMARK DISTRIBUTORS INC	09/22/2023	Regular	0.00	1,973.18	111627
404187	SAWDUST TRAILS	09/22/2023	Regular	0.00	13.50	111628
102461	SIERRA CONTROLS LLC	09/22/2023	Regular	0.00	4,611.22	111629
101630	NV ENERGY	09/22/2023	Regular	0.00	304.21	111630
101630	NV ENERGY	09/22/2023	Regular	0.00	573.61	111631
101630	NV ENERGY	09/22/2023	Regular	0.00	449.37	111632
406945	SILVER STATE JANITORIAL SERVICES	09/22/2023	Regular	0.00	480.00	111633
406963	SINGLETON, BECCA	09/22/2023	Regular	0.00	100.00	111634
406404	SNAP-ON INDUSTRIAL	09/22/2023	Regular	0.00	698.27	111635
403234	TAHOE SUPPLY COMPANY LLC	09/22/2023	Regular	0.00	329.93	111636
101658	SPB UTILITY SERVICES INC	09/22/2023	Regular	0.00	6,028.00	111637
101727	ST CO CLERK	09/22/2023	Regular	0.00	79.50	111638
101717	ST CO SCHOOL DISTRICT	09/22/2023	Regular	0.00	477,116.27	111639
101229	STATE OF NEVADA	09/22/2023	Regular	0.00	2,447,932.63	111640
403722	NEV DIV OF PUBLIC & BEHAVIORAL	09/22/2023	Regular	0.00	8,211.15	111641
403892	PONDEROSA MINE TOURS	09/22/2023	Regular	0.00	1,558.00	111642
405244	SUTTON HAGUE LAW CORP	09/22/2023	Regular	0.00	300.00	111643
406676	SWITCH	09/22/2023	Regular	0.00	2,627.07	111644
405705	TELEFLEX LLC	09/22/2023	Regular	0.00	572.50	111645
405124	CHOLLAR MINE 1859 LLC	09/22/2023	Regular	0.00	923.00	111646
405185	THATCHER COMPANY OF NEVADA, I	09/22/2023	Regular	0.00	1,905.98	111647
404615	THE ANTOS AGENCY	09/22/2023	Regular	0.00	15,805.00	111648
405997	THE DIVIDE LLC	09/22/2023	Regular	0.00	390.00	111649
402959	THE FLAG STORE SIGN AND BANNER	09/22/2023	Regular	0.00	220.00	111650
103306	PURCHASE POWER	09/22/2023	Regular	0.00	1,900.00	111651
405589	THOMPSON DOORS	09/22/2023	Regular	0.00	11,919.87	111652
404030	TAHOE SIERRA DISTRIBUTING CO	09/22/2023	Regular	0.00	462.00	111653
405112	TYLER TECHNOLOGIES, INC	09/22/2023	Regular	0.00	3,770.00	111654
406738	UBEO BUSINESS SERVICES	09/22/2023	Regular	0.00	8,266.77	111655
102962	UNIFORMITY	09/22/2023	Regular	0.00	624.43	111656
403728	UNITED SITE SERVICES OF NEVADA,	09/22/2023	Regular	0.00	180.00	111657
406623	US FOODS INC	09/22/2023	Regular	0.00	12,291.79	111658
406971	US GEOMATICS, INC.	09/22/2023	Regular	0.00	12,000.00	111659
404828	V & T ROCK, INC	09/22/2023	Regular	0.00	235.95	111660
403983	VCTC	09/22/2023	Regular	0.00	20.00	111661
403983	VCTC	09/22/2023	Regular	0.00	50.00	111662
403268	CELLCO PARTNERSHIP	09/22/2023	Regular	0.00	1,241.30	111663
403894	VIRGINIA & TRUCKEE RR CO, INC.	09/22/2023	Regular	0.00	3,794.00	111664
101899	GRAINGER	09/22/2023	Regular	0.00	1,399.92	111665
402820	WALKER & ASSOCIATES, iNC.	09/22/2023	Regular	0.00	4,000.00	111666
101890	WASHOE COUNTY	09/22/2023	Regular	0.00	5,070.00	111667
405574	WASHOE COUNTY FORENSIC SCIENC	09/22/2023	Regular	0.00	718.82	111668
101920	WESTERN NEVADA SUPPLY CO	09/22/2023	Regular	0.00	2,223.60	111669
405184	UNIFORMS2YOU / RENO UNIFORMS	09/22/2023	Regular	0.00	36.99	111670

Check Register

Packet: APPKT05786-2023-09-22 AP Payments kc

Vendor Number
404295Vendor DBA Name
WELLS ONE COMMERCIAL CARDPayment Date
09/20/2023Payment Type
Bank DraftDiscount Amount
0.00Payment Amount
53,402.57Number
DFT0001553

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	318	158	0.00	3,531,132.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	34	1	0.00	53,402.57
EFT's	13	4	0.00	3,748,621.02
	365	163	0.00	7,333,156.24

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyer O. 20230920
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

AMC 10.12.23
Comptroller Date

Walter P. Smith - Deputy 9/25/2023
Treasurer Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	9/2023	7,333,156.24
			<u>7,333,156.24</u>



STOREY COUNTY

Payroll Check Register Report Summary

Pay Period: 9/11/2023-9/24/2023

9/29/23

Packet: PRPKT01843 - 2023-09-29 Payroll kc

Payroll Set: Storey County - 01

Type	Count	Amount
Regular Checks	4	7,656.99 ✓AD
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	213	465,567.51 ✓CF
Total	217	473,224.50

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyle 20230927
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

AMC 10.12.23
Comptroller Date

Dupe 9-28-23
Treasurer Date

Walter Gibson Deputy 10/2/23



STOREY COUNTY

Check Register

Packet: APPKT05799 - 20230929 PR Payment kc

9/29/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405456	PUBLIC EMPLOYEES RETIREMENT BC	09/29/2023	EFT	0.00	117,092.30	10456
404639	VOYA INSTITUTIONAL TRUST COMP.	09/29/2023	EFT	0.00	8,545.48	10457
300003	AFLAC	09/29/2023	Regular	0.00	1,207.09	111671
300008	AFSCME LOCAL4041	09/29/2023	Regular	0.00	597.76	111672
405610	CALIFORNIA STATE DISBERSEMENT	09/29/2023	Regular	0.00	395.50	111673
300001	COLONIAL LIFE & ACCIDENT INS CO	09/29/2023	Regular	0.00	103.38	111674
406598	MICHIGAN STATE DISBURSEMENT L	09/29/2023	Regular	0.00	393.79	111675
300011	NEVADA STATE TREASURER	09/29/2023	Regular	0.00	4.00	111676
103233	PUBLIC EMPLOY RETIREMENT SYSTEM	09/29/2023	Regular	0.00	388.00	111677
300010	STATE COLLECTION & DISBURSEMEI	09/29/2023	Regular	0.00	1,147.52	111678
300006	STOREY CO FIRE FIGHTERS ASSOC	09/29/2023	Regular	0.00	1,800.00	111679
300005	WASHINGTON NATIONAL INS	09/29/2023	Regular	0.00	1,417.72	111680

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	10	0.00	7,454.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	5	2	0.00	125,637.78
	18	12	0.00	133,092.54

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kya

20230927

Processed & Submitted to Treasurer by Comptroller Admin

Date

Approved By:

APC

10.12.23

Comptroller

Date

AD

9.28.23

Treasurer

Date

Adattin Deputy

10/2/23

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	9/2023	133,092.54
			<u>133,092.54</u>



STOREY COUNTY

Vendor History Report
By Vendor Name
Posting Date Range 09/29/2023 - 09/29/2023
Payment Date Range 09/29/2023 - 09/29/2023

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Account Name	Amount	Shipping	Tax	Discount	Net	Payment
Item Description									Dist Amount					
Vendor Set: 01 - Storey County Vendors														
404300 - INTERNAL REVENUE SERVICE														
INV0018068	Medicare	0.00	0.00	9/29/2023	001-29503-000	DFT0001554	9/29/2023	Medicare	78,609.65	0.00	0.00	0.00	78,609.65	78,609.65
									16,145.20	0.00	0.00	0.00	16,145.20	16,145.20
INV0018069	Social Security	0.00	0.00	9/29/2023	001-29505-000	DFT0001555	9/29/2023	Social Security	2,066.18	0.00	0.00	0.00	2,066.18	2,066.18
									2,066.18	0.00	0.00	0.00	2,066.18	2,066.18
INV0018070	Federal Income Tax w/held	0.00	0.00	9/29/2023	DFT0001556		9/29/2023	Federal w/holding	60,398.27	0.00	0.00	0.00	60,398.27	60,398.27
					001-29501-000				60,398.27	0.00	0.00	0.00	60,398.27	60,398.27
Vendors: (1)									Total 01 - Storey County Vendors:					
Vendors: (1)									78,609.65	0.00	0.00	0.00	78,609.65	78,609.65
Report Total:									78,609.65	0.00	0.00	0.00	78,609.65	78,609.65

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyle 20230928
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

MEC 10/12/23
Comptroller Date
Walter G. G. G. G. G. 10/2/23
Treasurer Date



STOREY COUNTY

Check Register

Packet: APPKT05800 - 20230929 PERS 715 kc

9/29/23
By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405456	PUBLIC EMPLOYEES RETIREMENT B	09/29/2023	EFT	0.00	71,405.52	10458

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	71,405.52
	2	1	0.00	71,405.52

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyr... 20230927
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

... 10.12.23
Comptroller Date
... 10/2/23
Treasurer Deputy Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	9/2023	71,405.52
			<u>71,405.52</u>



STOREY COUNTY

Check Register

Packet: APPKT05837 - 2023-10-06 AP Payments kc

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
406777	DOWL LLC	10/06/2023	EFT	0.00	4,102.50	10459
406510	SILVER STATE GOVERNMENT RELAT	10/06/2023	Regular	0.00	4,000.00	111681
100135	ALSCO INC	10/06/2023	Regular	0.00	112.56	111682
406619	AMAZON BUSINESS	10/06/2023	Regular	0.00	181.29	111683
401497	ANTINORO, GERALD	10/06/2023	Regular	0.00	1,392.00	111684
403651	ARC HEALTH AND WELLNESS	10/06/2023	Regular	0.00	1,328.00	111685
406683	SIERRA MEAT CO	10/06/2023	Regular	0.00	2,011.27	111686
99663	AT&T MOBILITY II LLC	10/06/2023	Regular	0.00	6,156.76	111687
100073	AUTO & TRUCK ELECTRIC, INC	10/06/2023	Regular	0.00	1,071.00	111688
403959	BENDER, DEBORAH	10/06/2023	Regular	0.00	90.00	111689
101605	SIERRA ELECTRONICS	10/06/2023	Regular	0.00	2,150.00	111690
405077	MACKAY MANSION	10/06/2023	Regular	0.00	420.00	111691
100430	BOARD OF REGENTS (COMPT)	10/06/2023	Regular	0.00	7,500.00	111692
404634	SIX MILE CANYON MINI STORAGE	10/06/2023	Regular	0.00	60.00	111693
100471	MOUNDHOUSE TRUE VALUE HARDW	10/06/2023	Regular	0.00	111.97	111694
403671	WASHOE CLUB MUSEUM	10/06/2023	Regular	0.00	228.00	111695
406975	BURRIS, PAULA MAUREEN	10/06/2023	Regular	0.00	400.00	111696
406698	BUTTERFIELD, JACK & DEBORAH	10/06/2023	Regular	0.00	31.21	111697
403259	CALIFORNIA INDUSTRIAL RUBBER C	10/06/2023	Regular	0.00	366.45	111698
99763	CANYON GENERAL IMPROVEMENT I	10/06/2023	Regular	0.00	1,142.60	111699
100486	CAPITOL REPORTERS	10/06/2023	Regular	0.00	121.60	111700
404216	CARSON VALLEY OIL CO	10/06/2023	Regular	0.00	8,393.06	111701
406481	CLEARGOV, INC.	10/06/2023	Regular	0.00	7,001.94	111702
405134	CMC TIRE INC	10/06/2023	Regular	0.00	15,384.82	111703
100655	COMMUNITY CHEST INC	10/06/2023	Regular	0.00	82,293.75	111704
403990	COMSTOCK CEMETERY FOUNDATIO	10/06/2023	Regular	0.00	2,493.75	111705
403887	COMSTOCK GOLD MILL LLC	10/06/2023	Regular	0.00	42.50	111706
406406	COMSTOCK PROPANE	10/06/2023	Regular	0.00	156.41	111707
406602	CORWIN BUICK GMC RENO	10/06/2023	Regular	0.00	92,596.50	111708
404466	FIRST CHOICE COFFEE SRV	10/06/2023	Regular	0.00	59.90	111709
406010	DEITZ MEDIA & MARKETING, LLC	10/06/2023	Regular	0.00	22,154.47	111710
406924	FIREWISE CODE CONSULTING	10/06/2023	Regular	0.00	785.00	111711
406831	DREILING, DEREK CHARLES	10/06/2023	Regular	0.00	870.00	111712
406836	DUNSEATH KEY CO. INC.	10/06/2023	Regular	0.00	439.00	111713
403582	ECONOMIC DEV AUTHORITY OF WE	10/06/2023	Regular	0.00	12,500.00	111714
404547	FACTORY MOTOR PARTS	10/06/2023	Regular	0.00	558.73	111715
404509	FASTENAL COMPANY	10/06/2023	Regular	0.00	1,118.38	111716
405264	FIDELITY SECURITY LIFE INSURANCE	10/06/2023	Regular	0.00	230.18	111717
405969	FLEETPRIDE, INC	10/06/2023	Regular	0.00	118.70	111718
100826	FOURTH WARD SCHOOL MUSEUM	10/06/2023	Regular	0.00	30,239.00	111719
404640	GLADDING, EDWARD A.	10/06/2023	Regular	0.00	378.00	111720
100856	GRANITE CONSTRUCTION COMPAN'	10/06/2023	Regular	0.00	2,164.07	111721
404394	GTP ACQUISITIONS PARTNERS, LLC	10/06/2023	Regular	0.00	1,264.96	111722
406837	ARBORGLYPH LTD	10/06/2023	Regular	0.00	1,250.00	111723
100978	INTERSTATE OIL CO	10/06/2023	Regular	0.00	6,989.95	111724
403834	IT1 SOURCE LLC	10/06/2023	Regular	0.00	2,830.40	111725
103317	SILVER STATE INTERNATIONAL TRUC	10/06/2023	Regular	0.00	453.65	111726
403269	JET PLUMBING & DRAIN SERVICES	10/06/2023	Regular	0.00	542.86	111727
101786	THERMATEMP USA	10/06/2023	Regular	0.00	130.00	111728
406428	J W WELDING SUPPLIES & TOOLS	10/06/2023	Regular	0.00	628.15	111729
103032	JOHN DEERE FINANCIAL POWERPLA	10/06/2023	Regular	0.00	1,285.84	111730
406617	JOHN H BURROWS INC	10/06/2023	Regular	0.00	439.79	111731
403387	SYMBOLARTS LLC	10/06/2023	Regular	0.00	342.50	111732
404241	LEXIPOL LLC	10/06/2023	Regular	0.00	2,028.07	111733

Check Register

Packet: APPKT05837-2023-10-06 AP Payments kc

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
404557	LIBERTY ENGINE CO NO 1 INC	10/06/2023	Regular	0.00	2,500.00	111734
101030	LIFE-ASSIST INC	10/06/2023	Regular	0.00	152.88	111735
404102	LIQUID BLUE EVENTS LLC	10/06/2023	Regular	0.00	1,500.00	111736
404363	MA LABS INC	10/06/2023	Regular	0.00	1,338.23	111737
406961	MCCREARY, ROXANNE	10/06/2023	Regular	0.00	85.35	111738
405307	THE TOMBSTONE COWBOYS/HELLD	10/06/2023	Regular	0.00	869.00	111739
403864	WASHOE METAL FABRICATING/MC	10/06/2023	Regular	0.00	16,626.88	111740
102857	MICHAEL HOHL MOTOR CO	10/06/2023	Regular	0.00	455.29	111741
405331	IDEMIA IDENTITY & SECURITY USA	10/06/2023	Regular	0.00	7,971.00	111742
101226	NEV COMPTROLLER	10/06/2023	Regular	0.00	13,650.00	111743
101226	NEV COMPTROLLER	10/06/2023	Regular	0.00	4,858.00	111744
101343	NEV DEPT HUMAN RESOURCES	10/06/2023	Regular	0.00	1,815.78	111745
403731	NEV DEPT OF PUBLIC SAFETY	10/06/2023	Regular	0.00	1,583.77	111746
101218	NEV DIV OF HEALTH BUREAU OF SA	10/06/2023	Regular	0.00	390.00	111747
101218	NEV DIV OF HEALTH BUREAU OF SA	10/06/2023	Regular	0.00	934.50	111748
102338	NEV MAGAZINE-ST OF NEVADA	10/06/2023	Regular	0.00	6,860.00	111749
405928	NEVADA ASSOCIATION OF COUNTY	10/06/2023	Regular	0.00	100.00	111750
406706	AT&T NEVADA	10/06/2023	Regular	0.00	158.83	111751
403632	NEVADA BLUE LTD (RNO)	10/06/2023	Regular	0.00	329.14	111752
406982	WATERS LAW FIRM LLC	10/06/2023	Regular	0.00	720.00	111753
406981	NORMAN, ROGER W.	10/06/2023	Regular	0.00	1,644.92	111754
404118	OPTUMINSIGHT INC	10/06/2023	Regular	0.00	367.50	111755
405127	O'REILLY AUTO PARTS	10/06/2023	Regular	0.00	1,900.69	111756
403398	OWEN EQUIPMENT SALES	10/06/2023	Regular	0.00	3,660.07	111757
403895	WAY IT WAS MUSEUM	10/06/2023	Regular	0.00	94.00	111758
404837	PIPER'S OPERA HOUSE	10/06/2023	Regular	0.00	23.00	111759
101417	POST NEV	10/06/2023	Regular	0.00	200.00	111760
403329	PROTECTION DEVICES INC	10/06/2023	Regular	0.00	139.00	111761
404398	RAD STRATEGIES INC	10/06/2023	Regular	0.00	9,275.00	111762
404863	REFUSE, INC	10/06/2023	Regular	0.00	895.06	111763
405777	RENO BRAKE, INC	10/06/2023	Regular	0.00	290.09	111764
403952	RENO CARSON LUMBER	10/06/2023	Regular	0.00	42.20	111765
101520	RENO PAINT MART INC	10/06/2023	Regular	0.00	648.60	111766
403601	RENO ROCK TRANSPORT	10/06/2023	Regular	0.00	1,353.60	111767
200395	SAINT MARYS ARTCENTER INC	10/06/2023	Regular	0.00	112,120.00	111768
101568	SANI-HUT COMPANY INC	10/06/2023	Regular	0.00	7,600.00	111769
404675	SUPERIOR POOL PRODUCTS	10/06/2023	Regular	0.00	203.88	111770
406778	SILVER STATE ANALYTICAL LABORAT	10/06/2023	Regular	0.00	1,258.00	111771
406367	SHEPHERD SCOTT F.	10/06/2023	Regular	0.00	500.00	111772
405081	SHERMARK DISTRIBUTORS INC	10/06/2023	Regular	0.00	1,131.95	111773
404187	SAWDUST TRAILS	10/06/2023	Regular	0.00	38.00	111774
101630	NV ENERGY	10/06/2023	Regular	0.00	20,053.38	111775
	Void	10/06/2023	Regular	0.00	0.00	111776
101632	SIERRA PEST CONTROL INC	10/06/2023	Regular	0.00	55.00	111777
406796	SLOAN VAZQUEZ MCAFEE	10/06/2023	Regular	0.00	4,000.00	111778
403384	SMITHS FOOD & DRUG CENTER	10/06/2023	Regular	0.00	2,672.12	111779
101745	ST CO WATER SYSTEM	10/06/2023	Regular	0.00	553.29	111780
101745	ST CO WATER SYSTEM	10/06/2023	Regular	0.00	6,463.80	111781
403722	NEV DIV OF PUBLIC & BEHAVIORAL	10/06/2023	Regular	0.00	8,211.15	111782
101229	STATE OF NEVADA	10/06/2023	Regular	0.00	3,605.00	111783
101335	STATE OF NEVADA, DEPT OF TAXAT	10/06/2023	Regular	0.00	25.00	111784
101335	STATE OF NEVADA, DEPT OF TAXAT	10/06/2023	Regular	0.00	191.13	111785
401352	STOREY COUNTY JEEP POSSE	10/06/2023	Regular	0.00	2,500.00	111786
406494	ROY C STRALLA ATTORNEY AT LAW I	10/06/2023	Regular	0.00	4,000.00	111787
403892	PONDEROSA MINE TOURS	10/06/2023	Regular	0.00	1,070.00	111788
405124	CHOLLAR MINE 1859 LLC	10/06/2023	Regular	0.00	1,157.00	111789
404615	THE ANTOS AGENCY	10/06/2023	Regular	0.00	2,575.00	111790
405997	THE DIVIDE LLC	10/06/2023	Regular	0.00	460.00	111791
406980	THE OFFICE OF VITAL RECORDS	10/06/2023	Regular	0.00	10.00	111792
403225	TRI GENERAL IMPROVEMENT	10/06/2023	Regular	0.00	1,752.60	111793
402935	PURE WATER SYSTEMS OF NEVADA	10/06/2023	Regular	0.00	49.95	111794

Check Register

Packet: APPKT05837-2023-10-06 AP Payments kc

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
406738	UBEO BUSINESS SERVICES	10/06/2023	Regular	0.00	2,134.07	111795
406465	UNITED ROTARY BRUSH CORPORAT	10/06/2023	Regular	0.00	2,536.00	111796
406623	US FOODS INC	10/06/2023	Regular	0.00	10,779.82	111797
101845	US POSTOFFICE (VC)	10/06/2023	Regular	0.00	400.00	111798
404486	USA CASH SERVICES MGT INC	10/06/2023	Regular	0.00	694.66	111799
404828	V & T ROCK, INC	10/06/2023	Regular	0.00	1,774.84	111800
405282	VFW Post #8071	10/06/2023	Regular	0.00	2,500.00	111801
403894	VIRGINIA & TRUCKEE RR CO, INC.	10/06/2023	Regular	0.00	2,148.00	111802
403723	VIRGINIA HIGHLANDS VFD	10/06/2023	Regular	0.00	1,250.00	111803
405298	VOTEC CORPORATION	10/06/2023	Regular	0.00	6,076.40	111804
101899	GRAINGER	10/06/2023	Regular	0.00	203.50	111805
406976	WALDOW, STEVEN	10/06/2023	Regular	0.00	128.28	111806
406972	WARD, BRENDA	10/06/2023	Regular	0.00	100.00	111807
406756	WASHOE COUNTY SENIOR SERVICES	10/06/2023	Regular	0.00	6,254.49	111808
101920	WESTERN NEVADA SUPPLY CO	10/06/2023	Regular	0.00	2,080.80	111809
405184	UNIFORMS2YOU / RENO UNIFORMS	10/06/2023	Regular	0.00	1,613.97	111810
404295	WELLS ONE COMMERCIAL CARD	10/05/2023	Bank Draft	0.00	42,715.95	DFT0001567

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	253	129	0.00	633,402.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	39	1	0.00	42,715.95
EFT's	1	1	0.00	4,102.50
	293	132	0.00	680,220.95

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kya O. 20231005
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

JMC 10.12.23
Comptroller Date

Amia Duke 10-5-23
Treasurer Date

Walter Priest, Deputy 10/9/23

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	10/2023	680,220.95
			<u>680,220.95</u>



STOREY COUNTY

Vendor History Report
By Vendor Name

Posting Date Range 10/13/2023 - 10/13/2023
Payment Date Range 10/13/2023 - 10/13/2023

Payable Number	Description	Units	Price	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description					Account Number		Account Name	Dist Amount					
Vendor Set: 01 - Storey County Vendors													
404300 - INTERNAL REVENUE SERVICE													
INV0018112	Medicare	0.00	0.00	10/13/2023	001-29503-000	DFT0001573	10/13/2023	72,359.64	0.00	0.00	0.00	72,359.64	72,359.64
								15,228.40	0.00	0.00	0.00	15,228.40	15,228.40
INV0018113	Medicare	0.00	0.00	10/13/2023	001-29503-000	DFT0001574	10/13/2023	1,732.36	0.00	0.00	0.00	1,732.36	1,732.36
								15,228.40	0.00	0.00	0.00	15,228.40	15,228.40
INV0018114	Social Security	0.00	0.00	10/13/2023	001-29505-000	DFT0001575	10/13/2023	55,398.88	0.00	0.00	0.00	55,398.88	55,398.88
								55,398.88	0.00	0.00	0.00	55,398.88	55,398.88
Federal Income Tax w/h	Federal Income Tax w/held	0.00	0.00	10/13/2023	001-29501-000	DFT0001575	10/13/2023	55,398.88	0.00	0.00	0.00	55,398.88	55,398.88
								55,398.88	0.00	0.00	0.00	55,398.88	55,398.88
Vendors: (1) Total 01 - Storey County Vendors:													
								72,359.64	0.00	0.00	0.00	72,359.64	72,359.64
Vendors: (1) Report Total:								72,359.64	0.00	0.00	0.00	72,359.64	72,359.64

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Processed & Submitted to Treasurer by Comptroller Admin 20231012 Date

Approved By:

[Signature] 10-12-23 Date

Comptroller

[Signature] 10/16/23 Date

Treasurer



STOREY COUNTY

Payroll Check Register Report Summary

Pay Period: 9/25/2023-10/8/2023

Packet: PRPKT01857 - 2023-10-13 Payroll kc
Payroll Set: Storey County - 01

Type	Count	Amount
Regular Checks	3	1,766.08
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	203	444,459.13
Total	206	446,225.21

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kya 20231011
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

[Signature] 10.12.23
Comptroller Date

[Signature] 10-12-2023
Treasurer Date

[Signature] 10/10/23
(Deputy Treasurer, Deputy)



STOREY COUNTY

Payroll Check Register Report Summary

Pay Period: 9/25/2023-10/8/2023

10/13/23

Type	Count	Amount
Regular Checks	1	1,943.10
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	0	0.00
Total	1	1,943.10

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyo 20231017
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By: [Signature] 10-17-23
Comptroller Date
[Signature] 10/17/23
Treasurer Deputy Date



STOREY COUNTY

Check Register

Packet: APPKT05844 - 2023-10-13 PR Payment kc

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405456	PUBLIC EMPLOYEES RETIREMENT BC	10/13/2023	EFT	0.00	117,680.28	10460
404639	VOYA INSTITUTIONAL TRUST COMP.	10/13/2023	EFT	0.00	8,545.48	10461
300003	AFLAC	10/13/2023	Regular	0.00	1,205.06	111811
300008	AFSCME LOCAL4041	10/13/2023	Regular	0.00	597.76	111812
405610	CALIFORNIA STATE DISBERSEMENT	10/13/2023	Regular	0.00	395.50	111813
405519	CIGNA HEALTH & LIFE INSURANCE C	10/13/2023	Regular	0.00	189,378.92	111814
300001	COLONIAL LIFE & ACCIDENT INS CO	10/13/2023	Regular	0.00	103.38	111815
404704	DVM INSURANCE AGENCY	10/13/2023	Regular	0.00	95.64	111816
405264	FIDELITY SECURITY LIFE INSURANCE	10/13/2023	Regular	0.00	1,342.76	111817
405263	KANSAS CITY LIFE INS CO	10/13/2023	Regular	0.00	905.77	111818
406598	MICHIGAN STATE DISBURSEMENT L	10/13/2023	Regular	0.00	393.79	111819
300011	NEVADA STATE TREASURER	10/13/2023	Regular	0.00	4.00	111820
406600	NORTHWEST FIRE FIGHTER BENEFIT	10/13/2023	Regular	0.00	36,282.25	111821
103233	PUBLIC EMPLOY RETIREMENT SYSTEM	10/13/2023	Regular	0.00	378.97	111822
300010	STATE COLLECTION & DISBURSEMEI	10/13/2023	Regular	0.00	1,147.52	111823
300006	STOREY CO FIRE FIGHTERS ASSOC	10/13/2023	Regular	0.00	1,800.00	111824
300005	WASHINGTON NATIONAL INS	10/13/2023	Regular	0.00	1,490.05	111825
300002	WESTERN INSURANCE SPECIALTIES	10/13/2023	Regular	0.00	258.10	111826

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	26	16	0.00	235,779.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	5	2	0.00	126,225.76
	31	18	0.00	362,005.23

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Kyer 20231012
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

McCa 10.12.23
Comptroller Date

Alana 10-12-23
Treasurer Date

Deputy 10.16.23
Deputy Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	10/2023	362,005.23
			<u>362,005.23</u>



STOREY COUNTY

Check Register

Packet: APPKT05849 - 2023-10-13 PERS 715 kc

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank 405456	PUBLIC EMPLOYEES RETIREMENT B	10/13/2023	EFT	0.00	72,478.98	10462

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	72,478.98
	2	1	0.00	72,478.98

County Commissioners approval is reported in the
Board of County Commissioners Meeting Minutes

Keyer 20231012
Processed & Submitted to Treasurer by Comptroller Admin Date

Approved By:

AmC 10.12.23
Comptroller Date
Deputy 10.16.23
Treasurer Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	10/2023	72,478.98
			<u>72,478.98</u>



Storey County Board of County Commissioners

Agenda Action Report

Meeting date: November 07, 2023

Estimate of time required: 10 minutes

Agenda: Consent ☒ Regular agenda ☐ Public hearing required ☐

- **Title:** Consideration and possible approval of modification to Policy 504, addressing salary considerations when an employee demotes or when hiring a new employee in a difficult to recruit position.
- **Recommended motion:** I (commissioner) move to approve the modifications made to Personnel Policy 504 addressing salary considerations when an employee demotes or when hiring a new employee in a difficult to recruit position.
- **Prepared by:** Brandi Lopez
- **Department:** Human Resources **Telephone:** 775-847-0968
- **Staff summary:** It has been determined, through recent circumstances, that HR needs more flexibility in addressing salary considerations when an employee demotes or when hiring a new employee in a difficult to recruit position.
- **Supporting materials:** See Attached
- **Fiscal impact:** None
 - Funds Available: _____ Fund: _____ Comptroller
- **Legal review required:** False
- **Reviewed by:**
 - ☒ Department Head Department Name: Human Resources
 - _____ County Manager Other agency review: _____
- **Board action:**
 - ☐ Approved ☐ Approved with Modifications
 - ☐ Denied ☐ Continued
 - Agenda Item No.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 504
EFFECTIVE DATE: 11-10-08
REVISED: 01-02-18
07-07-2020
10-20-20
02-02-21
11-07-23
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: Rates of Pay

1. PURPOSE: To establish a policy on rates of pay.

2. POLICY:

2.1 Compensation Plan

Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The HR Director shall determine the salary ranges based on these considerations:

- a. Rates paid by the employer for comparable work;
- b. Internal relationships of other job classes in the same or similar occupation;
- c. Rates paid by other employers for comparable work;
- d. Other financial commitments of the employer; and
- e. Funds available to the employer for salaries.

The HR Director, subject to approval of the County Commission and to the terms of any applicable collective bargaining agreement, may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

2.2 Hiring Rate of Pay

The normal hiring rate for new employees is the first step of the pay range for the position's classification. The HR Director may authorize advanced step appointments in accordance with Section 2.3.

2.3 Advanced Step Hire

Fairness and equity in the administration of the compensation plan will be maintained when making advanced step hires for new employees. The HR Director, with concurrence from the County Manager and when funds are determined to be available by the Comptroller, may authorize advanced step appointments when ~~all of~~ the following circumstances exist:

1.

- a. The applicant's qualifications indicate that s/he will perform at a level commensurate with the requested step; and

- b. Other applicants with similar qualifications not requiring an advanced level salary are unavailable; and
- c. Funds are available in the hiring department's budget to pay the higher rate; and-
- d. Advanced hire rate will not exceed the step commensurate with current employees of comparable education, experience, and skill levels.

OR

2.

- a. When required to address an urgent and critical recruitment need as determined by the HR Director; and
- b. Funds can be made available in the hiring department's budget to pay the higher rate.
- d.—If the HR Director determines a disparity will occur due to an accelerated hiring rate during an urgent and critical recruitment, an adjustment of steps may be granted to current employees of comparable education, experience, and skill levels to maintain an equitable relationship in the status of steps among employees within the same class series.

2.4 Flat Rate Salaries

Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for step increases.

2.5 Casual (Intermittent Part-Time) Worker Rate of Pay

The employer will pay casual workers as appropriate for the type of work performed. Students receiving school credit for work may be paid at a rate established by the HR Director for student interns. The HR Director may adjust the rate of pay consistent with the procedures for merit rate of pay increases as provided in Policy 507.

2.6 Salary on Promotion, Transfer, Demotion, Reclassification, and Reallocation

- a. Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted to a new classification will move to that step in the range for the new class which provides no less than 5 percent pay increase from the employee's current regular rate of pay, not to exceed the top step in the range for the new class. A promoted employee's salary shall not be less than the starting pay of the salary range for the new position. A promoted employee's adjusted pay shall be effective on the date so indicated in the offer letter and accepted by the employee.
- b. An employee who voluntarily transfers to a position at the same grade level will retain their current grade and step. An employee who voluntarily transfers from a position on a different salary schedule, to a position with the same (or comparable) maximum base rate of pay, will be placed at a grade and step closest to his/her current salary that does not provide a decrease. An employee who is reassigned by the County Manager or HR Director to a position classified at a lower grade level, through no fault of their own and the reassignment is for the good of the county, shall be placed in the lower grade level at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee may be Y-Rated.
- c. An employee who voluntarily demotes or voluntarily accepts employment to a position at a lower grade level, or with a lower maximum base rate of pay, will be placed at their current -step in the lower grade.

e. At the discretion of the HR Director and concurrence of the County Manager: If funds can be made available in the hiring department's budget to pay the higher rate, AND if it is determined the voluntary demotion is advantageous to the county, the employee will be placed in the lower grade at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee will be paid at the top step.

- d. An employee who is involuntarily demoted as a result of not successfully completing the probationary period related to a promotion, will be placed at the grade and step they held prior to the promotion. An employee involuntarily demoted as a result of disciplinary action will be placed at a grade and step consistent with the disciplinary decision as provided in Policy 1001.
- e. Reclassification to a class at a higher grade level or with a higher salary range is treated as a promotion for purposes of compensation. An employee in a position that is reclassified to a class at a lower grade level, or a lower salary range, through no fault of the employee, will be placed in the lower grade level at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee will be Y-Rated. Reclassification to a class at the same grade level, or salary range, is treated as a transfer for purposes of compensation.
- f. Reallocation of an existing class:
 - 1. To a higher salary range is NOT a promotion. An employee in a class that is reallocated to a higher salary range shall be placed at a step closest to his/her current salary that does not provide a decrease.
 - 2. To a lower salary range shall be placed at the step closest to the employee's current salary that does not provide a decrease. If the employee's current salary exceeds the top salary of the lower pay range the employee will be Y-Rated. (refer to Y-Rate in section 2.7)

2.7 Y-Rate

The employer may pay an employee, who is reduced to a lower class as a result of reclassification, reallocation, or county directed reassignment not associated with layoff or discipline, at his/her current rate of pay which is above the top step of the range or between steps of the range. This rate shall be known as a "Y-Rate." At the discretion of the employer, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top step of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top step of the new class to be equal to or greater than the employee's Y-rate.


An employee who is at a Y-rate which is between the steps of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the rate for the step in the range to which the employee is entitled to exceed his/her current rate of pay.

Employees who are Y-Rated will be eligible to receive approved cost of living adjustments for the class they hold.

2.8 Discussion of Wages

NRS 613.330 states it is unlawful to discriminate against an employee for inquiring about, discussing, or voluntarily disclosing information about wages. This does not apply to any employee who has access to or information about the wages of other employees as part of their essential job functions and discloses that information to a person who does not have access to that information unless the disclosure is ordered by the Labor Commissioner or court.

RESPONSIBILITY FOR REVIEW: The HR Director will review this policy every 5 years or sooner as necessary.

	Board of Storey County Commissioners Agenda Action Report	
Meeting date: 11/7/2023 10:00 AM - BOCC Meeting	Estimate of Time Required: 10 min.	
Agenda Item Type: Discussion/Possible Action		

- **Title:** Public hearing on Resolution 23-710, a resolution authorizing increases in connection fees for water and sewer hookups within the service area of the Divide GID i.e., Virginia City, Gold Hill, and Silver City. The resolution does not affect user fees.
- **Recommended motion:** I (commissioner), move to close the public hearing on Resolution 23-710.
- **Prepared by:** KEITH LOOMIS

Department: **Contact Number:** 7758470964

- **Staff Summary:** Storey County Code Section 13.40.010 authorizes the Board of County Commissioners to change the water and sewer rates by resolution and after holding a public hearing on the proposed change. Resolution 23-710 proposes increases in the connection fees for water and sewer hook-ups in Virginia City, Gold Hill and Silver City. This agenda item provides for the public hearing on Resolution 23-710.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

RESOLUTION 23-710

A Resolution Setting Water and Sewer Hook-up Fees for New Commercial Users.

WHEREAS Storey County Code Chapter 13 Section 13.108.55 provides that the Storey County Commissioners may establish water and sewer service rates by resolution, and

WHEREAS the present hook-up fees imposed for hooking up new commercial customers to the water and sewer services provided by the Divide General Improvement District are insufficient to cover the expenses incurred by the District in providing the services, and

WHEREAS the Carson River Sub Conservancy District has undertaken a study of the water and sewer hook-up fees in many of the local jurisdictions which establishes: 1) that in contrast to the District almost all of the jurisdictions significantly increase the connection fee as the size of the connection increases; and 2) the fees presently imposed by the District are well behind those of other local jurisdictions, and

WHEREAS the difference in rates between the District and other local jurisdictions is not the result of greater efficiencies in the costs for providing the hook-ups, and

WHEREAS District is experiencing financial difficulties particularly in the costs of providing hook-ups which are in many cases being provided at a loss to the District, and

WHEREAS the imposition of the identified fees will cover the costs to the District of providing hook-up services and thereby enhance the stability of the water and sewer enterprise funds

NOW THEREFORE THE HOOK-UP FEES ARE HEREBY ESTABLISHED AS FOLLOWS:

WATER HOOK-UP FEES

(Within Fifty Feet of Main Line)

3/4 inch (Commercial)	\$8,606
1 inch	\$8,606
1 1/2 inch	\$17,212
2 inch	\$27,538
3 inch	\$55,076
4 inch	\$86,056
6 inch	\$172,112
8 inch	\$275,380

SEWER HOOK-UP FEES

Commercial	\$9,600
------------	---------

To the extent the hook-up fees in Resolution 19-557 are inconsistent with the hook-up fees set forth herein, they are superseded by this Resolution. This Resolution and the rates set forth herein will be effective as of the 1st day of January 2024.

ADOPTED this ____ day of _____, 2023

BOARD OF COUNTY COMMISSIONERS OF STOREY COUNTY

By: _____

JAY CARMONA, Chairman

ATTEST:

D. JAMES HINDLE

Storey County Clerk/Treasurer



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 min.

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval on Resolution 23-710 increasing the commercial connection fees for water and sewer hook-ups in the Divide GID service area, i.e., Virginia City, Gold Hill, and Silver City. The Resolution does not propose an increase in user fees for water and sewer services.
- **Recommended motion:** I (commissioner), move to approve Resolution 23-710.
- **Prepared by:** KEITH LOOMIS

Department:

Contact Number: 7758470964

- **Staff Summary:** The Public Works Department is proposing to increase the commercial water and sewer connection fees within Virginia City, Gold Hill, and Silver City. The purpose of the increase is to enhance the stability of the water and sewer enterprise funds. At present, the commercial connection fee essentially loses money on all hook-ups to the district. Resolution 23-710 proposes an increase in the connection fees essentially equivalent to connection fees imposed by the local governments within the Carson River Sub Conservancy District (District). The study conducted by the district is attached.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** TRUE
- **Reviewed by:**

____ Department Head

Department Name:

____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

RESOLUTION 23-710

A Resolution Setting Water and Sewer Hook-up Fees for New Commercial Users.

WHEREAS Storey County Code Chapter 13 Section 13.108.55 provides that the Storey County Commissioners may establish water and sewer service rates by resolution, and

WHEREAS the present hook-up fees imposed for hooking up new commercial customers to the water and sewer services provided by the Divide General Improvement District are insufficient to cover the expenses incurred by the District in providing the services, and

WHEREAS the Carson River Sub Conservancy District has undertaken a study of the water and sewer hook-up fees in many of the local jurisdictions which establishes: 1) that in contrast to the District almost all of the jurisdictions significantly increase the connection fee as the size of the connection increases; and 2) the fees presently imposed by the District are well behind those of other local jurisdictions, and

WHEREAS the difference in rates between the District and other local jurisdictions is not the result of greater efficiencies in the costs for providing the hook-ups, and

WHEREAS District is experiencing financial difficulties particularly in the costs of providing hook-ups which are in many cases being provided at a loss to the District, and

WHEREAS the imposition of the identified fees will cover the costs to the District of providing hook-up services and thereby enhance the stability of the water and sewer enterprise funds

NOW THEREFORE THE HOOK-UP FEES ARE HEREBY ESTABLISHED AS FOLLOWS:

WATER HOOK-UP FEES

(Within Fifty Feet of Main Line)

3/4 inch (Commercial)	\$8,606
1 inch	\$8,606
1 1/2 inch	\$17,212
2 inch	\$27,538
3 inch	\$55,076
4 inch	\$86,056
6 inch	\$172,112
8 inch	\$275,380

SEWER HOOK-UP FEES

Commercial	\$9,600
------------	---------

To the extent the hook-up fees in Resolution 19-557 are inconsistent with the hook-up fees set forth herein, they are superseded by this Resolution. This Resolution and the rates set forth herein will be effective as of the 1st day of January 2024.

ADOPTED this ____ day of _____, 2023

BOARD OF COUNTY COMMISSIONERS OF STOREY COUNTY

By: _____

JAY CARMONA, Chairman

ATTEST:

D. JAMES HINDLE

Storey County Clerk/Treasurer

2023 Carson River Watershed Water and Sewer Rates

March 15, 2023

Advisory Report prepared by:
Deborah L. Neddenriep,
Water Resource Specialist 2, CFM
Carson Water Subconservancy District



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Introduction:

The central purpose of Carson Water Subconservancy District's (CWSD) advisory report "Water and Sewer Rates in the Carson River Watershed" is to collect and publish the water and sewer rate data of the 13 major water purveyors and sewer districts in our watershed. This report is made available to each water purveyor and to the general public via our website www.cwsd.org.

We appreciate the time and effort water purveyor staff members in providing and checking the data in this report:

Table 1.1 Major Water Purveyors and Sewer Districts in the Carson River Watershed

List of Water Purveyors		
Carson City Public Works		Lyon County Utilities - Dayton/Moundhouse
Churchill County Public Works		Town of Minden
Douglas County Public Works		Minden Gardnerville Sanitation District
City of Fallon		Silver Springs Mutual Water Company
Gardnerville Ranchos General Improvement District		Stagecoach General Improvement District
Gardnerville Water Company		Storey County Public Works
Indian Hills General Improvement District		

This report includes a water data sheet followed by a sewer data sheet for each water purveys and sewer district. On the water rate data sheet, general information about each water entity includes:

- ✓ service area population
- ✓ annual demand
- ✓ total service connections separated into customer classes
- ✓ percentage of metered and unmetered connections
- ✓ Number of re-use connections
- ✓ bill frequency
- ✓ unidentified system losses
- ✓ if entity has a conservation plan and reason for doing so
- ✓ date the current water rate became effective

Water rates include base rate and volume charge for water for both residential and commercial users (Appendix A). In addition, connection fees and storm water fees are also listed if applicable. Highlights of changes in water rates follow in the next section, Summary of Water Rate Changes.

Sewer rates are included for each sewer district in Appendix B. Minden Gardnerville Sanitation District (MGSD) provides sewer service to Gardnerville Ranchos General Improvement District, Gardnerville Water Company, and Town of Minden. MGSD bills Gardnerville and Minden residents directly. However, Gardnerville Ranchos General Improvement District, through an agreement with MGSD, collects sewer fees. The Stagecoach General Improvement District service area only has septic systems; therefore, sewer rates are not applicable. Lyon County provides sewer service in three areas of the county: Dayton, Moundhouse area and within Silver Springs Mutual Water Company's service area.

For information purposes, Truckee Meadow Water Authority's (TMWA) water rates, are included in this report. TMWA also has different rate schedules for former service areas of STMGID and Washoe County. TMWA's latest rate schedule can be accessed via their website, <https://tmwa.com/>, or from hyperlinks listed on the bottom of TMWA's rate sheet page in Appendix A.

Summary of Water Rate Changes:

Several entities increased their water rates over the past year. Of these, several water purveyor's boards have approved water rate increases for multiple years. Carson City, Churchill County, Douglas County, Lyon County, Stagecoach GID, and Storey County continue to increase water rates annually. Gardnerville Water Company had a onetime rate increase 1/1/2023. Table 2.1 summarizes water rate changes as of 1/1/2023.

Table 2.1 Summary of Water Rate Changes in 2022

Water Rate Changes as of 1/1/2023	
Water Purveyor	Approved Annual Increase Date
Carson City Public Works	Annual Increase approved; effective 7/1/2021 -7/1/2024
Churchill County Public Works	2.5% Annual Increase Effective 1/1; Tier rate over 20k/gal increased to \$3.40 per k/gallons.
Douglas County	Water Rate Resolution passed in 2019, will increase rates annually on 7/1 through 6/30/2024.
Gardnerville Water Company	8% increase on 1/1/2023
Lyon County Utilities	Increased 1/1/20 and will also increase annually on 7/1 2020 - 7/1/ 2024.
Stagecoach General Improvement District	Effective July 1, 2019, 2020, 2021 and 2022 a base-rate increase of \$1 to monthly Residential and Commercial Water Service
Storey County	Increased 1/1/20 and will also increase annually on 7/1 2020 - 7/1/ 2023.

Table 2.2 Summary of Unchanged Water Rates in 2022

Unchanged Water Rates as of 1/1/2023	
Water Purveyor	Approved Annual Increase Date
City of Fallon	No Change to rates, connection fee increase
Gardnerville Ranchos General Improvement District	No Change
Indian Hills General Improvement District	No Change
Town of Minden	No Change
Silver Springs Mutual Water Company	No Change

Summary of Sewer Rate Changes:

The sewer rate increases over the past year are listed below. Several water purveyors have sewer rate increases that have been approved for multiple years by their respective boards. Douglas County will consider increasing sewer rates in 2023.

Table 3.1 Summary of Sewer Rate Changes in 2022

Sewer Rate Changes as of 1/1/2023	
Water Purveyor	Approved Annual Increase Date
Carson City Public Works	Annual Increase approved; effective 7/1/2021 - 7/1/2024
Churchill County Public Works	2.5% Annual Increase Effective 1/1
Lyon County Utilities Dayton/ Moundhouse	Increased 1/1/20 and will also increase 7.55% annually on 7/1 2020 - 7/1/ 2024.
Storey County	Will increase annually 2020 - 2024

Table 3.2 Summary of Unchanged Sewer Rates in 2022

Unchanged Sewer Rates as of 1/1/2023	
Water Purveyor	Approved Annual Increase Date
Douglas County Public Works	Rate change anticipated 2023
City of Fallon	No Change
Gardnerville Ranchos General Improvement District	Provided by MGSD
Gardnerville Water Company	Provided by MGSD
Town of Minden	Provided by MGSD
Minden Gardnerville Sanitation District	Conducting Rate Study
Lyon County - Silver Springs	No Change
Stagecoach GID	N/A -Septic Only

Appendix A:

Water Rate Sheets

Carson City Water Rates

Carson City

Water Rates As Of January 1, 2023

(7/1/2022-6/30/2023)

Meter Size:	Monthly Base Rate:
≤ 5/8"	\$ 29.93
1"	\$ 45.55
1 1/2"	\$ 67.99
2"	\$ 84.58
3"	\$ 123.63
4"	\$ 162.68
6"	\$ 240.76
10"	\$ 598.65
Multifamily Residential:	Monthly Base Rate:
	\$ 10.60 per unit

Single Family Residential

Usage Chg per k/gal

0 - 5 @ \$1.92

≥ 6 ≤ 30 @\$3.35

> 30 @\$5.37

Multifamily Residential

Usage Chg per k/gal

\$ 2.17 per k/gal

Commercial

Usage Chg per k/gal

\$ 3.86 per k/gal

Large Commercial, Industrial/

Manufacturing

\$4.05 per k/gal

[See Carson City Public Works Rate Schedule](#)

Water Rate Fee Increases: Beginning on July 1, 2021, The connection charges will be adjusted annually on July 1 of each year based on the increase of the Engineering News Record's Construction Cost Index. The adjustment is based on the index published in December of the preceding year, with a minimum increase of zero percent and a cap of a 3% increase per year.

Carson City

Residential Stormwater Rates:

Classification:	Monthly Rate:
Single Family Property: Single Story < 1600 ft ² ;	
Multi Story < 2400 ft ²	\$6.90
Single Family Property: Single Story 1600 ≤ 2400 ft ² ;	
Multi Story 2400 ≤ 3600 ft ²	\$10.23
Single Family Property: Single Story > 2400 ft ² ;	
Multi Story > 3600 ft ²	\$11.90

Commercial / Industrial Stormwater Rates:

Based on Impervious Area per Property

Classification:	Monthly Rate
Small < 0.25 acre	\$30.00
Medium > 0.25 ≤ 0.99 acre	\$60.00
Large ≥ 1 ≤ 4.99 acres	\$90.00
Very Large ≥ 5 acres	\$120.00

Connection Fees:	Residential and Commercial:	Meter & Service Installation (city installed)
Meter Size:		
≤ 5/8"	\$3,621.48	≤ 5/8" \$1,522.50
1"	\$9,052.67	1" \$1,785.00
1 1/2"*	\$6,546.68	1 1/2" \$2,835.00
2"*	\$6,546.68	2" \$3,675.00
3"*	\$6,546.68	3" \$5,880.00
4"*	\$6,546.68	4" \$9,754.45
6"*	\$6,546.68	6" \$14,280.00
Multifamily per unit	\$1,086.65	

* 1 1/2 inch and larger: Charge per gallon per minute (GPM)

Is connection fee increase anticipated in 2023?

Yes

Water Connection Fee Increases: Beginning on July 1, 2021, The connection charges will be adjusted annually on July 1 of each year based on the increase of the Engineering News Record's Construction Cost Index. The adjustment is based on the index published in December of the preceding year, with a minimum increase of zero percent and a cap of a 3% increase per year.

Carson City

Questions:

Is water rate increase anticipated in 2023? Yes, 3 % annual increase on 7/1

Are rates posted on your website: Yes

<https://www.carson.org/home/showpublisheddocument/80899/637921815402600000>

General information on your service area :

Population of Service Area: 57,000

Annual Demand (AF): 11,000

Service Connections: 18,317

Residential: 16,445

Mutli-Family: Not split out

Commercial: 1,747

Irrigation: not split out

Other: 125

Metered Connections: 100%

Unmetered Connections: 0

Re-Use Connections: 5

Bill Frequency: monthly

Unidentified

System Losses: <9%

Conservation Plan: Yes

Reason for

Water Conservation: Water Conservation conserves precious resources.

Churchill County Water Rates

Churchill County

Water Rates As Of January 1, 2023

Meter Size:	Monthly Base Rate:
≤ 5/8"	\$ 56.60
1"	\$ 56.60
1 1/2"	\$ 84.70
2"	\$ 132.00
3"	\$ 275.00
4"	\$ 400.00
6"	\$ 799.70
10"	n/a
Multifamily Residential	\$ 53.80
All Commercial/ Industrial / Manufacturing	\$ 84.70

in addition to meter size rate

in addition to meter size rate

Usage Chg per k/gal*

0 - 6@ \$2.10

≥ 6 ≤ 20 @\$2.60

> 20 @\$3.40

Usage Charge per k/gal applies to Single Family Residential, Multi-Family, Commercial, and Industrial/Manufacturing

Stormwater Rates:	N/A
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Churchill County

Connection Fees:		
Residential:	≤ 3/4"	\$7,200
	1"	\$7,200
Commercial:	≤ 3/4"	\$7,000
	1"	\$7,600
	1 1/2"	\$9,200
	2"	\$11,000
Multi-Family Housing:		Cost per individual unit
Individually Metered on Parcels with a residential unit density ≤ 8 units per acre per each unit		\$7,200
Individually Metered on Parcels with a residential unit density ≥ 9 units per acre		\$5,400
Commercial Connection Fees calculated by Water Equivalent Residential Customer (WERC) value: 1		

Questions:

Is water rate increase anticipated in 2023? Yes, 2.5% annually

Are rates posted on your website: Yes/No Yes

<http://nv-churchillcounty.civicplus.com/index.aspx?NID=105>

General information on your service area :

Population of Service Area: 1,133

Annual Demand (AF): 173

Service Connections: 461

Residential: 447

Mutli-Family: 3

Commercial: 11

Irrigation: 0

Other: 0

Metered Connections: 461

Unmetered Connections: 0

Re-Use Connections: 0

Bill Frequency: monthly

Unidentified

System Losses: 8.20%

Conservation Plan: Yes, 2019

Reason for

Water Conservation: Long-term sustainability

Douglas County Water Rates

Douglas County

Water Rates As Of January 2023

Residential: (7/1/2022-6/30/2023)

Meter Size:	Monthly Base Rate:
≤ 5/8"	\$ 36.92
3/4"	\$ 36.92
1"	\$ 76.32
1 1/2"	\$ 141.04
2"	\$ 220.91

Commercial:

Meter Size:	Monthly Base Rate:
≤ 5/8"	\$ 37.85
3/4"	\$ 37.85
1"	\$ 80.62
1 1/2"	\$ 151.11
2"	\$ 237.59
3"	\$ 484.29
4"	\$ 742.83
6"	\$ 1,456.82
8"	\$ 2,312.38

Irrigation:

Meter Size:	Monthly Base Rate:
≤ 5/8"	\$ 20.25
3/4"	\$ 20.26
1"	\$ 36.62
1 1/2"	\$ 63.10
2"	\$ 96.77
3"	\$ 202.68
4"	\$ 302.81

Single Family Residential

Usage Chg per k/gal*

5≥12@\$3.22

>13-21@ \$4.47

>21@\$7.03

Commercial

Usage Chg per k/gal

All @ \$4.03

Irrigation

Usage Chg per k/gal

All at \$4.33

*includes first 4k gallons

Stormwater Rates:	N/A
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Douglas County

Connection Fees:		
Meter Size:		
≤ 5/8"	\$	5,024.00
3/4"	\$	5,024.00
1"	\$	12,560.00
1 1/2"	\$	25,120.00
2"	\$	40,192.00
3"	\$	80,384.00
4"	\$	125,600.00
6"	\$	251,200.00
8"	\$	401,920.00
10"	\$	1,055,040.00

In addition to connection charge, connection within Eagle Ridge subdivision will be charged a water supply development fee of \$450 for each connection.

In addition to connection charge, connection within Clear Creek Development will be charged a water supply development fee of \$2500 for each connection.

Questions:

Do you anticipate a rate increase in 2023?

Water rate Resolution 2019R-032 ; water rates will increase annually on 7/1 from 2020 -2024.

Are rates posted on your website:

<https://www.douglascountynv.gov>

General information on your service area :

Population of Service Area:	6,258	Based on 2.5 per residential connection
Annual Demand (AF):	2,172	
Service Connections:	3,008	
Residential:	2,570	
Mutli-Family:	N/A	
Commercial:	289	
Irrigation:	138	
Other:	11	
Metered Connections:	3008	
Unmetered Connections:	0	
Re-Use Connections:	1	
Bill Frequency:	Monthly	
Unidentified	connections in the	
System Losses:	Carson Valley systems.	

<https://www.douglascountynv.gov/governm>

Conservation Plan: Yes [ent/departments/public works/water utility](https://www.douglascountynv.gov/government/departments/public_works/water_utility)

Reason for

Water Conservation: Responsible management of a limited, valuable natural resource.

City of Fallon Water Rates

City of Fallon

Water Rates As Of January 1, 2023

Meter Size:	Monthly Base Rate:	Water Treatment Service Charge
3/4"	\$ 15.00	\$ 22.48
1"	\$ 33.18	\$ 37.55
1 1/2"	\$ 66.37	\$ 74.89
2"	\$ 107.02	\$ 119.87
3"	\$ 221.53	\$ 224.88
4"	\$ 321.05	\$ 374.88
6"	\$ 642.10	\$ 749.76

Usage Chg. per 100 cubic ft.

\$ 1.07

Usage Charge per 100 cubic ft. applies to Single Family Residential, Multi-Family, Commercial, and Industrial/Manufacturing

Stormwater Rates:

N/A

City of Fallon

Connection Fees:			
Residential:	Meter Only	Water Connection Rate:	Water Treatment connection fee
3/4"	\$ 361.28	\$ 4,000.00	\$ 1,500.00
1"	\$ 433.49	\$ 8,000.00	\$ 2,500.00
1 1/2"	\$ 825.30	\$ 16,000.00	\$ 5,000.00
2"	\$ 1,067.27	\$ 25,600.00	\$ 8,000.00
3"	\$ 2,493.17	\$ 64,000.00	\$ 15,000.00
4"	\$ 4,053.93	\$ 160,000.00	\$ 25,000.00
6"	\$ 6,729.50	\$ 320,000.00	\$ 50,000.00

Residential Connection Fees = 1 **Water Equivalent Residential Customer (WERC)** value: 1 WERC = 550 gpd; fee per WERC = \$454.00

Commercial:

Commercial Connection Fees

calculated by **Water**

Equivalent Residential

Customer (WERC) value: 1

WERC = 550 gpd; fee per

WERC = \$454.00

Questions:

Do you anticipate rate change in 2023?

No

Are rates posted on your website:

No

General information on your service area :

Population of Service Area: 8,606

Annual Demand (AF): 2,334

Service Connections: 3,215

Residential: 2,888

Mutli-Family: 0

Commercial: 327

Irrigation: 0

Other: 0

Metered Connections: 3,178

Unmetered Connections: N/A

Re-Use Connections: N/A

Bill Frequency: monthly

Unidentified

System Losses: N/A

Conservation Plan: Yes

Reason for

Water Conservation: N/A

Gardnerville Ranchos General Improvement District Water Rates

Gardnerville Ranchos General Improvement District

Water Rates As Of January 1, 2023

Residential/Commercial Rates:

	Monthly Base Rate:
In - District Rates*:	\$ 21.50
Outside GRGID Monthly Base Rate*:	\$ 33.00
Residential/Commercial Rates: Usage Chg per k/gal* <10 In Base > 10 \$.90	

* Includes Metered & Non-Metered connections

Stormwater Rates:	N/A
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Gardnerville Ranchos General Improvement District

Connection Fees:			
Meter Size:	Connection Fee A*:	Meter Size:	Connection Fee B:
3/4"	\$ 4,950.00	3/4"	\$ 1,855
1"	\$ 8,250.00	1"	\$ 2,790
1.5"	\$ 16,500.00	1.5"	\$ 7,050
2"	\$ 26,400.00	2"	\$ 13,350
2.5"	\$ 29,600.00	2.5"	\$ 21,550
3"	\$ 52,800.00	3"	\$ 32,375
4"	\$ 82,500.00	4"	\$ 60,000

* Fee applies to any lot or parcel legally created within District through Douglas County's land Division Process after March 6, 2013. Rate also applies to Out -of-District connections.

Questions:

Do you anticipate rate change in 2023?

Are rates posted on your website:

No

<content/uploads/2018/01/Water%20Rates.pdf>

Yes

General information on your service area :

Population of Service Area:

11,500

Annual Demand (AF):

3,100

Service Connections:

Residential:	3,610
Mutli-Family:	313
Commercial: N/A	51
Irrigation:	13
Other: Schools	3
Hydrant Meters	2

Metered Connections:

3,992

Unmetered Connections:

0

Re-Use Connections:

Bill Frequency:

Monthly

Unidentified

System Losses:

Unknown

Conservation Plan:

Yes

Reason for

Water Conservation:

System Management & Avoid Water Waste

Gardnerville Water Company Water Rates

Gardnerville Water Company

Water Rates As Of January 1, 2023

Residential, Commercial & Irrigation:

Meter Size:	Bi-Monthly Base Rate:
3/4"	\$ 38.00
1"	\$ 64.00
1 1/2"	\$ 127.00
2"	\$ 203.00
3"	\$ 407.00
4"	\$ 634.00
6"	\$ 874.00
8"	\$ 966.00

Residential Rate:

Usage Chg per k/gal

≤8 in base

>8@\$1.50

Commercial Rate:

Usage Chg per k/gal

≤20@\$1.50

>20@\$2.25

Irrigation Rate:

Usage Chg per k/gal

≤ 200,000 @\$1.75

> 200,000 @\$2.25

Stormwater Rates:	N/A
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Gardnerville Water Company

Connection Fees (AKA Impact Fees)					
Residential & Commercial Impact Fees			Water Rights Fee (per ERU)	Total Impact Fee with Water Rights	Fire Impact Fees
Meter size:					Fire Hydrant \$1,000
3/4"	\$	6,381	\$ 8,960	\$ 15,341	\$ 1,000
1"	\$	10,345	\$ 10,140	\$ 20,485	\$ 2,500
1 1/2"	\$	20,582	\$ 13,260	\$ 33,842	\$ 5,000
2"	\$	26,689	\$ 21,840	\$ 48,529	\$ 8,000
3"	\$	64,871	See Note 6	See Note 6	\$ 25,000
4"	\$	86,364	See Note 6	See Note 6	\$ 50,000
6"	\$	119,512	See Note 6	See Note 6	\$ 80,000
8"	\$	160,507	See Note 6	See Note 6	\$ 115,222

Link to Impact fees: <https://gardnervillewater.org/impact-fees/>

Questions:

Do you anticipate rate change in 2023? Yes 8% on 1/1/2023

Are rates posted on your website: Yes

http://www.gardnervillewater.org/index.php?option=com_content&view=article&id=21&Itemid=120

General information on your service area :

Population of Service Area:

2022 Annual Demand (AF):	1390	Correction to 2021 and 2020 Annual Demand:	
Service Connections:	2525	2021 Demand (AF):	1,324
Residential:	2072	2020 Demand (AF):	1,404
Mutli-Family:	84		
Commercial:	286		
Irrigation:	83		
Other:	0		

Metered Connections: 2525

Unmetered Connections: 0

Re-Use Connections: 0

Bill Frequency: Bi-Monthly

Unidentified

System Losses: 5%

Conservation Plan: Yes

Reason for

Water Conservation: State requirement

Indian Hills General Improvement District Water Rates

Indian Hills General Improvement District

Water Rates As Of January 1, 2023

Indian Hills Residential and Commercial:

Meter Size:	Monthly Base Rate:
3/4"	\$ 36.22
1"	\$ 56.60
1.5"	\$ 118.28
2"	\$ 173.87
3"	\$ 290.36
4"	\$ 586.53
6"	\$ 856.34
8"	\$ 1,292.75
Usage Chg per k/gal* < 10 @\$1.95 ≥ 10 @ \$2.30	

Connection Fees:	
3/4"	\$ 5,130.00
1"	\$ 8,550.00
1 1/2"	\$ 17,103.33
2"	\$ 27,360.00
3"	\$ 54,741.33
4"	\$ 85,500.00
6"	\$ 171,100.00
8"	\$ 273,600.00

Stormwater Rates:	
Single Family Property	\$1.00
Multi Family Property	\$1.00
Public Property	\$1.00
Manufacturing Property	\$1.00
Commercial Property	\$1.00

Indian Hills General Improvement District

Questions:

Do you anticipate rate change in 2023? NO

Are rates posted on your website: Yes

http://indianhillsnevada.com/Water_Department.shtml

General information on your service area :

Population of Service Area: 5,962

Annual Demand (AF): 762

Service Connections: 2,035

Residential: 1,954

Multi-Family: 0

Commercial: 81

Irrigation: 0

Other: 0

Metered Connections: all

Unmetered Connections:

Re-Use Connections:

Bill Frequency: monthly

Unidentified

System Losses:

Conservation Plan:

Reason for

Water Conservation:

Lyon County Utilities – Dayton and Moundhouse Water Rates

Lyon County Utilities - Dayton / Moundhouse

Water Rates As Of January 1, 2023

Dayton Valley & Mound House Residential:

Effective July 1, 2023

Meter Size:	Monthly Base Rate:	
3/4"	\$ 28.72	\$ 29.44

Dayton Valley & Mound House Residential

Meter Size:	Monthly Base Rate:	
3/4"	\$ 28.72	\$ 29.44
1"	\$ 38.93	\$ 39.90
1 1/2"	\$ 55.87	\$ 57.27
2"	\$ 76.20	\$ 78.11
3"	\$ 130.40	\$ 133.66
4"	\$ 191.38	\$ 196.16
6"	\$ 218.43	\$ 223.89
8"	\$ 275.91	\$ 282.81
Low Income	\$ 18.79	\$ 19.74

Single Family Residential/ Commercial

Usage Chg per k/gal*

≤5 in base

>5@\$3.62

Connection Fees:	
Dayton and Mound House:	
3/4"	\$ 4,303
1"	\$ 8,606
1 1/2"	\$ 17,212
2"	\$ 27,538
3"	\$ 55,076
4"	\$ 86,056
6"	\$ 172,112
8"	\$ 275,380

Stormwater Rates:	Monthly Rate
Source Water Fee	\$1.00

Lyon County Utilities - Dayton / Moundhouse

Questions:

Do you anticipate rate change in 2023? Yes - 2.5% effective July 1, 2023
Are rates posted on your website: Yes
[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/472323/Resolution - Rates.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/472323/Resolution_-_Rates.pdf)

Population of Service Area:	17,418
Annual Demand (AF):	3,282
total Service Connections:	7,647
Residential:	6,371
Multi-Family	596
Commercial:	662
Irrigation: Incl in Commercial	
Other:	
Metered Connections:	100%
Unmetered Connections:	0
Re-Use Connections:	0
Bill Frequency:	Monthly
Unidentified	
System Losses:	0.02
Conservation Plan:	YES
Reason for	
Water Conservation:	System Ops

Town of Minden Water Rates

Town of Minden

Water Rates As Of January 1, 2023

Residential Flat Rate:

In-Service Area Base Rates:

	Monthly	Quarterly
Single Family	\$ 30.38	\$ 91.15
Patio Home	\$ 26.87	\$ 80.60
Office Residential	\$ 30.38	\$ 91.15
Out-of-Service Area Base Rates:		
	Monthly	Quarterly
	\$ 40.75	\$ 122.20

In-Service Area Base

Commercial :

Rates:

Out-of-Service Area Base Rates:

Meter Size:	Base Rate	Metered:	Base Rate
3/4"	\$ 24.05	3/4"	\$ 32.25
1"	\$ 27.30	1"	\$ 36.60
1 1/2"	\$ 37.60	1 1/2"	\$ 50.40
2"	\$ 61.40	2"	\$ 82.30
3"	\$ 122.75	3"	\$ 164.50
4" or larger	\$ 151.45	4" or larger	\$ 203.60
Unmetered:	\$ 21.32	per month per equivalent dwelling unit	

Commercial - In Service area

Usage Chg per k/gal

≤50k @\$1.50

>50-100k @\$1.65

>100k @ \$1.85

Service fees

Usage Chg per k/gal

≤50k @\$2.05

>50-100k @\$2.25

>100k @ \$2.50

Stormwater Rates: N/A

Town of Minden

Connection Fees:		
Residential:	Brings Water Right	Town Provides Water Right
single family 3/4"	\$ 7,225	\$13,035
single family 1"	\$ 7,225	\$16,405
multi-family unit 3/4"	\$ 5,420	\$11,105
multi-family unit 1"	\$ 8,955	\$14,375
Residential >1" pays non-residential rate		

Connection Fees:			
Non-Residential:	Fixed Cost	Variable quote required	Variable cost of water right \$6,450 acre-feet (af) per year
3/4"	\$ 5,810		
1"	\$ 9,180		
1 1/2"	\$ 17,820		
2"	\$ 28,590		
3"	\$ 60,130		
4"	Quote Required		
>4"	Quote Required		

Meter, Installation and Administrative Fees:

3/4"	\$ 675
1"	\$ 775
1 1/2"	\$ 1,225
2"	\$ 2,175
3"	\$ 2,625
4"	\$ 3,975
>4"	Quote Required

Town of Minden

Questions:

Do you anticipate a rate increase in 2023? No
If known, please attach 2022 rate information.

<http://townofminden.com/DocumentCenter/View/120/Water-And-Trash-Service-Fees-2017-PDF?bidId=>

Are rates posted on your website:

Yes

General information on your service area :

Population of Service Area: 3,151 2019 Census Data

Annual Demand (AF): 1,849

Service Connections: 2,073

Residential: 1,779

Mutli-Family: 5

Commercial: 255

Irrigation:

Other: 34

Metered Connections: 2,071

Unmetered Connections: 2

Re-Use Connections:

Bill Frequency: quarterly-residential; monthly-commercial

Unidentified

System Losses: Unknown

Conservation Plan: Yes/2021

Reason for

Water Conservation: Meets State requirement

Silver Springs Mutual Water Company Water Rates

Silver Springs Mutual Water Company

Water Rates As Of January 1, 2023

Residential:	Zone 1	Zone 2
Meter Size:	Monthly Base Rate:	Monthly Base Rate:
3/4"	\$ 55.00	\$ 59.00
1"	\$ 91.85	\$ 98.53
1 1/2"	\$ 183.15	\$ 196.47
2"	\$ 293.15	\$ 314.47
3"	\$ 586.85	\$ 629.53
4"	\$ 1,008.15	\$ 1,081.47
6"	\$ 2,310.00	\$ 2,478.00

Commercial/Industrial* Base Rate:	Zone 1	Zone 2
Meter Size:	Monthly Base Rate:	Monthly Base Rate:
3/4"	\$ 59.00	\$ 63.00
1"	\$ 98.53	\$ 105.21
1 1/2"	\$ 196.47	\$ 209.79
2"	\$ 314.47	\$ 335.79
3"	\$ 629.53	\$ 672.21
4"	\$ 1,081.47	\$ 1,154.79
6"	\$ 2,478.00	\$ 2,646.00

Single Family Residential

Usage Chg per k/gal

< 15,999 in base

≥16≤30,999@\$5.00

≥31,000@\$6.00

Commercial

Usage Chg per k/gal

< 15,999 in base

≥16≤30,999@\$5.00

≥31,000@\$6.00

Stormwater Rates:	N/A
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Silver Springs Mutual Water Company

Connection Fees:		
3/4"	\$4,400	+actual cost
1"	\$7,348	+actual cost
1 1/2"	\$14,652	+actual cost
2"	\$23,452	+actual cost
3"	\$46,948	+actual cost
4"	\$80,652	+actual cost
6"	\$184,800	+actual cost
4" Fire	\$5,000	System Service Line
6" Fire	\$7,500	System Service Line
8" Fire	\$10,000	System Service Line
10" Fire	\$12,500	System Service Line

Questions:

Do you anticipate rate change in 2023? No

Are rates posted on your website: Yes

<https://www.silverspringsmwc.com/forms-and-documents>

General information on your service area :

Population of Service Area: 3070

Annual Demand (AF): 564

Service Connections: 1191

Residential: 1113

Mutli-Family:

Commercial: 62

Irrigation:

Other: 16

Metered Connections: 100%

Unmetered Connections: 0

Re-Use Connections:

Bill Frequency: monthly

Unidentified System Losses: Unknown

Conservation Plan: Yes

Water Conservation: We live in a desert climate. Water is a resource which must be managed properly to provide a sufficient quantity of water to its members and to protect the quality of water for the residents of the Silver Springs Community.

Stagecoach General Improvement District Water Rate

Stagecoach General Improvement District

Water Rates As Of January 1, 2023

Residential:	Monthly Base Rate:
	\$ 65.00

Commercial:	
Meter Size:	Monthly Base Rate:
1"	\$ 86.90
1 1/2 "	\$ 105.01
2"	\$ 133.80
3"	\$ 190.60
4"	\$ 248.11
6"	\$ 362.39

Water Dedication .67 af per parcel
 1 hook-up - none
 split parcels - .67 af/parcel

Residential
Usage Chg per k/gal
≤25 in base
>25@\$3.00

Commercial
Usage Chg per k/gal
< 1 in base
≥ 1 ≥ 50 @ \$3.50
>50<100@\$4.00
≥100@\$5.00

Stormwater Rates:	N/A
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Stagecoach General Improvement District

Connection Fees:			
Residential All Sizes:	\$5,000.00	District & Expansion Lots	
Commerical Fees All Sizes:	Fee schedue will be the basis for assessing commercial hook-up fees.		
Equivalent Residential Unit	GPD	Connection Fee	Dedication of Water Right
1	600	1 X residential fee	None
2	1,200	2 X residential fee	.67 acre feet
3	1,800	3 X residential fee	1.34 acre feet
4	2,400	4 X residential fee	2.01 acre feet

Plus additional cost for meter larger than 3/4 X 5/8.

Questions:

Do you anticipate rate change in 2023? Yes

The Board will look at them in March 2023

Are rates posted on your website:

Yes, it's under Policies, Water Ordinance, and then located in Pages 20-23 (Rate and Charges).

<http://www.stagecoachgid.com>

General information on your service area:

Population of Service Area: 1586

Annual Demand (AF): 296

Service Connections: 605

Residential: 599

Mutli-Family: 3

Commercial: 3

Irrigation: 0

Other: 0

Metered Connections: 100%

Unmetered Connections: 0

Re-Use Connections: 0

Bill Frequency: Monthly

Unidentified Suspect a meter malfunction; an investigate is

System Losses: 31% underway.

Conservation Plan: Yes, 2020

Reason for To protect our

Water Conservation: natural resource

Storey County Water Rates

Storey County

Water Rates as of January 1, 2023

Residential Base Rate

Meter Size	Monthly Base Rate:	Capitalization Fee:	Total Base Rate:
≤ 5/8"	\$ 35.19	\$ 11.24	\$ 46.43
Single Family Residential Usage Chg per k/gal* 0 - 2 in base ≥ 2 @ \$3.16			

Commercial Base Rate

Meter Size	Monthly Base Rate:	Capitalization Fee:	Total Base Rate:
≤ 5/8"	\$ 55.20	\$ 11.24	\$ 66.44
Commercial Usage Chg per k/gal* 0 - 2 in base ≥ 2 @ \$4.12			
Connection Fees: Residential: \$ 2,500.00 Connection Fees: Commercial: \$ 4,100.00			

Stormwater Rates: N/A

Classification:	Monthly Rate
Single Family Property	36.97 min. for 2k
Multi Family Property	\$0.00
Public Property	N/A
Manufacturing Property	\$0.00
Commercial Property	55.92 min for 2k

Storey County

Questions:

Do you anticipate a rate increase in 2023? Yes, will increase annually on 7/1 from 2020 to 2023.

Are rates posted on your website: No

General information on your service area :

Population of Service Area: 1025

Annual Demand (AF): 152

Service Connections: 726

Residential: 527

Mutli-Family:

Commercial: 199

Irrigation:

Other:

Metered Connections: 726

Unmetered Connections: N/A

Re-Use Connections: N/A

Bill Frequency: Monthly

Unidentified

System Losses: Unknown

Conservation Plan: Yes

Reason for

Water Conservation:

Truckee Meadows Water Authority Water Rates

Truckee Meadows Water Authority

Truckee Meadows Water Authority Service Area Monthly Rates:

Residential:	Monthly Metered		Small Unit Flat Rate:	\$	43.60
	Base Rate	Usage Chg	Multi-Unit Residential		
	≤3/4" \$	20.66	k/gal	≤3/4" \$	20.66
	1" \$	22.73	≤ 6k @\$1.92	1" \$	22.73
	1 1/2" \$	25.86	≤ 6k @\$3.10	1 1/2" \$	25.86
	2" \$	29.98	>25k @\$3.63	2" \$	29.98
	3" \$	34.10		3" \$	34.10
	4" \$	39.23		4" \$	39.23
	6" \$	45.47		6" \$	45.47
				8" \$	52.72
				10" \$	61.97
Commercial:	GMWS Commercial Metered		Tier Quantities in k/gal* (same usage rates as residential above)		
	Base Rate		Tier 1	Tier 2	Tier3
	≤3/4" \$	20.66	Rate	Rate	Rate
	1" \$	22.73	Per k/gal	Per k/gal	Per k/gal
	1 1/2" \$	25.86	\$1.92	\$3.10	\$3.63
	2" \$	29.98	3/4" 0-7k	7,001-30k	>30k
	3" \$	34.10	1" 0-14k	>14,001-65k	>65k
	4" \$	39.23	1 1/2" 0-28k	20,001-120k	>120k
	6" \$	45.47	2" 0-50k	50,001-210k	>210k
	8" \$	52.72	3" 0-165k	165,001-640k	> 640k
	10" \$	61.97	See link below for 4"-10" tiers		

Former Washoe County Water Utility Monthly Rates and Charges:

Residential:	Monthly Metered				Monthly Unmetered
	Base Rate	Meters <1.5"	Meters > 1.5"	Rate	
	≤3/4"	\$ 19.42	Usage Chg	\$ 89.82	
	1"	\$ 24.99	k/gal	\$ 90.18	
	1 1/2"	\$ 35.74	<6,999@\$2.85	\$ 92.12	
	2"	\$ 47.65	≥7<20,999@\$3	\$ 93.55	
	3"	\$ 76.74	≥21<40,999@\$	\$ 94.96	
	4"	\$ 112.39	>41@\$5.71	\$ 99.18	
	6"	\$ 204.93	See link below for larger & commercial rates		

Former STMGID Monthly Rates and Charges:

Residential:	Monthly Metered		Meters <2"	Meters >2"
	Base Rate	Usage Chg	Usage Chg	Usage Chg
	≤3/4" \$	10.58	k/gal	k/gal
	1" \$	12.98	≤20k @\$1.58	≤70k @\$1.52
			>20,001k	
			≤40k	>70,001k
	1 1/2" \$	18.36	@\$1.75	≤275 k @\$1.78
	2" \$	24.77	>40k @1.97	>275k @\$3.56
See link below for 3:- 10" and commercial rates				

* Tier usage levels are set for each Meter size according to this table. Will also increase 2.5 on 5/2023

Stormwater Rates: **No, see below for Reno, Sparks and Washoe County stormwater rates

Truckee Meadows Water Authority

Water Rates

Below is a full list of TMWA's water rates copied from their website.

[2023-2-3 TMWA Water Rates](#)

TMWA's Board of Directors sets the Authority's water rates. Visit the links below to view and print individual rate schedules, fee schedules, and other charges schedules. Or use the image link to the right to view and print our complete rate schedule that folds.

NOTE: As of October 1, 2015, all remaining flat rate customers with a meter installed will be billed at a metered rate.

Domestic Water Rates

Downloaded 2/28/2023

[Residential Metered Service \(RMWS\)](#)

[Small Unit Flat Rate Service \(SUFR\)](#)

[Multiple-unit Residential Metered Service \(MMWS\)](#)

[Multiple-unit Residential Flat Rate Service \(MRFS\)](#)

[Multiple-unit Residential & Irrigation Service \(MRIS\)](#)

[Metered Irrigation Service \(MIS\)](#)

[General Metered Water Service \(GMWS\)](#)

[Former STMGID Rates and Charges \(FRMSGID\)](#)

[Former Washoe County Water Utility Rates and Charges \(FRMWC\)](#)

Other Water Rates

[Fire Protection Service \(FPS\)](#)

[Non-potable Service \(NPS\)](#)

[Interruptible Service \(IWS\)](#)

[Ditch Irrigation Service \(DIS\)](#)

[Interruptible Large Volume Nonpotable Service Rates and Charges \(ILVNPS\)](#)

Wholesale Water Rates

[Large Volume Resale Service \(LVS\)](#)

[Firm Standby & Partial Requirements \(FSPR\)](#)

Charges & Fees

[Other Charges \(OC\)](#)

[Service Charges \(SC\)](#)

New Construction Fees

[Business Service Fees \(BSF\)](#)

[Water System Facility Charges \(WSF\)](#)

****Stormwater fees in TMWA service area in Reno, Sparks, and Washoe County:**

City of Reno is trying to implement a stormwater fee:	https://www.reno.gov/government/departments/utility-services/stormwater-utility		
Proposed Stormwater Fee:	https://www.reno.gov/home/showpublisheddocument/89473/638084489039300000		
Hope to implement in July 2023.			
City of Sparks incorporates stormwater fee into sewer rate.			
Proposed new rate:	http://portal.cityofsparks.us/media/p3ujmck2zpuoavrv5d1ni14n/Title%2013%20-%20Bill%20No.%202753.pdf		
Washoe County Stormwater fees were imposed for the N. Spanish Springs Flood Detention Facility 3/24/2015			
Stormwater Fees:	https://www.washoecounty.gov/clerks/cco/ordinances/1552.pdf		
Land Use:	Monthly Rate	per Equivalent Residential Unit (ERU)	Facility Connection Fees
Single - Family Residential:	\$ 9.31	1 x ERU	\$ 1,285.00
Multi Family Residential:	\$ 9.31	per ERU	\$ 1,285.00 /ERU
Non-Residential Parcel:	\$ 9.31	per ERU	\$ 1,285.00 /ERU

Appendix B:

Sewer Rate Sheets

Carson City Sewer Rates

Carson City

Sewer Rates As Of January 1, 2023

Flat Rates:	Monthly Rate:
Single - Family Residential (per unit)	\$ 44.86
Multi - Family Residential (per unit)	\$ 30.13
Metered Rates:	Monthly Rate:
Low-Strength Commercial	
Base Charge	\$ 44.86
Volume charge (per 1,000 gallons of metered domestic water)	\$ 7.52
High-Strength Commercial	
Base Charge	\$ 44.86
Volume charge (per 1,000 gallons of metered domestic water)	\$ 13.28

Sewer Connection Fees:		Sewer Water Equivalent Residential Value	
		\$	4,729.61
Sewer Connection Fees calculated by Sewer Equivalent Residential Customer (SERC) value; 1 SERC = 200 gallons			
Sewer Rate Classes	SERC		For all other sewer connections not specified above, connection charge will be based on the Sewer Equivalent Residential Customer (SERC) of proposed development. Value will be assigned by utility director or his designee.
Single -family residence,			
Mobile home (individual lot)	1.00	\$	4,729.61
Duplex (each living unit)	0.75	\$	3,547.21
Apartment (each living unit)	0.65	\$	3,074.25
Mobile home (individual lot)	1.00	\$	4,729.61
Mobile park (each pad)	0.65	\$	3,074.25

Rate Change in the upcoming year? Yes

Are rates posted on your website: Yes

<https://www.carson.org/home/showpublisheddocument/80899/637921815402600000>

Churchill County Sewer Rates

Churchill County

Sewer Rates As Of January 1, 2023

Flat Sewer Rates:		Monthly Rate:
Single - Family Residential (per unit)		\$ 62.30
Metered Sewer Rates:		Monthly Rate:
Low-Strength Commercial		
Base Charge		\$ 62.30
Volume charge (per 1,000 gallons of metered domestic water when > 10,000 gpm)		\$ 4.25
High-Strength Commercial		
Base Charge		\$ 62.30
Volume charge (per 1,000 gallons of metered domestic water when > 10,000 gpm)		\$ 4.25 plus additional surcharge as determined by Churchill County
Sewer Connection Fees:		
Single Family Residential	Base Rate	\$ 6,500.00
Commercial	Base Rate	\$ 6,500.00
		\$ 350.00 *

*Commercial customer will pay base rate fee of \$6,500.00 as a minimum charge for up to 15 Equivalent Residential Units (ERU). If number of ERU's exceeds 15, customer will be responsible for an additional amount of \$350.00 per fixture unit. Calculation of ERU and fixture units will be performed using flow formula by Churchill County Building Department.

Expect Rate Change in the upcoming year? Yes

Are rates posted on your website: Yes

<http://nv-churchillcounty.civicplus.com/index.aspx?NID=105>

Douglas County Sewer Rates

Douglas County

Sewer Rates As Of January 1, 2023

Residential:	Monthly Rate:	
	\$ 72.08	Per Equivalent Dwelling Unit (EDU). 1 EDU = 250 gallons. See Resolution 2014R-030
* Douglas County does not accept septage at the North Valley Wastewater Facility.		
Monthly Commercial Fixed Operations Rate*:		
Monthly Rate:		
\$ 44.61 See Resolution 2016R-055		
*The monthly commercial fixed operations rate only applies to a non-operating commercial property where water service has been shut-off.		

Sewer Connection Fees		
North County Portion	\$ 7,150.00	
Genoa Lakes	\$ 7,072.00	
All other North Valley Service	\$ 6,020.00	

Expect Rate Change in the upcoming year?

Are rates posted on your website:

Yes. We expect a new rate resolution before the board this calendar year

https://www.douglascountynv.gov/government/departments/public_works/sewer_utility

City of Fallon Sewer Rates

City of Fallon Sewer Rates

Sewer Rates As Of January 1, 2023

Flat Rates:	Monthly Rate:
Single - Family Residential (per unit)	\$ 35.00
	\$ 35.00
Metered Rates:	
Commercial Normal	
Base Charge	\$ 11.70
Volume charge (per 1,000 gallons of metered domestic water)	\$ 2.18 per k/gal metered water
High-Strength Commercial	
Base Charge	\$ 11.70
Volume charge (per 1,000 gallons of metered domestic water)	Determined on a case-by-case basis

Sewer Connection Fees:	
3/4"	\$ 3,000
1"	\$ 6,000
1 1/2"	\$ 12,000
2"	\$ 19,200
3"	\$ 48,000
4"	\$ 120,000
6"	\$ 240,000

Do you anticipate rate change in the upcoming year? No

Are rates posted on your website: No

Gardnerville Ranchos General Improvement District Sewer Rates

Gardnerville Ranchos General Improvement District

Sewer Rates As Of January 1, 2023

Category One* :	Monthly Rate:		
Category Two**:	\$	23.00	
	\$	16.00	
Pump Station 1 In-District Service Area:	\$	23.00 per month / EDU	Applies to district customers and annexed into district customers
	\$	5.00 Lift station fee	
	\$	28.00	
Pump Station 1 Out-of-District Customers	\$	36.00 per month / EDU	

*Billing rate for connections to Sewer System after May 17, 1990.

** Billing rate for connections to Sewer System prior to May 17, 1990.

A rate increase of \$0.50 per month will commence for the July 2014 billing.

Sewer Connection Fees:

Category I	\$	2,200.00	per Equivalent Dwelling Unit
Category II	\$	6,300.00	
Category I was for people on septic, which is now down to 2 homes.			
Prior to Annex 3/6/2013	\$	6,300.00	per Equivalent Dwelling Unit
UnAnnexed after 3/6/2018	\$	6,300.00	per Equivalent Dwelling Unit
Pump Station 1 Surcharge	\$	1,728.00	

Expect Rate Change in the upcoming year? No

Are rates posted on your website: Yes

<https://www.grgid.com/wp-content/uploads/2018/01/Sewer%20rates.pdf>

The Gardnerville Ranchos GID has a contract with MGSD to accept effluent from the Ranchos. The Ranchos maintains its own sewer mains.

Gardnerville Water Company Sewer Rates

Gardnerville Water Company

Sewer Service Provided by Minden - Gardnerville Sanitation District

Indian Hills General Improvement District Sewer Rates

Indian Hills General Improvement District

Sewer Rates As Of January 1, 2023

Residential Flat Rate:	EDU	Monthly Rate:	
	1.00	\$ 41.72	per Equivalent Dwelling Unit (EDU) 250 gpd = 1 EDU

Additional charges determined by IHGID if discharge contains non-standard constituents

Sewer Connection Fees:			
Residential & Commercial	EDU	Fee:	
	1	\$ 5,130.00	per Equivalent Dwelling Unit (EDU) 250 gpd = 1 EDU

Commercial sewer connection fees are charged \$5,130 per EDU

Expect Rate Change in the upcoming year? No
Are rates posted on your website: Yes

<http://indianhillsnevada.com/Sewer.shtml>

Lyon County Utilities – Dayton and Moundhouse Sewer Rates

Lyon County Utilities - Dayton/Moundhouse

Sewer Rates As Of January 1, 2023

Moundhouse & Dayton:

Flat Rates:	Monthly	Effective July 1, 2023
Single - Family Residential (per unit)	\$ 78.87	\$ 84.82
Multi Family Residential (per unit)	\$ 71.84	\$ 77.26
Low Income Single - Family Residential	\$ 53.27	\$ 57.29
Metered Rates:		
Commercial & Industrial	Monthly	
Base Charge (No Usage Allowance)	\$ 32.35	\$ 34.79
Volume charge (per 1,000 gallons of metered domestic water)	\$ 5.80	\$ 6.24
High-Strength Commercial	Monthly	
Base Charge	\$ 32.35	\$ 34.79
Volume charge (per 1,000 gallons of metered domestic water)	Case by Case	

Sewer Connection Fees:	
Single Family Residential	
Reimbursement Fee - Collection	\$ 307.00
Bond Payments Fee	\$ 2,200.00
Capital Facility Charge	\$ 7,109.00
Total Sewer Service Connection Fee	\$ 9,616.00

Do you anticipate rate change in the upcoming year?

Yes - 7.55%

Are rates posted on your website?

Yes

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/472323/Resolution - Rates.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/472323/Resolution_-_Rates.pdf)

Minden Gardnerville Sanitation District Sewer Rates

Minden Gardnerville Sanitation District

Sewer Rates As Of January 1, 2023

Sewer User Fees are billed quarterly as follows:

First Quarter:	\$ 41.40	per EDU
Second Quarter:	\$ 41.86	per EDU
Third Quarter:	\$ 42.32	per EDU
Fourth Quarter:	\$ 42.32	per EDU

Connection Fees:	
Residential:	\$ 275.00 includes 1 EDU
Commercial:	\$ 300.00 Dwelling Unit per Equivalent
Capacity fee	\$ 3,800.00 Dwelling Unit

Expect Rate Change in the upcoming year? No

Are rates posted on your website: Yes

<https://www.mgsdistrict.org/billpayment/>

Service Connections:

Residential:	3,178
*Multi-Family:	50
Commercial:	372
Irrigation:	-
***Other:	-

**Metered Connections:

Unmetered Connections: 3600

Re-Use Connections:

Bill Frequency: Quarterly

Unidentified

System Losses: Unknown

Conservation Plan: N/A

Reason for

Water Conservation: N/A

Rate Increase Effective: N/A

The Minden-Gardnerville Sanitation District also has a contract with Gardnerville Ranchos GID to provide sewer treatment service to the area. Gardnerville Ranchos GID bills its residents for sewer treatment service.

Lyon County Utilities – Silver Springs Sewer Rates

Lyon County Utilities - Silver Springs

Sewer Rates As Of January 1, 2023

Monthly Rate:		Effective July 1, 2023
\$ 20.50	per EDU*	\$ 21.50

*An equivalent dwelling unit (EDU), refers to a one single family dwelling unit with an estimated sewage flow of 242 gpd.

Sewer Service in Silver Springs provided by Lyon County

Expect Rate Change in the upcoming year? No

Are rates posted on your website: No

Sewer Connection Fees: The majority of customers pay connection fee via tax assessment
However, if the connection fee did not have an assessment, the fee would be \$8,264.00

Stagecoach General Improvement District Sewer Rates

Stagecoach General Improvement District

Sewer Rates as on January 2023:

All the homes in the Stagecoach General Improvement District are on septic systems; therefore, sewer rates are not applicable.

Storey County Sewer Rate

Storey County

Sewer Rates As Of January 1, 2023

Residential:	Monthly Base Rate:	USDA Loan Repayment	Total Base Rate:
	\$ 18.85	35.61	\$ 54.46
Commercial Sewer Rate:	Monthly Base Rate:	USDA Loan Repayment	Total Base Rate:
Monthly Base Rate:	\$ 29.38	44.53	\$ 73.91
Monthly Usage fee*:	\$ 2.27		

*Include 2,000 gallons of water usage

Standard Connection Fees with meter	
Residential:	\$ 3,300.00
Commercial:	\$ 4,800.00
Reconnect Fee:	\$ 60.00

Expect Rate Change in the upcoming year?

Yes, will increase annually on 7/1 from 2020 to 2023.

Are rates posted on your website?

No but on the list to add!



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of revisions to the County Manager job description.
- **Recommended motion:** I (commissioner) move to approve the revised job description for County Manager.
- **Prepared by:** Brandie Lopez

Department:

Contact Number: 775-847-0968

- **Staff Summary:** The job descriptions for County Manager and Fire Chief were modified to provide for consistency of duties, responsibilities, reporting relationship, knowledge, and abilities. The job description is being presented to the Board for approval as the County Manager reports to and serves at the pleasure of the Board.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County Job Description

County Manager

Class Title: County Manager
Reports to: Board of Storey County Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: March 2007
Last Revised 02/20/2018
02/04/2020
11/07/2023

JOB SUMMARY

Under administrative direction of the Storey County Board of County Commissioners (Board), the incumbent serves as the Storey County Manager (Manager) and performs the duties and responsibilities outlined within NRS. In addition to those statutory responsibilities, the Manager shall ensure that the County runs as a modern and progressive County. The Board considers and sets goals and policies, and the Manager is tasked with implementing these goals and policies.

DISTINGUISHING CHARACTERISTICS

The Manager is appointed by the Board and reports to and serves at the pleasure of the Board in an at-will capacity. The Manager is responsible for the leadership, supervision, and management of County staff, and management of County resources consistent with the administrative and policy direction of the Board. The position is a critical component of furthering the County's goals and efforts toward economic development and vitality.

The Manager will be given an annual evaluation by the Board on the Manager's annual anniversary. The Board may evaluate the Manager at other times as deemed appropriate. The Board may consider an increase in salary, including a merit increase consistent with the amount given to non-represented personnel, and a possible performance-based bonus. The HR Director (Director) is responsible for placing the review on the Board's agenda, providing any legal notice, and providing material for the agenda package including any material requested by the Board. In accordance with the County personnel policy, if a performance evaluation is not completed within 30 days of the employee's anniversary date it shall be considered a satisfactory performance evaluation, and the Director shall authorize a step advancement retroactive to the employee's anniversary date.

EXAMPLES OF ESSENTIAL FUNCTIONS

The Manager duties are authorized by action of the Board and NRS. The Board may take action to include or eliminate duties for the Manager. The duties listed below are examples of the work typically performed by an employee in this position. The performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

1. Develops, coordinates, and oversees all standard operating procedures, rules and regulations, policies and procedures, and general guidelines involved with a modern and progressive full-service County; develops and implements long and short range goals, objectives, policies, procedures, and work standards for the County.
2. Oversees and is actively involved in developing and administering the County budget; estimates costs and budget needs for staffing, maintenance, operations, capital improvement, purchases, and repairs; prepares funding justification requests; monitors expenditures for budget conformance; prepares and presents information in oral and written form to the Board, state, and the public.
3. Manages and directs the activities of County staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet County goals, objectives, and policies; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage; trains staff and provides for their professional development.
4. Confers with the Board, advisory boards, commissions, citizen groups, and other agencies to formulate policies and plans related to the County's functions, community development, facilities, and other areas where needed.
5. Subject to limitations of law, directs the procurement of professional contract services in accordance with NRS 332; negotiates professional services contracts; reviews the performance of contract professionals; takes and recommends corrective action to the Board as appropriate.
6. Manages the preparation of requests for proposals and bid requests for a wide variety of projects, equipment, and other purchases and expenditures; oversees project and purchase agreements and the monitoring of projects and purchases for conformance with specifications and authorization of payments.
7. Represents the County in local, state, and national forums; makes presentations before various advisory committees, legislative, regulatory, and community groups; confers with departments and agencies regarding departmental or County wide operational matters; facilitates problem resolutions and coordinated policies.
8. Directs and develops analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.

9. Provides advice and consultation to the Board, and other agencies, and contractors; investigates and resolves complaints and concerns; acts as liaison with other County and regional, state, and federal agencies.
10. Acts on behalf of the County in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies; maintains active involvement and coordination with attracting, enhancing, and improving private enterprise and private-public partnerships; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.
11. Stays abreast of all local, state, and federal laws, guidelines, trends, regulations, and any external policies and procedures that may have a direct impact on the County; uses this information to meet the County goals and objectives as well as to protect the County against being non-compliant with any one of these external agencies laws.
12. Ensures that the County's progressive training systems and quality assurance programs meet the highest performance levels in accordance with County goals, objectives, and policies.
13. Determines staffing requirements, including the number of required positions, and other personnel to assure the appropriate levels of response; considers public safety needs and economies in determining staffing levels.
14. Oversees the County human resource programs, policies, and strategic plan.
15. Liaises with other jurisdictions and organizations; develops and manages mutual aid, memorandums of understanding, and inter-local agreement programs that meet the Board's goals, objectives, and policies.
16. Plans, develops, administers, and directs programs and plans, meeting the goals, objectives, and policies of the County.
17. Maintains consistent communication with the public about County plans, programs and community concerns.
18. Oversees the County Emergency Management functions and ensures that plans, policies, and programs meet the National Incident Management System requirements, state emergency operations policies and procedures, and ensures that responses to emergency disasters are performed in the best interest of the public; ensures the County's participation in the Local Emergency Planning Committee.
19. Administers the preparation of Board meeting agendas; attends Board meetings; makes oral and written presentations to the Board and to other public and private groups.

20. Serves as the County's Public Information Officer (PIO) and appropriately trains and designates or delegates others to serve as PIOs in their field of expertise; oversees PIO policy and program development.
21. Analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by direct lobbying activities, researching and presenting oral and written testimony to appropriate bodies, and overseeing the work of lobbyists.
22. May respond to call out in emergencies, other than during normal working hours, as needed. For example, may respond to and actively participate in all hazard Incident Command Systems.
23. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast of new trends and innovations related to the field.
24. Demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with limited supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
25. Facilitates team management approach for decision making and promotes opportunities for employee involvement in collaborative and participatory problem solving.
26. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
27. Uses common sense discretion with no supervision, remains safe, socially moral, lawful, affective, adaptive, and efficient.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Public administration and public finance principles, practices, procedures, and methods.
- Organizational principles and relationships.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.
- Functions, authority, responsibilities, and limitations of an elected Board.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles of strategic planning.
- Principles and practices of budget development and administration.
- Applicable legal guidelines and standards effecting county government.

- Social, political, economic, environmental, and related issues influencing local government functions and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Principles and techniques of making effective oral presentations,
- Nevada public finance laws, regulations, and practices
- Conflict resolution techniques
- Principles and practices of supervision and employee development.

Ability to

- Synthesize, interpret, and evaluate large volumes of data.
- Exercise initiative, ingenuity, independent analysis, and judgment in solving difficult and complex administrative, managerial and technical problems.
- Understand, interpret, apply, and explain complex regulations, laws, codes, and policies.
- Demonstrate executive leadership and management skills.
- Plan, organize, administer, coordinate, review, and evaluate a wide variety of county programs and services through executive management staff.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Establish and maintain effective community relations.
- Make effective oral and written presentations.
- Advocate effectively for the benefit of the County's interest
- Gain and maintain the confidence and cooperation of elected and appointed officials and the public.
- Retain the presence of mind and act quickly and calmly in emergency situations.
- Demonstrate regular, reliable, and punctual attendance.

LICENSING, EDUCATION, AND OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - Bachelor's Degree or equivalent from an accredited college or university with coursework in public or business administration, management, accounting, economics, or a similar field.
 - Master's Degree or higher may be preferred.
 - At least 5 years of increasingly responsible professional experience in management, human resources, or administrative capacity that includes experience in supervision and/or personnel management in an open political environment.
 - Professional certifications, such as ICMA Credentialed Manager, applicable to the position may be preferred.


- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.
- Must be a resident of and reside within Storey County.
- Military experience applicable to the duties of this position may be preferred.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- ***Physical Requirements.*** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- ***Working Environment.*** Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer. Work is typically performed independently with reporting directly to the board of county commissioners as appropriate. Position may occasionally be required to travel by motor vehicle to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

Employee Signature: _____ Date: _____

	Board of Storey County Commissioners Agenda Action Report	
Meeting date: 11/7/2023 10:00 AM - BOCC Meeting	Estimate of Time Required: 5	
Agenda Item Type: Discussion/Possible Action		

- **Title:** Consideration and possible approval of Storey County Proclamation for Flood Awareness Week, November 12 - 18, 2023.
- **Recommended motion:** With recommendation by Staff, I (commissioner), move to approve Storey County, Nevada, Proclamation for recognizing Flood Awareness Week November 12 - 18, 2023.
- **Prepared by:** Lyndi Renaud

Department: **Contact Number:** 7758471144

- **Staff Summary:** Staff recommends Storey County join in with the other local, state and federal agencies in recognizing Nevada Flood Awareness Week, November 12 - 18, 2023. Staff encourages the commissioners and the public to go to www.NevadaFloods.org for more information on flooding issues and concerns and what can be done to prepare for flood events.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County, Nevada Proclamation

WHEREAS, Storey County recognizes the significant threat that flooding poses to our residents, our businesses, the community, the region and our local economy; and

WHEREAS, Storey County has experienced flood events from the Truckee River, weather events and flooding of local streams, channels and creeks, and

WHEREAS, Risks can be reduced and communities can be prepared to be more aware and resilient by educating residents and businesses on actions they can take to prepare for flood events; and

WHEREAS, During Flood Awareness Week, local, state and federal agencies are working together across Nevada to inform the public about the dangers of flooding, how to protect their homes and families, and businesses from a flood event and plan for recovery;

NOW, THEREFORE, the Storey County Board of County Commissioners does hereby proclaim November 12th through November 18th as

Nevada Flood Awareness Week

And urges all citizens to increase their awareness of the risks of floods by visiting www.NevadaFloods.org and learn how you can be prepared.

Dated this Seventh Day of November, 2023

*Jay Carmona, Chair
Storey County Commission*



Board of Storey County Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 10

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of Resolution No. 23-712 requesting the assistance of the State of Nevada Attorney General in the prosecution of a criminal matter.
- **Recommended motion:** I (commissioner), move to approve Resolution No. 23-712 requesting the assistance of the State of Nevada Attorney General in the prosecution of a criminal matter.
- **Prepared by:** Anne M. Langer

Department: **Contact Number:** 7758470964

- **Staff Summary:** An arrest occurred on October 7, 2023, now pending in the Virginia Township Justice Court against an individual who is accused of committing a crime of which one of the victims is the wife of the Storey County Sheriff. The Storey County District Attorney's Office cannot prosecute the case due to the rules governing the ethics of lawyers as established by the Nevada Rules of Professional Conduct and the National Prosecution Standards from the National District Attorney's Association.
- **Supporting Materials:** See attached
- **Fiscal Impact:** SCDA to pay expenses
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

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2. That should the Attorney General agree to assume responsibility for the handling of the aforementioned case, the Treasurer of Storey County will, upon submission of a duly verified claim, pay from the general fund of Storey County all expenses that the Attorney General incurs in the handling and prosecution of said case.

ADOPTED this _____ day of _____, 2023.

BOARD OF COMMISSIONERS OF STOREY COUNTY

By: JAY CARMONA, Chairman

ATTEST:

Jim Hindle
Storey County Clerk/Treasurer



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10

Agenda Item Type: Discussion/Possible Action

- **Title:** First Reading of Bill 136, Ordinance 23-324, an ordinance amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on public zoning district land and providing for other matters properly related thereto.
- **Recommended motion:** In accordance with the recommendation by staff and the Planning Commission, I (commissioner) move to approve the first reading of Ordinance 23-324 and to hold a Public Hearing at 10:30 am at the Board of County Commissioners' Meeting, on November 21, 2023 to consider Bill 136, Ordinance 23-324 amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on public zoning district land and providing for other matters properly related thereto.
- **Prepared by:** Kathy Canfield

Department:

Contact Number: 7758471144

- **Staff Summary:** In accordance with the recommendation by staff and the Planning Commission, I (commissioner) move to approve the first reading of Ordinance 23-324 and to hold a Public Hearing at 10:30 am at the Board of County Commissioners' Meeting, on November 21, 2023 to consider Bill 136, Ordinance 23-324 amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on public zoning district land and providing for other matters properly related thereto.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

____ Department Head

Department Name:

____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

STOREY COUNTY PLANNING DEPARTMENT

Storey County Courthouse
26 South B Street, PO Box 176, Virginia City, NV 89440 Phone (775)
847-1144 – Fax (775) 847-0949
planning@storeycounty.org



To: Storey County Board of County Commissioners

From: Storey County Planning Department

Meeting Date: November 7, 2023

Meeting Location: Storey County Courthouse, 26 South B Street, Virginia City, Storey County, Nevada,

Staff Contact: Kathy Canfield

File: 2023-040

Request: First Reading of Bill 136, Ordinance 23-324, an ordinance amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on Public zoning district land and providing for other matters properly related thereto.

Background & Analysis

During recent discussions involving the Storey County Master Plan update and Strategic Plan meetings with the various communities within Storey County, residents identified communication within Storey County as an issue that could be improved. Currently, Storey County utilizes public meetings, social media, postings at various community gathering areas and in some cases U.S. Mail, as ways to reach out to the community to keep them informed of community meetings and events. When informally polled at the meetings on how people best receive this type of information, there was no consensus on one type of communication that worked for everyone.

One idea that was raised was to have a community message sign (changeable copy or variable message sign) strategically placed to allow for people driving by to see a message. The concept was to include such a sign at such places like a community center or other public area so residents that may not be reached by the existing outreach efforts have the ability to be notified about upcoming activities that may be of interest.

The existing Storey County sign code does not allow for such signs to be located within 2,000 feet of residential areas and are not permissible at all within the Comstock Historic District. Staff have reviewed this code section and are proposing to allow for an exception to the 2,000 foot distance for such signs on Public zoned land, subject to a special use permit. The special use permit process would allow for the specifics of the sign to be reviewed by interested residents along with the Planning Commission and Board of County Commissioners to reach an agreement on what the size, lighting and design of the sign would be.

This proposed modification to the sign ordinance is only proposed for Public zoned land. Public zoned land is land owned by the County or another public entity (for example, the school district) as depicted on the Storey County zoning maps. This proposed sign modification may not work for every community within the County such as Virginia City and Gold Hill where the Comstock Historic District has standards that may not allow for such a sign. This sign ordinance modification provides the opportunity to allow for such a sign, and with the special use permit requirement, will be evaluated on a case by case basis.

Suggested Motions

For approval: In accordance with the recommendation by staff and the Planning Commission, I (*commissioner*) move to approve the First Reading of Bill 136, Ordinance 23-324, an ordinance amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on Public zoning district land and providing for other matters properly related thereto.

For denial: Against the recommendation by staff and the Planning Commission, I (*commissioner*) move to deny Bill 136, Ordinance 23-324, an ordinance amending provisions of Storey County Code Title 17 to allow for changeable copy or variable message signs to be installed on Public zoning district land and providing for other matters properly related thereto.

Summary

An ordinance amending Title 17 of the Storey County Code to allow for changeable copy of variable message signs to be installed on land zoned as Public.

Title

An ordinance amending Section 17.84.080 and 17.84.110 of Title 17 of the Storey County Code to allow for changeable copy or variable message signs to be installed on land zoned as Public and providing other matters properly relating thereto.

(Additions to the code will be italicized light blue type)

(Deletions to the code will be underlined red type)

The Board of County Commissioners of the County of Storey, State of Nevada, does ordain:

SECTION 1: Storey County Code Section 17.84.080(D) is hereby amended to provide as follows:

17.84.080 General Requirements.

All signs, whether temporary or permanent, located in any regulatory zone are regulated as follows:

- A. Maintenance.** All signs must be maintained so that they remain free of graffiti and cracking, separation, splitting, ripping, chipping, and fading of exposed surfaces including, but not limited to, faces, lettering, and all structural supports (See examples in Figure 8.1). Signs must be maintained so that they remain safe, fully upright and level, and firmly secured to their place of attachment. Guy wires, tie-downs, and lean-to support apparatuses are prohibited unless it can be demonstrated to the satisfaction of the director that the supports are crucial to the structural integrity of the advertising device and that design alternatives are impracticable.



Figure 8.1: The free standing signs retain their upright position with neat and professional designs. The tether at the bottom right sign prevents sign face swinging due to wind forces; this device exhibits an appropriate and attractive method of mitigating this effect. The signs are maintained appropriately in order to preserve their structural integrity and visual appearance.

- B. Historic design. Signs located within the Comstock Historic District must comply with applicable provisions under this chapter, section 17.12.049 and NRS 384.
- C. Lighted and illuminated signs. Signs and billboards which are lighted, illuminated, or otherwise employ the use of direct or indirect lighting, lights, or other forms of illumination, must comply with applicable regulations set forth by this chapter, chapter 8.02 Dark skies, and NRS 384, when applicable. Lighted or illuminated signs located in or within 2,000 feet of the Comstock Historic District or a CR, E, or R zone must be Compact Florescent Lighting (CFL), or Light Emitting Diode (LED) type lighting. CFL and LED light emitting devices which are made to look like incandescent light “bulbs” are permitted to be plainly visible. No neon (see Section 17.84.090 (C) or blinking, flashing, chasing, or motion lighting is permitted.
- D. Changeable copy or variable image signs. These types of signs (as defined in Chapter 17.10) are prohibited within 2,000 feet of CR, E, and R zones and the Comstock Historic District except when located on P – Public zoned land by a special use permit. A special use permit is required in other zones. A special use permit is not required for changeable copy or variable image signs displaying only the time and temperature when located beyond 2,000 feet of CR, E, and R zones and the Comstock Historic District.
- E. Murals. A special use permit is required for the application or placement of a mural. Murals proposed within the Comstock Historic District must also comply with NRS 384, this chapter, and section 17.12.049 and approval from the Comstock Historic District is required. The definition and intent of murals is provided for in Figure 8.2 below.



Figure 8.2: Murals are non-commercial images such as paintings or enlarged photographs applied directly to walls, ceilings, or other exterior surfaces. They are typically large in size. Murals typically exhibit few or no words and are not intended to advertise or otherwise bring attention to any attraction. Non-commercial images, such as those illustrated above, are intended to enhance the beauty, highlight the social or historical character, or otherwise depict a message or theme that is common to the immediate community in which the mural is displayed. The themes depicted above, for example, are as follows: (top left) Ely, Nevada - diversity and unity of the ever-changing mining community; (bottom left) Carson City, Nevada - celebration of the history of the Virginia and Truckee Railroad; (right) Virginia City, Nevada – painted wall intended to continue the historic storefront façade to the side of a normally unattractive stucco and brick wall.

- F. Outdoor advertising adjacent to interstate/primary highways. As regulated pursuant to NRS 410.320, outdoor advertising may not be erected or maintained within 660 feet from the nearest edge of the right-of-way of the interstate and primary highway systems which is visible and placed with the purpose of having its message read from the main-traveled way of the interstate and primary highway systems, unless the exemptions outlined in the Nevada Revised Statutes can be made.
- G. Right-of-way visibility. Signs located near property lines and intersecting driveways and public right-of-ways are allowed outside of the vision clearance triangle as demonstrated in Figure 8.3. Any sign, with exception of traffic regulatory signs installed by a government agency, located within the vision clearance triangle must have a base that is higher than 8 feet above street/grade level or a total height not exceeding 3 feet above street/grade level. In instances where a safety or traffic hazard is identified with regard to these requirements, additional or more restrictive conditions may be imposed. Otherwise, setback requirements apply as follows:
 - 1. C, CR, E, and R zones – 7 foot clearance setback;
 - 2. All other zones – 25 foot clearance setback.

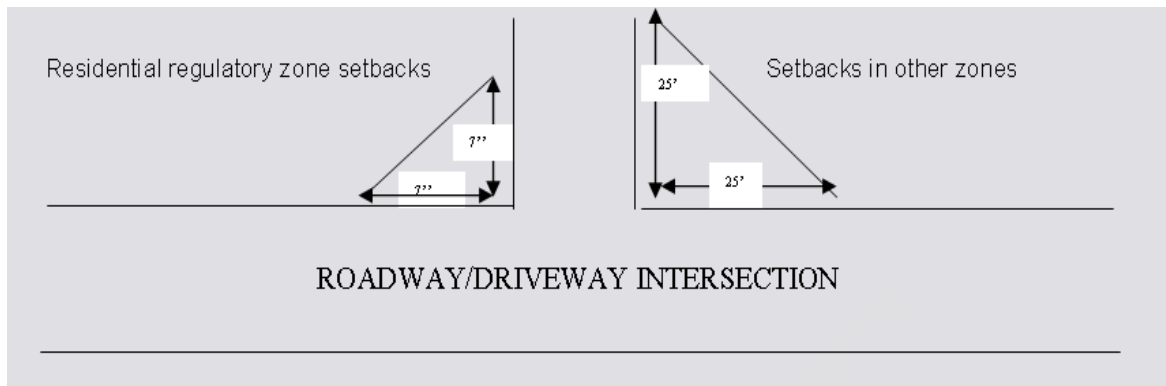


Figure 8.3: Setback requirements for devices installed within the Vision Clearance Triangle maintain clear visibility for vehicular and pedestrian traffic. In some instances more restrictive requirements may be necessary to maintain a safe travel environment. Regulations pertaining to the Vision Clearance Triangle are also found in section 17.12.050.

- H. Directional signs. Directional signs may only be placed at the location where the traveler must change direction from one public right-of-way to another in order to reach the destination. The sign must display a directional element, such as an arrow, pointing to the associated attraction. Directional signs located on private property shall be included in the calculation of the allowable sign area for the parcel on which the sign is located. Signs located in the right-of-way must be consistent with the requirements for signs in rights-of-way adopted by the entity which owns the right-of-way. Directional signs shall meet all other requirements outlined in this Chapter.
- I. Sign area shall be calculated by enclosing the extreme limits of all framing, emblem, logo, representation, writing or other display within a single continuous perimeter composed of squares, ovals or rectangles.

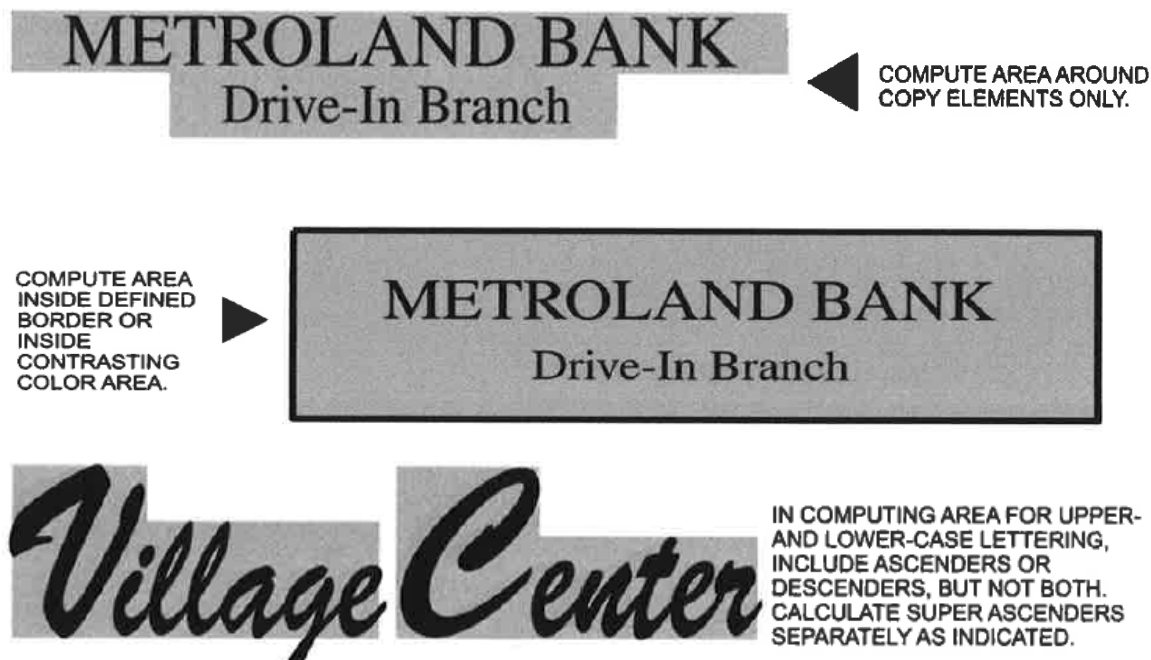




Figure 8.4. Source: 2015 International Zoning Code.

SECTION 2: Storey County Code Section 17.84.110 is amended to provide as follows:

Section 17.84.110 Exempt Signs.

The following signs and devices are exempt from the provision of this chapter. The regulations under chapter 17.12 General provisions apply to exempt signs. Exempt signs do not count toward the maximum allowed signs identified in section 17.84.100 of this chapter. All signs located within the Comstock Historic District must comply with the regulations under this chapter and NRS 384. The provisions set forth supersede this section in the event of a conflict. Any display or types of signs not listed in this section and not in conflict with the provisions of this chapter are subject to approval of the director.

- A. Signs that are displayed for public safety (e.g. fire extinguishers, exit, call 911, AED and signs necessary for safe and orderly traffic control) are considered exempt.
- B. Customary holiday decorations and signs in the nature of decorations which are seasonal, clearly incidental, and customarily associated with any national, local, or religious holiday and removed within 30 days of the official recognized date of the associated holiday. Such decorations/signs must be located so as not to impede pedestrian or vehicular access.
- C. Religious symbols located on a building or otherwise on-site which are used for organized religious worship and related services.
- D. Scoreboards related to and located within established athletic fields and arenas.
- E. Commercial and non-commercial advertisement and sponsor signs which are attached to the interior portion of fencing which surrounds a designated athletic field or arena. Signs must not be plainly visible from any public place outside of the premises.
- F. "Vacancy," "no vacancy," "open," "closed," "yes," "no," "full," "sorry," and similar type signs associated with commercial uses provided that the area of the sign does not exceed 2.5 square feet in area. Neon is not permitted in the Comstock Historic District. This sign area shall not be included in the overall sign calculations.
- G. Motor vehicle for-sale signs provided that:

1. The message of each sign is directly related to the sale of the motor vehicle on or in which it is located;
2. There are no more than 3 signs per vehicle, including posters, stickers, and other advertising devices allowed by this chapter;
3. The sign is attached to or located within the vehicle. Stickers may be placed directly onto the exterior surfaces of the vehicle or its windows;
4. The sign or combination thereof does not exceed 3 square-feet in total area;
5. The vehicle is located in either an approved sales lot or on private property with the owner's consent; and
6. The sale of the vehicle or vehicles and location and placement thereof is not in violation of any federal, state, or county regulations.



- H. Advertising on vending machines, such as that shown in the illustration to the right, which depicts the product contained therein.
 - I. Exempt flags shall be 18 square feet or less, be rectangular in shape and have a width to length ratio between approximately 1:1.5 to 1:2.
 - J. House and property addresses, familial name signs, and devices that are similar in nature and clearly do not facilitate the purpose of advertising a commercial or non-commercial business, service, or attraction.
 - K. Traffic and pedestrian control and information signs which are installed by a government agency.
 - L. Temporary or permanent signs erected to warn of danger or hazardous conditions so long as the hazards may exist, including signs indicating the presence of underground cables, gas lines, and other potentially dangerous conditions.
- M. Signs associated with the national, state or local election processes shall be consistent with the following:
1. Signs, posters and banners shall not be displayed prior to the first day allowed for the filing of candidacies for election.
 2. Signs, posters and banners may not be placed on private property without the private property owner's permission.
 3. Unsuccessful primary candidates must remove, or cause to be removed, their signs or posters no later than 30 days after the primary election.
 4. All signs, posters and banners associated with national, state or local elections shall be removed no later than 30 days after the general election.
 5. Signs, posters and banners may not be affixed or placed on the public domain. The public domain placement restriction does not apply to signs placed on the county-owned property located as shown in Appendix A. Signs located in these public areas shown in Appendix A shall be permissible up to 32 square feet.
 6. Sign, posters, and banners shall not exceed 32 square feet. Signs, posters and/or banners may have copy on both sides. Only one side is counted toward the overall allowable sign area.
 7. The sign owner is responsible for knowing the location of the abutting state and county right-of-way and for complying with state and federal regulations.
 8. The county is not responsible for state right-of-way non-compliance or penalties imposed against the sign owner for violation of those regulations.

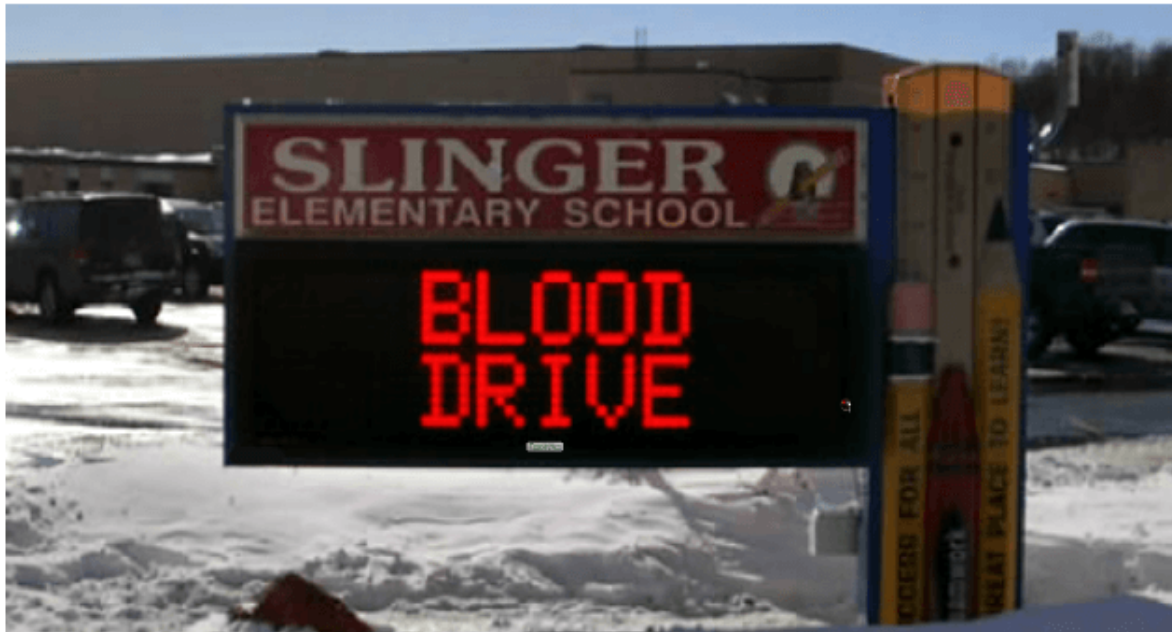
9. There is no limit on the number of signs or posters that may be placed on a parcel.
 10. Lighting installed specifically for signs, posters and banners is not allowed.
 11. Signs, posters and banners located near property lines and intersecting driveways and public right-of-ways are allowed outside of the vision clearance triangle as demonstrated in section 17.84.080.G. Any sign located within the vision clearance triangle must have a base that is higher than 8 feet above street/grade level or a total height not exceeding 3 feet above street/grade level. In instances where a safety or traffic hazard is identified with regard to these requirements, additional or more restrictive conditions may be imposed. Otherwise, setback requirements apply as follows:
 - a. C, CR, E, and R zones - 7 foot clearance setback;
 - b. All other zones – 25 foot clearance setback.
- N. Real-Estate For-Sale and open-house signs not exceeding 6 square-feet in CR, E, R, and SPR zones and 32 square-feet in all other zones. Signs must be removed within 14 days following the sale of the property for which the sign represents. Commercial advertisement signs indicating the presence or existence of a real estate office, business, or service are not considered real estate for-sale signs and are not exempt signs pursuant to this section.
- O. Yard, rummage, and garage sale signs not exceeding 6 square-feet in area that are removed within 12 hours after the sale and not displayed in public view before 12 hours of the sale and are in public view for no more than 2 consecutive or non-consecutive days within a 12 month period.
- P. On-site temporary signs and banners displaying a non-commercial message related to household or familial celebrations (e.g., “birthday,” “newborn baby,” “anniversary,” “welcome back,” etc.).
- Q. “No trespassing,” “no hunting,” “no fishing,” “no loitering,” and like signs not exceeding 6 square-feet in C, CR, E, and R zones and 32 square-feet in all other zones.
- R. Signs such as building contractor signs not exceeding 6 square-feet in total area within C, CR, E, and R zones and 32 square-feet in total area in all other zones and which are placed upon the property at which the associated project is located. These signs must be removed within 14 days after the associated project has been completed.
- S. Commemorative or historical non-advertisement plaques and tablets installed by a government or non-profit entity.
- T. One on-site barber pole of traditional design (i.e., red, white, and/or blue rotating swirl absent of text), such as that illustrated to the right, not exceeding 12 inches in width and 48 inches in length and directly attached to the associated building in which the barber service is provided. The device may rotate during the hours that the associated barber is open for business. Lighting placed on or within the device is permitted when in accordance with the applicable provisions of this chapter and chapter 8.02 Dark skies.
- U. Displays of string lights outside of a seasonal and/or customary nature, local, or religious holiday, provided that:
1. They are not placed on the public domain;



2. They are decorative displays which only outline or highlight landscaping or architectural features of a building;
 3. They are steady burning, and do not blink, flash, or exhibit intermittent changes in intensity, animation, or rotating characteristics;
 4. They comply with the regulations of chapter 8.02 Dark skies;
 5. They are no greater in intensity than 5 watts for each bulb, or equivalent to the lumen intensity produced by a 5 watt incandescent bulb (approximately 73 lumens);
 6. They are not placed on or used to outline any type of sign, billboard, or advertising device or their support structures unless otherwise allowed by the provisions of this chapter and chapter 8.02 Dark skies;
 7. They are not assembled or arranged to convey messages, words, commercial advertisements, slogans, and/or logos;
 8. They are commercial grade UL Listed for long-term outdoor use and do not otherwise create a safety hazard with respect to placement and connection to power supply as determined by applicable codes and regulations. The power supply must be a dedicated weather-protected and GFCI protected receptacle. The use of extension cords shall not be permitted;
 9. They are maintained and repaired so that no individual light bulb is inoperative for more than a period of 30 consecutive days. In the event that the bulbs are not maintained or repaired for a period exceeding 30 days, the string lights must be removed.
 10. Lighting located within the Comstock Historic District shall be consistent with the Historic District requirements.
- V. Points of entry and public interest signs. In addition to the regulations of this chapter, non-commercial point of entry and public interest signs (See examples in Figure 8.7.) that are owned, leased, or otherwise managed by any federal, state, or county agency, or a political subdivision thereof (e.g., homeowner's association or general improvement district), are permitted provided that they comply with the regulations below and the provisions under sections 17.84.040, and 17.84.080. Changeable copy and variable image signs are prohibited *unless consistent with section 17.84.080(D)*. Point of entry signs installed at the entrance(s) of a planned unit development or subdivision; multi-family dwelling complex; industrial, shopping, or other commercial center; education facility or campus; or other building complex are permitted when they are managed and maintained by a federal, state, or county agency, or a political subdivision thereof, or the management of the property. All signs under this subsection are subject to approval of the director and comply with the following regulations:
1. The sign must conform to the purpose and intent of this chapter and NRS 384, where applicable;
 2. The owner or political subdivision is responsible for sign placement, maintenance, and compliance with all applicable regulations;
 3. Encroachment permits must be obtained, where applicable;
 4. The sign must have proper access and maintenance easements;
 5. No more than 1 sign may be erected at any given location, with exception of 1 similar sign that may be placed at both sides of a point of entry. The maximum sign face area, excluding supporting structures, may not exceed 32 square-feet;

6. The sign and all parts thereof must be non-commercial and relate directly to the point of entry or public interest.





LED Sign: Size 41" x 16"

MADE IN USA
With Domestic & Foreign Parts

Multicolor • Programmable • Scrolling

With Wireless Remote Keyboard • Top Quality

Retail \$1,399.95

Our Low Price

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Free Shipping

All 20 sizes of our LED signs are in stock and ship in 1 or 2 business days. Completely weatherproof in temperatures of -40° to +140°. A vast amount of schools and colleges across the US are very happy they purchased from us. [Great Features](#)

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Multicolor • Programmable • Scrolling
With Wireless Remote Keyboard • Top Quality

Retail \$4,999.95

Our Low Price

\$2,785⁰⁰

Free Shipping

EXAMPLE of CHANGEABLE COPY and VARIABLE IMAGE SIGN



Board of Storey County Fire Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 10

Agenda Item Type: Discussion/Possible Action

- **Title:** Fire District 2023-2024 First Quarter Budget vs Actual Review.
- **Recommended motion:** Discussion Only.
- **Prepared by:** Jennifer McCain

Department:

Contact Number: 7758471133

- **Staff Summary:** As of September 30, 2023 the first quarter of the fiscal ended; with this we expect to see 25% of revenues collected and 25% of expenses processed. In the Fire District General Fund, the revenues collected at approximately 35%. This is due to property tax being a front-loaded revenue as some taxes are paid for the full year. On the expense side we see a positive trend Fire General Fund is at 18% expended. The Mutual Aid Fund revenues and expenses are at 60% and 42% respectively which we expect with the major portion of the fire season in first quarter of the year.
- **Supporting Materials:** See attached
- **Fiscal Impact:** no
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



STOREY COUNTY

Budget Report

Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

RevRptGroup	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 250 - FIRE DISTRICT 474						
31 - AD VALOREM	4,784,964.00	4,784,964.00	511,666.19	2,859,384.48	-1,925,579.52	40.24%
32 - LICENSES / PERMITS	2,171,750.00	2,171,750.00	31,281.07	735,030.32	-1,436,719.68	66.15%
33 - INTERGOVERNMENTAL FUNDING	4,203,866.00	4,203,866.00	193,039.73	696,598.18	-3,507,267.82	83.43%
34 - CHARGES FOR SERVICES	1,928,736.00	1,928,736.00	23,634.87	414,983.46	-1,513,752.54	78.48%
36 - MISCELLANEOUS REVENUE	35,000.00	35,000.00	0.00	865.00	-34,135.00	97.53%
37 - INTERFUND TRANSFER	250,000.00	250,000.00	62,500.00	62,500.00	-187,500.00	75.00%
Fund: 250 - FIRE DISTRICT 474 Total:	13,374,316.00	13,374,316.00	822,121.86	4,769,361.44	-8,604,954.56	64.34%
Fund: 260 - FIRE EMERGENCY						
37 - INTERFUND TRANSFER	50,000.00	50,000.00	12,500.00	12,500.00	-37,500.00	75.00%
Fund: 260 - FIRE EMERGENCY Total:	50,000.00	50,000.00	12,500.00	12,500.00	-37,500.00	75.00%
Fund: 270 - FIRE MUTUAL AID						
34 - CHARGES FOR SERVICES	574,635.00	574,635.00	0.00	360,393.58	-214,241.42	37.28%
Fund: 270 - FIRE MUTUAL AID Total:	574,635.00	574,635.00	0.00	360,393.58	-214,241.42	37.28%
Fund: 280 - FIRE CAPITAL PROJECTS						
36 - MISCELLANEOUS REVENUE	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00%
37 - INTERFUND TRANSFER	1,000,000.00	1,000,000.00	250,000.00	250,000.00	-750,000.00	75.00%
Fund: 280 - FIRE CAPITAL PROJECTS Total:	1,010,000.00	1,010,000.00	250,000.00	250,000.00	-760,000.00	75.25%
Fund: 290 - FIRE GRANTS						
33 - INTERGOVERNMENTAL FUNDING	606,470.00	606,470.00	0.00	0.00	-606,470.00	100.00%
36 - MISCELLANEOUS REVENUE	1,676,306.00	1,676,306.00	0.00	251,685.68	-1,424,620.32	84.99%
Fund: 290 - FIRE GRANTS Total:	2,282,776.00	2,282,776.00	0.00	251,685.68	-2,031,090.32	88.97%
Report Total:	17,291,727.00	17,291,727.00	1,084,621.86	5,643,940.70	-11,647,786.30	67.36%



STOREY COUNTY

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 250 - FIRE DISTRICT 474						
510 - SALARY DIRECT EXPENSE	6,459,297.00	6,459,297.00	543,092.74	1,253,670.47	5,205,626.53	80.59%
520 - FRINGE BENEFITS	3,331,668.80	3,331,668.80	229,612.06	583,122.92	2,748,545.88	82.50%
530 - OPERATIONAL EXPENSES	1,119,099.36	1,119,099.36	45,420.63	145,220.70	973,878.66	87.02%
540 - GENERAL GOVERNMENT	162,600.00	162,600.00	5,672.55	19,652.27	142,947.73	87.91%
560 - MISCELLANEOUS	113,500.00	113,500.00	0.00	27,259.97	86,240.03	75.98%
570 - OTHER FINANCING SOURCES	1,524,527.00	1,524,527.00	262,500.00	262,500.00	1,262,027.00	82.78%
640 - 640	26,802.00	26,802.00	0.00	0.00	26,802.00	100.00%
Department: 250 - FIRE DISTRICT 474 Total:	12,737,494.16	12,737,494.16	1,086,297.98	2,291,426.33	10,446,067.83	82.01%
Department: 260 - FIRE EMERGENCY						
530 - OPERATIONAL EXPENSES	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00%
Department: 260 - FIRE EMERGENCY Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00%
Department: 270 - MUTUAL AID						
510 - SALARY DIRECT EXPENSE	355,000.00	355,000.00	83,622.06	165,505.98	189,494.02	53.38%
520 - FRINGE BENEFITS	39,174.00	39,174.00	20,876.79	34,458.25	4,715.75	12.04%
530 - OPERATIONAL EXPENSES	195,635.00	195,635.00	16,768.03	34,336.25	161,298.75	82.45%
570 - OTHER FINANCING SOURCES	250,000.00	250,000.00	62,500.00	62,500.00	187,500.00	75.00%
Department: 270 - MUTUAL AID Total:	839,809.00	839,809.00	183,766.88	296,800.48	543,008.52	64.66%
Department: 280 - FIRE CAPITAL PROJECTS						
640 - 640	1,438,000.00	1,438,000.00	0.00	0.00	1,438,000.00	100.00%
Department: 280 - FIRE CAPITAL PROJECTS Total:	1,438,000.00	1,438,000.00	0.00	0.00	1,438,000.00	100.00%
Department: 290 - FIRE GRANTS						
510 - SALARY DIRECT EXPENSE	659,323.00	659,323.00	68,420.53	166,293.03	493,029.97	74.78%
520 - FRINGE BENEFITS	325,294.00	325,294.00	19,960.31	63,188.13	262,105.87	80.58%
530 - OPERATIONAL EXPENSES	847,705.00	847,705.00	6,677.75	82,828.37	764,876.63	90.23%
640 - 640	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00%
Department: 290 - FIRE GRANTS Total:	2,132,322.00	2,132,322.00	95,058.59	312,309.53	1,820,012.47	85.35%
Report Total:	17,347,625.16	17,347,625.16	1,365,123.45	2,900,536.34	14,447,088.82	83.28%



Board of Storey County Fire Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 mins

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of revisions to the Fire Chief job description.
- **Recommended motion:** I (commissioner) move to approve the revised job description for Fire Chief.
- **Prepared by:** Brandie Lopez

Department:

Contact Number: 775-847-0968

- **Staff Summary:** The job descriptions for Fire Chief and County Manager were modified to provide for consistency of duties, responsibilities, reporting relationship, knowledge, and abilities. The job description is being presented to the Fire Board for approval as the Fire Chief reports to and serves at the pleasure of the Fire Board.
- **Supporting Materials:** See attached
- **Fiscal Impact:** none
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County Fire Protection District Job Description

Fire Chief

Class Title: Fire Chief
Reports to: Storey County Board of Fire Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: 05/06/2008
Last Revised 12/28/2016
02/04/2020
11/07/2023

JOB SUMMARY

Under administrative direction of the Storey County Board of Fire Commissioners (Board), the incumbent serves as the Storey County Fire Protection District Fire Chief (Chief) and performs the duties and responsibilities outlined within NRS. In addition to those statutory responsibilities, the Chief shall ensure that the District runs as a modern and progressive District. The Board considers and sets goals and policies, and the Chief is tasked with implementing these goals and policies.

DISTINGUISHING CHARACTERISTICS

The Chief is appointed by the Board and reports to and serves at the pleasure of the Board in an at-will capacity. The Chief is responsible for the leadership, supervision, and management of District staff, and management of District resources consistent with the administrative and policy direction of the Board. The position is a critical component of furthering the District's goals and efforts toward economic development and vitality.

The Chief will be given an annual evaluation by the Board on the Chief's annual anniversary. The Board may evaluate the Chief at other times as deemed appropriate. The Board may consider an increase in salary, including a merit increase consistent with the amount given to non-represented personnel, and a possible performance-based bonus. The HR Director (Director) is responsible for placing the review on the Board's agenda, providing any legal notice, and providing material for the agenda package including any material requested by the Board. In accordance with the District's personnel policy, if a performance evaluation is not completed within 30 days of the employee's anniversary date it shall be considered a satisfactory performance evaluation, and the Director shall authorize a step advancement retroactive to the employee's anniversary date.

EXAMPLES OF ESSENTIAL FUNCTIONS

The Chief duties are authorized by action of the Board and NRS. The Board may take action to include or eliminate duties for the Chief. The duties listed below are examples of the work typically performed by an employee in this position. The performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

1. Develops, coordinates, and oversees all standard operating procedures, rules and regulations, policies and procedures, and general guidelines involved with a modern and progressive full-service District; develops and implements long and short range goals, objectives, policies, procedures, and work standards for the District.
2. Oversees and is actively involved in developing and administering the District budget; estimates costs and budget needs for staffing, maintenance, operations, capital improvement, purchases, and repairs; prepares funding justification requests; monitors expenditures for budget conformance; prepares and presents information in oral and written form to the Board, state, and the public.
3. Manages and directs the activities of District staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet District goals, objectives, and policies; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage; trains staff and provides for their professional development.
4. Confers with the Board, advisory boards, commissions, citizen groups, and other agencies to formulate policies and plans related to the District's functions, community development, facilities, and other areas where needed.
5. Subject to limitations of law, directs the procurement of professional contract services in accordance with NRS 332; negotiates professional services contracts; reviews the performance of contract professionals; takes and recommends corrective action to the Board as appropriate.
6. Manages the preparation of requests for proposals and bid requests for a wide variety of projects, equipment, and other purchases and expenditures; oversees project and purchase agreements and the monitoring of projects and purchases for conformance with specifications and authorization of payments.
7. Represents the District in local, state, and national forums; makes presentations before various advisory committees, legislative, regulatory, and community groups; confers with departments and agencies regarding departmental or District wide operational matters; facilitates problem resolutions and coordinated policies.
8. Directs and develops analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and

directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.

9. Provides advice and consultation to the Board, and other agencies, and contractors; investigates and resolves complaints and concerns; acts as liaison with other Districts and regional, state, and federal agencies.
10. Acts on behalf of the District in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies; maintains active involvement and coordination with attracting, enhancing, and improving private enterprise and private-public partnerships; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.
11. Stays abreast of all local, state, and federal laws, guidelines, trends, regulations, and any external policies and procedures that may have a direct impact on the District; uses this information to meet the District goals and objectives as well as to protect the District against being non-compliant with any one of these external agencies laws.
12. Ensures that the District's progressive training systems and quality assurance programs meet the highest performance levels in accordance with District goals, objectives, and policies.
13. Determines staffing requirements, including the number of required positions, and other personnel to assure the appropriate levels of response; considers public safety needs and economies in determining staffing levels.
14. Oversees the District human resource programs, policies, and strategic plan.
15. Liaises with other jurisdictions and organizations; develops and manages mutual aid, memorandums of understanding, and inter-local agreement programs that meet the Board's goals, objectives, and policies.
16. Plans, develops, administers, and directs programs and plans, meeting the goals, objectives, and policies of the District.
17. Maintains consistent communication with the public about District plans, programs and community concerns.
18. Ensures that the District knows, understands, and strives to meet and exceed the ISO structure and community rating systems; strives to reduce the county's ISO rating when making administrative, operational, and other decisions.
19. Oversee and ensures that there are sufficient staff, equipment, a medical director, policies and procedures, standing orders, protocols, hospital support, communications, training and supplies to operate a full-service advanced life support ambulance and engine company, intermediate life support ambulance and engine company and basic life support ambulance/engine company; works closely with the base station hospital, medical

advisory board, department of health (EMS division) medical director, and adjoining ambulance series to ensure that citizens and visitors receive the highest level of treatment possible; oversees the functions of ambulance billing and quality assurance reporting.

20. Develops and administers the District ambulance subscription program; ensures that citizens within the county are given the ability to pay an annual subscription and in turn not be responsible for any co-payments to their private health care provider; coordinates with other agencies in the region to assure that all possibilities of reciprocal agreements are obtained with other non-Storey County Fire District ambulance providers.
21. Identifies, publishes, and directs levels of response to technical rescue efforts including, but not limited to, rope rescue, motor vehicle rescue and extrication, water rescue, mine rescue, confined space rescue, and hazardous materials rescue; establishes whether or not the District will respond to the awareness level, operations level, or technical rescue; enters into mutual agreements with surrounding jurisdictions to facilitate the identified level of response; identifies and manages these agreements as required to fulfill its identified level of response.
22. Oversees all emergency planning within the county relative to fire; actively ensures District participation in the Local Emergency Planning Committee.
23. Ensures that all equipment is well maintained and in a state of readiness at all times; ensures that redundant equipment is in place as needed; coordinates the maintenance of District fleets.
24. Purchases, write specifications for, and schedules replacement of apparatus; evaluates existing equipment to determine usable lifespan; determines appropriate type of equipment needed; estimates cost-to-benefit for new apparatus; maintains five to twenty-year equipment replacement plan and presents findings and recommendations to the Fire Board.
25. Maintains and oversees public education outreach programs including, but not limited to, CPR training, fire awareness and prevention courses, EMS education courses, hazardous materials facility information, and all other public education of the district. These courses may include but are not limited to, water safety, car seat programs, school safety training, drug/alcohol awareness, and other such courses.
26. Drafts changes to laws and ordinances; lobbies and assists in lobbying efforts at the Nevada State Legislature and other bodies, provides supporting testimony as required.
27. Ensures the acquisition, maintenance, and repair of facilities including, but not limited to, records of equipment, fire hydrants, self-contained breathing apparatus, hoses, ladders, equipment, and other such items.
28. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast of new trends and innovations related to the field.

29. Demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with limited supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
30. Facilitates team management approach for decision making and promotes opportunities for employee involvement in collaborative and participatory problem solving.
31. Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
32. Uses common sense discretion with no supervision, remains safe, socially moral, lawful, affective, adaptive, and efficient.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Public administration and public finance principles, practices, procedures, and methods.
- Organizational principles and relationships.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.
- Functions, authority, responsibilities, and limitations of an elected Board.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles of strategic planning.
- Principles and practices of budget development and administration.
- Applicable legal guidelines and standards effecting District government.
- Social, political, economic, environmental, and related issues influencing local government functions and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Principles and techniques of making effective oral presentations,
- Nevada public finance laws, regulations, and practices
- Conflict resolution techniques
- Principles and practices of supervision and employee development.
- Operations, services, and activities of a comprehensive fire district including fire suppression, fire prevention, fire investigation, emergency medical service including advanced life support services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.

- Policies, procedures, laws, and regulations governing fire control, prevention, and investigation.
- Advanced methods and techniques of emergency medical response.
- Operational characteristics of fire apparatus and equipment; current safety practices as they related to equipment and procedures involved in the fire service.
- Hazardous materials and chemical spill response techniques.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of building construction and fire protection systems.
- Emergency medical care and basic life support techniques.
- Occupational Safety and Health Administration (OSHA) regulations applicable to the workplace.

Ability to

- Synthesize, interpret, and evaluate large volumes of data.
- Exercise initiative, ingenuity, independent analysis, and judgment in solving difficult and complex administrative, managerial and technical problems.
- Understand, interpret, apply, and explain complex regulations, laws, codes, and policies.
- Demonstrate executive leadership and management skills.
- Plan, organize, administer, coordinate, review, and evaluate a wide variety of District programs and services.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Establish and maintain effective community relations.
- Make effective oral and written presentations, including instruction of emergency services.
- Advocate effectively for the benefit of the District's interest.
- Gain and maintain the confidence and cooperation of elected and appointed officials and the public.
- Demonstrate regular, reliable, and punctual attendance.
- Manage and direct a comprehensive fire program including fire suppression, fire prevention, fire investigation, emergency medical service, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Effectively use specialized fire suppression tools and equipment including safety equipment.
- Retain the presence of mind and act quickly and calmly in emergency situations.
- Operate all fire and emergency equipment and apparatus; operate telecommunications equipment; administer medical care and life support procedures; establish and maintain effective working relationships.

LICENSING, EDUCATION, AND OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - High school diploma or equivalent (An Associate's or Bachelor's Degree in fire science, business administration, public administration, or other closely related fields may be preferred); and
 - Graduation from an approved EMT or higher training program; and
 - At least six (6) years of progressively responsible experience in firefighting and emergency medical services, three (3) of which must have been served as a chief officer such as a Battalion Chief level; and
 - At least five (5) years as a company officer such as line Fire Captain.
- IFSAC or State of Nevada Firefighter II.
- IFSAC or State of Nevada Fire Officer II or higher
- IFSAC or State of Nevada Fire Service Instructor II or higher
- Completion of ICS 100, 200, 300, 400, 700, and 800, is required. Up to two of the required certifications, except 100 and 200, may be obtained within 6 months of hire.
- Hazardous Materials Incident Commander, required.
- Must possess and maintain a Nevada Driver's License with F Endorsement or a Nevada Class A or B Commercial Driver's License.
- Must be certified as an NFPA Incident Safety Officer; ICT 4 minimum.
- Must demonstrate current or past certification as a Nevada Emergency Medical Technician, and current knowledge of the ALS system.
- Must be a resident of and reside within Storey County.
- Military experience applicable to the duties of this position may be preferred.
- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT


The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- ***Physical Requirements.*** Strength, stamina, and dexterity to sit in a vehicle operating on rough roads, wildland areas, and off-road terrains; walk on uneven or slippery surfaces;

repeatedly bend, stand, or sit; occasionally lifting items weighing up to 50 pounds; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

- ***Working Environment.*** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Possible exposure to excessive smoke, water, hazardous materials, and hazardous structure conditions. Work is typically performed independently. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

Employee Signature: _____ Date: _____

	Board of Storey County Fire Commissioners Agenda Action Report	
Meeting date: 11/7/2023 10:00 AM - BOCC Meeting	Estimate of Time Required: 5 minutes	
Agenda Item Type: Discussion/Possible Action		

- **Title:** Consideration and possible approval of an extension of an agreement between the Storey County Fire Protection District and NV Energy, extending the contract for fuels management to December 31, 2023.
- **Recommended motion:** I (Fire Commissioner) move to approve the Fire Chief to sign an extension to the agreement with NV Energy for fuels management.
- **Prepared by:** Jeremy Loncar

Department: **Contact Number:** 775-847-0954

- **Staff Summary:** Our current agreement with NV Energy was found to have an expiration date of June 30th 2023. In order for us to continue our work until the new contracts come out, we will need to sign this extension.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Storey County Board of Fire Commissioners

Agenda Action Report

Meeting date: 11/7/2023

Estimate of time required: 5 minutes.

Agenda: Consent [] Regular agenda [X] Public hearing required []

1. **Title:** Consideration and possible approval of an extension of an agreement between the Storey County Fire Protection District and NV Energy, extending the contract for fuels management to December 31, 2023.
2. **Recommended motion:** I (Fire Commissioner) move to approve the Fire Chief to sign an extension to the agreement with NV Energy for fuels management.
3. **Prepared by:** Jeremy Loncar

Department: Fire

Telephone: 847-0954

4. **Staff summary:** Our current agreement with NV Energy was found to have an expiration date of June 30th 2023. In order for us to continue our work until the new contracts come out, we will need to sign this extension.

5. **Supporting materials:**

6. **Fiscal impact:**

a. Funds Available: Fund: Comptroller: ____

7. **Legal review required:** _____

X District Attorney

8. **Reviewed by:**

a. _ Department Head Fire District

Other agency review:

9. **Board action:**

a.	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Approved with Modifications
b.	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Continued

Agenda Item No. _____



CONTRACT MODIFICATION NO. 1

This Contract Modification No. 1 ("Modification No. 1") is entered into by and between Nevada Power Company and Sierra Pacific Power Company d/b/a NV Energy, both a Nevada corporation ("Company"), having offices located at 6226 West Sahara Avenue, Las Vegas, Nevada 89146, and Storey County Fire Protection District, a political subdivision of the State of Nevada, ("Contractor"), having its principal place of business at 145 S. C Street, Virginia City, NV 89440. Company and Contractor are parties to that certain Hazardous Fuels Management & Fire Suppression Services contract number NV-GSS-2021-06044-NVE, effective March 2, 2021 (the "Contract"). The undefined, initially capitalized terms used in this Modification No. 1 shall have the same meanings ascribed to such terms in the Contract. Effective as of the date last signed below, the Parties hereby agree to change the Contract as follows:

1. To extend the contract performance period to December 31, 2023.

Except as expressly modified in this Modification No. 1, all of the terms and conditions of the Contract shall remain unchanged and in full force and effect. In the event of a conflict between the terms of the Contract and this Modification No. 1, this Modification No. 1, shall control. All of the terms, conditions, and covenants of the Contract shall be binding upon and inure to the benefit of the Parties hereto, and their permitted successors and assigns, to the extent that any such transfer of interest may be allowed under the terms of the Contract. Each Party hereby represents and warrants to the other that the person or entity signing this Modification No. 1 on behalf of such Party is duly authorized to execute and deliver this Modification No. 1 and to legally bind the Party on whose behalf this Modification No. 1 is signed to all of the terms, covenants and conditions contained in this Modification No. 1.

This Modification No. 1 may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.

Company:

Nevada Power Company and Sierra
Pacific Power Company d/b/a NV
Energy
"Company"

Contractor:

Storey County Fire Protection District
"Contractor"

By (Signature)

Jay Wiggins
Director, Natural Disaster Protection
Compliance & Ops Support

Date

By (Signature)

Jeremy Loncar
Fire Chief, Storey County

Date



Storey County Board of Highway Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 10

Agenda Item Type: Discussion/Possible Action

- **Title:** Report of Public Works Department regarding roads and highways in Storey County.
- **Recommended motion:** Discussion only.
- **Prepared by:** Jason Wierzbicki

Department: **Contact Number:** 7788470958

- **Staff Summary:** Discussion of roads and projects throughout the County.
- **Supporting Materials:** See attached
- **Fiscal Impact:** no
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Storey County Board of Highway Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 minutes

Agenda Item Type: Discussion/Possible Action

- **Title:** For consideration and possible approval of Task Order #63 with DOWL Engineering for 2024 Road Rehabilitation Project in the amount of \$67,474.00. This includes design all the way through construction management and bid assistance on South E Street-Slurry Seal, East Sheldon Street-Slurry Seal, West Union Street-Slurry Seal, South D Street-Chip Seal, and Summit Street-Full Reconstruction.
- **Recommended motion:** I (Commissioner) Move to approve the Public Works Director to sign Task Order #63 with DOWL Engineering in the amount of \$67,474.00 for the 2024 Road Rehabilitation Project.
- **Prepared by:** Jason Wierzbicki

Department:

Contact Number: 7758470958

- **Staff Summary:** Task Order #63 with DOWL Engineering is for the 2024 Road Rehabilitation Project in the amount of \$67,474.00. This task order will include design and construction management to get this project ready for bid and through final construction on South E Street-Slurry Seal, East Sheldon Street-Slurry Seal, West Union Street-Slurry Seal, South D Street-Chip Seal, and Summit Street-Full Reconstruction.
- **Supporting Materials:** See attached
- **Fiscal Impact:** Budgeted
- **Legal review required:** False
- **Reviewed by:**

____ Department Head

Department Name:

____ County Manager

Other Agency Review: _____

- **Board Action:**

☐ Approved

☐ Approved with Modification

<input type="checkbox"/> Denied	<input type="checkbox"/> Continued
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TASK ORDER

Task Order No.: 63

Issued under the authority of Professional Services Master Task Order Agreement dated: March
15, 2023

Task Order Title: 2024 Road Rehabilitation

Effective Date: November 7, 2023

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated March 15, 2023 between **Storey County (CLIENT)** and **DOWL (DOWL)**.

The following representatives have been designated for the work performed under this Task Order:

CLIENT: Jason Wierzbicki

DOWL: Keith Karpstein

SCOPE OF WORK: (attach additional sheet(s) as required)

Refer to Exhibit A – DOWL’s Services for Task Order

COMPENSATION:

See Exhibit B- DOWL’s compensation for Task Order

DOWL shall be reimbursed on a ***Time & Materials*** basis. DOWL shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF: Persons authorized to commit the resources of the Parties have executed this Task Order and this Task Order may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

Storey County

By: _____

Title: _____

Date: _____

DOWL

By: 

Title: Senior Engineer

Date: 10/17/23

Fed. ID. No. 92-0166301



Exhibit A – DOWL’s Services for Task Order

Task Order No.: 63

Task Order Title: 20245 Road Rehabilitation

Issued under the authority of Professional Services Master Task Order Agreement

Number: 7363.30004

Project Description: Road rehabilitation and resurfacing for roadways listed in the Storey County FY 2024 CIP. The following roadways and their corresponding treatments are listed below.

- South D Street – Chip Seal
- South E Street – Slurry Seal
- East Sheldon Street – Slurry Seal
- Summit Street – Reconstruction
- West Union Street – Slurry Seal

Surface treatment type may change after evaluation of the roadway conditions during design.

PART 1 - SERVICES

Task 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this SOW within the approved budget and schedule.

Approach

The following applies:

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and with project coordination meetings with County and DOWL staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, filing, resource allocation, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with the County.

Deliverables

The following will be delivered under this task:

- Monthly invoices and status reports.

Assumptions

The following assumptions apply:

- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.



Task 2 – Survey and Mapping

Objective

To generate survey and mapping data for development of CAD base maps in support of design activities for Summit Street.

Approach

The following approach applies:

- DOWL will utilize Storey County GIS data for street rights-of-way and parcel lines. A boundary survey will not be required.
- DOWL will establish project control for base map preparation. The horizontal and vertical control will be based on published data. Horizontal control will conform to North American Datum of 1983 (NAD 83), and vertical control will conform to North American Vertical Datum of 1988 (NAVD 88).
- DOWL will prepare a topographic survey to support development of design drawings. The final drawing will be prepared showing 1-foot contour intervals with drawing scale of 1" = 20'.
- DOWL will locate existing conditions including, but not be limited to roadway and driveways, and utility features, drainage features and structures which are visible from the surface of the ground. These features will be mapped and shown on the topographic map.
- DOWL will coordinate with utility owners in the project area to obtain record drawings and/or maps. Fees, if applicable, are included in this task. A third-party utility locator to mark buried utilities is not included.

Deliverables

- Electronic CAD files for use in preparing design plans for Summit Street.

Assumptions

The following assumptions apply:

- Boundary survey and record map recordation are not included.

Task 3 –Bid Documents

Objective

Prepare contract documents for bidding and opinion of probable costs for client budgetary review.

Approach

The following approach applies:

- Complete site visit to verify proposed surface treatments and potential conflicts and challenges.
- Request utility maps from utility agencies and map on the existing topographic map for Summit Street.
- Prepare roadway cross section details for Summit Street.
- Prepare plan and profile for Summit Street. 1 sheet is assumed.
- Prepare details for paving transitions, utility adjustments, and other work applicable to the Summit Street Reconstruction. Up to 2 details sheets are assumed.
- Prepare roadway exhibits for streets receiving surface treatment. Exhibits will display limits of work, surface treatment type, and total surface area.



- Prepare engineer's opinion of probable costs. This effort may include recommendations for bid alternates if funding availability is limited.
- Prepare technical specifications for roadway reconstruction, surface treatments, and related work.
- Prepare bid documents of roadway reconstruction and surface treatments, including bid schedule.
- Submit bid package to County staff for comments.
- Meet with County to review comments and finalize the bid documents.

Deliverables

The following will be delivered under this task:

- Submittal of the 90% set for County review and comment will include individual PDF files of the Plans (22"x34"), Specifications, and Opinion of Probable Construction Cost.
- Submittal of the 100% set used for bidding will include individual PDF files of the Plans (22"x34"), Specifications, and Opinion of Probable Construction Cost.

Assumptions

The following assumptions apply:

- Plans will include the following sheets:
 - Cover, general notes, legend and abbreviations (3 sheets)
 - Sheet index (1 sheet)
 - Survey and alignment control (1 sheet)
 - Plan and profile 1"=40' (1 sheet)
 - Roadway cross section (1 sheet)
 - Details (2 sheets)
 - Surface Treatment Exhibits (4 sheets)
- County review and comment will be complete within 14 days after receiving draft bid package.
- Roadway configurations will remain the same.
- No traffic evaluation is required.
- No hydrology or hydraulic analysis is included.

Task 4 – Bidding Assistance

Objective

Assist the County in the bid solicitation, opening, review, and award process of the construction contract.

Approach

Activities under this task will include the following elements:

- Advertise and bid the Project electronically through the Planet Bids platform and maintain a plan holder's list.
- Answer questions from bidders and prepare addendums as required.
- Collect and review bids and perform due-diligence checks.
- Prepare letter of recommendation for award of the contract to the County.



- Prepare and issue Notice of Award.

Deliverables

The following deliverables will be submitted under this task:

- Bid results summary.
- Letter of recommendation to the County Board for award. Recommendation to the Board will be made for award of the contract to the lowest responsible and responsive bidder.
- Notice of Award.

Assumptions

The following assumptions apply:

- DOWL will conduct the bid-opening virtually and no attendance is required.
- Two (2) RFIs and preparation of one (1) addendum are assumed.

Task 5 –Construction Administration Support

Objective

Monitor the Project and keep the County informed of the Project status at all times. This phase also includes assisting the County with the close out of the construction process and construction contract.

Approach

The following activities will be performed as part of this task:

- Conduct one (1) pre-construction meeting, prepare agenda and meeting minutes for the pre-construction meeting. DOWL attendance will include our Project Manager, Project Engineer, Designer and Construction Observer.
- Process one (1) change order(s), review payment applications, evaluate claims, review submittals, respond to RFIs, and address unanticipated conditions.
- Coordinate and attend weekly site meetings with Owner and Contractor.
- Weekly in-office construction management activities are limited to eight (8) total hours per week throughout the project duration.
 - These activities include processing of documents (described earlier), coordination of parties, daily observation report QC, etc.
 - Review construction inspection and material testing results, which will be provided by CME.
 - Maintain all Project documentation for the duration of the Project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, field orders, work change directives, change orders.
- Certified Payroll Review:
 - Review certified payroll reports supplied by prime contractor. Reports to include prime and sub-contractors working on Project.
 - Verify contractor staffs' position, time, and wages paid are accurate and comply with the prevailing wages for the Project.
- Coordinate a substantial completion inspection and formulate a final punch-list of work items to be completed prior to final inspection.



- Conduct a final inspection meeting to verify that all outstanding work items are complete (construction observer to perform on-site final walkthrough with Contractor and County Staff).
- Recommend Project final acceptance to the County.
- Assist the County with coordination with the Labor Commission for project startup and closeout.

Deliverables

The following will be delivered under this task:

- Certified payroll reports supplied by contractor.
- Electronic copies of responses to material submittals, cutsheets, and construction plan review.
- Electronic copies of responses to work plans, RFIs, and requests for change orders.
- Draft and final notice of substantial completion.

Assumptions

The following assumptions apply:

- Pre-construction meeting to be held at DOWL's office.
- Construction and post/pre-construction activities anticipated to take two (3) weeks.
- Weekly construction meetings are included.
- Office engineering efforts are detailed under the Approach section of this task.
- Certified payroll reviews are assumed at one (1) hour per week. Additional hours are included for coordination with the labor commission.
- Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
- If certified payroll reports are not complete, DOWL will reject submission and require re-submittal by the contractor.
- DOWL's review of CPR reports will consist of verification of personnel, their time, and hourly wages meet requirements of the Project.
- All final certification and reporting to the Nevada Department of Labor must come from the County as they are the public body, funding Project, and have ultimate responsibility.

Task 6 – Construction Observation

Objective

DOWL will provide one (1) full-time observer to monitor construction activities for Summit Street.

Approach

The following approach will be taken:

- Provide general oversight to verify work is in accordance with the contract documents, the design represented therein, and its intent.
- Prepare field reports for the days on-site describing the Contractor's activities that identify the site conditions, the effort in which the Contractor executed the work, the work performed, and any issues of concern.
- Take digital photographs of construction progress and issues and provide to County as attachments to daily reports.



- Notify Construction Project Manager of any issues in the field as or before issues occur to allow quick resolution.

Assumptions

The following assumptions apply:

- On-site construction observation will be coordinated with the Contractor based on their construction schedule and communications during the period of construction.
- DOWL is not responsible for the Contractor's construction means and methods; project site safety; Contractor's failure to perform; and is not authorized to stop the work of the Contractor.
- Construction will be in substantial compliance with the plans and specifications prepared by DOWL.
- Construction inspection for Summit Street reconstruction is assumed to be one (1) week. Full-time inspection is anticipated.
- Materials testing will be provided under Task 7.

Deliverables

The following deliverables will be submitted under this task:

- Daily construction inspection reports in electronic format, including photos/videos – electronic jpg files with annotations.

Task 7 – Materials Testing

Objective

To verify materials and their placement meets the requirements of the contract.

Approach

The following approach will be taken:

- Subgrade and base compaction testing using nuclear density gauge for Summit Street. Frequency per Standard Specifications for Public Works Construction, Latest Edition.
- Sample HMA and complete laboratory testing to certify compliance with contract requirements. Frequency per Standard Specifications for Public Works Construction, Latest Edition.
- Cut final asphalt cores to verify pavement thickness and densities. Frequency per Standard Specifications for Public Works Construction, Latest Edition.
- Complete daily field report describing construction and materials testing activities for each day on-site.

Assumptions

The following assumptions apply:

- No inspection at the asphalt plant is required.
- Full-time observation will be provided during paving days.
- Contractor will provide hot-mix asphalt (HMA) pavement density testing using thin-lift nuclear density gauge.

Deliverables

The following deliverables will be submitted under this task:



- Daily construction inspection and materials testing reports in electronic format, including photos/videos – electronic jpg files with annotations.

Task 8 – Construction Staking

Objective

To provide the necessary control and alignment staking for the Contractor's use during construction for Summit Street.

Approach

The following activities will be performed as part of this task:

- DOWL will verify existing control points and set additional control as needed throughout construction.
- DOWL will provide one set of stakes at an offset designated by the contractor at 50' intervals.

Deliverables:

The following deliverables will be submitted under this task:

- Construction staking cut sheets.

Assumptions:

The following assumptions apply:

- One (1) day of staking will be required by our survey crew. Additional mobilizations will be charged on a time and material basis.
- Additional staking or re-staking due to removal of stakes by the public or the Contractor will be charged on a time and materials basis.
- Prevailing wage rates apply to field work.

Task 9 - County Directed Services

For tasks to cover the cost of Project work items that are currently unforeseen by the County, a task budget of \$5,000 is incorporated into this Contract. Labor efforts will not be charged to this task unless written authorization is obtained from the County.

PART 2 - SCHEDULE

DOWL will complete the work per the following schedule:

- Topographic base mapping - December 2023
- PS&E submittal (90%) - February 2024
- Final submittal (100%) - March 2024
- Bidding/award - April 2024
- Construction - June 2024



Exhibit B – DOWL’s Compensation for Task Order

Task Order No.: 63

Task Order Title: 2024 Road Rehabilitation

Issued under the authority of Professional Services Master Task Order Agreement

Number: 7363.30004

A. Owner shall pay Engineer for Basic Services set forth in this Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. A Time and Materials, Not to Exceed Amount of \$67,474 based on the following estimated distribution of compensation:

Task	Description	Fee
1	Project Management	\$2,750
2	Surveying and Mapping	\$5,840
3	Bid Documents	\$20,170
4	Bidding Assistance	\$3,145
5	Construction Administration Support	\$9,305
6	Construction Observation	\$5,600
7	Materials Testing	\$10,534
8	Construction Staking (PWP)	\$5,130
9	Owner Directed Services	\$5,000
	Total	\$67,474

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services rendered but shall not exceed the total amount unless approved in writing by the Client.
3. The Amount includes compensation for Engineer’s services and services of Engineer’s Consultants, if any. Appropriate rates have been incorporated in the Amount to account for labor, overhead, profit, and Reimbursable Expenses.



Storey County Liquor Licensing Board Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 min

Agenda Item Type: Discussion/Possible Action

- **Title:** For consideration and possible approval of the second reading for On-Sale/Off-Sale Liquor License. Applicant is Peter Joseph Lutz, Firehouse Saloon located at 171 South C Street, Virginia City, NV 89440.
- **Recommended motion:** I (insert name) motion to approve the second reading On-Sale/Off-Sale Liquor License. Applicant is Peter Joseph Lutz, Firehouse Saloon, located at 171 South C Street, Virginia City, Nevada.
- **Prepared by:** Dore Nevin

Department: **Contact Number:** 7758470959

- **Staff Summary:** Second reading for On-Sale/Off-Sale Liquor License. Applicant is Peter Joseph Lutz, Firehouse Saloon located at 171 South C Street, Virginia City, Nevada.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Storey County Liquor Licensing Board Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 10 min

Agenda Item Type: Discussion/Possible Action

- **Title:** For consideration and possible approval of the second reading On-Sale/Off-Sale Liquor License. The applicant is Surjeet Singh Sohal, Vino Pizza located at 795 USA Parkway, McCarran, Nevada.
- **Recommended motion:** I (insert name) motion to approve the second reading On-Sale/Off-Sale Liquor License. Applicant is Surjeet Singh Sohal, Vino Pizza, located at 795 USA Parkway, McCarran, Nevada.
- **Prepared by:** Dore Nevin

Department: **Contact Number:** 7758470959

- **Staff Summary:** Second reading for On-Sale/Off-Sale Liquor License. Applicant is Surjeet Singh Sohal, Vino Pizza located at 795 USA Parkway, McCarran, Nevada.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Storey County Water and Sewer Board Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 5

Agenda Item Type: Discussion/Possible Action

- **Title:** Storey County Water-Sewer Funds 2023-2024 first quarter budgets to actual review.
- **Recommended motion:** Discussion Only.
- **Prepared by:** Jennifer McCain

Department:

Contact Number: 7758471133

- **Staff Summary:** As of September 30, 2023 the first quarter of the fiscal ended; with this we expect to see 25% of revenues collected and 25% of expenses processed. In the Water and Sewer Funds, the revenues collected at approximately 28% and 25%, respectively. Charges for service is the portion paid by rate payers and is expected to pay for the daily operations of the individual funds. Water is approximately 30% collected and Sewer is approximately 27% collected.
- On the expense side we see there is conservative spending with Water at 20% and Sewer at 18%.
- **Supporting Materials:** See attached
- **Fiscal Impact:** no
- **Legal review required:** False
- **Reviewed by:**

____ Department Head

Department Name:

____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



STOREY COUNTY

Budget Report
Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

RevRptGroup	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 090 - WATER SYSTEM						
34 - CHARGES FOR SERVICES	710,100.00	710,100.00	69,283.98	208,110.02	-501,989.98	70.69%
36 - MISCELLANEOUS REVENUE	42,000.00	42,000.00	0.00	3,000.00	-39,000.00	92.86%
Fund: 090 - WATER SYSTEM Total:	752,100.00	752,100.00	69,283.98	211,110.02	-540,989.98	71.93%
Fund: 130 - VIRGINIA/DIVIDE SEWER						
34 - CHARGES FOR SERVICES	471,000.00	471,000.00	40,593.55	125,171.89	-345,828.11	73.42%
36 - MISCELLANEOUS REVENUE	40,000.00	40,000.00	0.00	0.00	-40,000.00	100.00%
37 - INTERFUND TRANSFER	210,000.00	210,000.00	52,500.00	52,500.00	-157,500.00	75.00%
Fund: 130 - VIRGINIA/DIVIDE SEWER Total:	721,000.00	721,000.00	93,093.55	177,671.89	-543,328.11	75.36%
Report Total:	1,473,100.00	1,473,100.00	162,377.53	388,781.91	-1,084,318.09	73.61%




STOREY COUNTY

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 090 - WATER SYSTEM						
510 - SALARY DIRECT EXPENSE	115,136.00	115,136.00	14,931.75	33,378.63	81,757.37	71.01%
520 - FRINGE BENEFITS	101,138.00	101,138.00	12,137.44	26,697.61	74,440.39	73.60%
530 - OPERATIONAL EXPENSES	311,978.00	311,978.00	24,249.38	40,939.10	271,038.90	86.88%
540 - GENERAL GOVERNMENT	127,900.00	127,900.00	25,882.23	26,267.72	101,632.28	79.46%
570 - OTHER FINANCING SOURCES	98,567.52	98,567.52	24,641.88	24,641.88	73,925.64	75.00%
Department: 090 - WATER SYSTEM Total:	754,719.52	754,719.52	101,842.68	151,924.94	602,794.58	79.87%
Department: 130 - VIRGINIA/DIVIDE SEWER						
510 - SALARY DIRECT EXPENSE	132,130.00	132,130.00	15,807.40	37,971.55	94,158.45	71.26%
520 - FRINGE BENEFITS	120,957.00	120,957.00	12,120.20	28,419.87	92,537.13	76.50%
530 - OPERATIONAL EXPENSES	136,065.00	136,065.00	5,694.87	18,172.69	117,892.31	86.64%
540 - GENERAL GOVERNMENT	34,200.00	34,200.00	0.00	0.00	34,200.00	100.00%
570 - OTHER FINANCING SOURCES	259,058.16	259,058.16	64,764.54	64,764.54	194,293.62	75.00%
Department: 130 - VIRGINIA/DIVIDE SEWER Total:	682,410.16	682,410.16	98,387.01	149,328.65	533,081.51	78.12%
Report Total:	1,437,129.68	1,437,129.68	200,229.69	301,253.59	1,135,876.09	79.04%

	Board of Storey County Commissioners Agenda Action Report	
Meeting date: 11/7/2023 10:00 AM - BOCC Meeting	Estimate of Time Required: 15	
Agenda Item Type: Discussion/Possible Action		

- **Title:** Storey County first quarter 2023-2024 Budget vs Actual review.
- **Recommended motion:** Discussion Only
- **Prepared by:** Jennifer McCain

Department: **Contact Number:** 7758471133

- **Staff Summary:** As of September 30, 2023 the first quarter of the fiscal ended; with this we expect to see 25% of revenues collected and 25% of expenses processed. Across all funds the revenues collected are at or over the 25% with the General Fund at approximately 47%. This is due to property tax being a front loaded revenue as some taxes are paid for the full year. On the expense side we see a positive trend with most funds being at or below the 25% mark. The General Fund is at 20% expended which has been the trend the past few years with Dept Heads being conservative in the first quarter. In the Equipment Acquisition Fund, Storey County has been able to purchase 9 out of the 10 vehicles, a change from past years, and has a couple specialty vehicles still in the plan. The Capital Projects Fund has several projects in the planning stages, we expect to see forward movement on these as the year progresses.
- **Supporting Materials:** See attached
- **Fiscal Impact:** no
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
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<input type="checkbox"/> Denied	<input type="checkbox"/> Continued
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STOREY COUNTY

Budget Report
Group Summary

For Fiscal: 2023-2024 Period Ending: 06/30/2024

RevRptGroup	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
31 - AD VALOREM	16,580,609.00	16,580,609.00	0.00	10,863,020.86	-5,717,588.14	34.48%
32 - LICENSES / PERMITS	3,316,840.00	3,316,840.00	0.00	2,260,751.02	-1,056,088.98	31.84%
33 - INTERGOVERNMENTAL FUNDING	4,522,761.00	4,522,761.00	0.00	1,029,282.81	-3,493,478.19	77.24%
34 - CHARGES FOR SERVICES	1,984,128.00	1,984,128.00	0.00	992,563.53	-991,564.47	49.97%
35 - FINES AND FORFEITS	206,400.00	206,400.00	0.00	112,874.22	-93,525.78	45.31%
36 - MISCELLANEOUS REVENUE	738,800.00	738,800.00	0.00	184,267.09	-554,532.91	75.06%
Fund: 001 - GENERAL FUND Total:	27,349,538.00	27,349,538.00	0.00	15,442,759.53	-11,906,778.47	43.54%
Report Total:	27,349,538.00	27,349,538.00	0.00	15,442,759.53	-11,906,778.47	43.54%



STOREY COUNTY

Budget Report

Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 101 - COMMISSIONERS						
510 - SALARY DIRECT EXPENSE	400,660.00	400,660.00	38,273.45	89,251.57	311,408.43	77.72%
520 - FRINGE BENEFITS	342,270.00	342,270.00	25,140.49	66,671.52	275,598.48	80.52%
530 - OPERATIONAL EXPENSES	1,393,285.00	1,393,285.00	37,632.00	92,477.82	1,300,807.18	93.36%
540 - GENERAL GOVERNMENT	24,088.44	24,088.44	2,620.00	4,936.10	19,152.34	79.51%
560 - MISCELLANEOUS	435,000.00	435,000.00	1,410.71	91,062.64	343,937.36	79.07%
570 - OTHER FINANCING SOURCES	11,772,500.00	11,772,500.00	2,944,250.00	2,944,250.00	8,828,250.00	74.99%
Department: 101 - COMMISSIONERS Total:	14,367,803.44	14,367,803.44	3,049,326.65	3,288,649.65	11,079,153.79	77.11%
Department: 102 - CLERK TREASURER						
510 - SALARY DIRECT EXPENSE	253,467.00	253,467.00	25,906.71	60,063.01	193,403.99	76.30%
520 - FRINGE BENEFITS	184,858.00	184,858.00	15,875.69	41,770.66	143,087.34	77.40%
530 - OPERATIONAL EXPENSES	221,910.00	221,910.00	2,071.52	16,980.13	204,929.87	92.35%
560 - MISCELLANEOUS	30,000.00	30,000.00	79.50	6,130.10	23,869.90	79.57%
Department: 102 - CLERK TREASURER Total:	690,235.00	690,235.00	43,933.42	124,943.90	565,291.10	81.90%
Department: 103 - RECORDER						
510 - SALARY DIRECT EXPENSE	182,550.00	182,550.00	19,038.78	44,326.39	138,223.61	75.72%
520 - FRINGE BENEFITS	146,887.00	146,887.00	13,771.87	36,553.12	110,333.88	75.11%
530 - OPERATIONAL EXPENSES	256,500.00	256,500.00	584.90	2,003.01	254,496.99	99.22%
560 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	100.00%
Department: 103 - RECORDER Total:	586,437.00	586,437.00	33,395.55	82,882.52	503,554.48	85.87%
Department: 104 - ASSESSOR						
510 - SALARY DIRECT EXPENSE	289,668.00	289,668.00	24,538.56	56,857.68	232,810.32	80.37%
520 - FRINGE BENEFITS	203,394.00	203,394.00	14,888.37	39,193.85	164,200.15	80.73%
530 - OPERATIONAL EXPENSES	81,870.00	81,870.00	1,732.53	13,477.47	68,392.53	83.54%
Department: 104 - ASSESSOR Total:	574,932.00	574,932.00	41,159.46	109,529.00	465,403.00	80.95%
Department: 105 - ADMINISTRATIVE						
510 - SALARY DIRECT EXPENSE	188,525.00	188,525.00	20,125.61	47,905.89	140,619.11	74.59%
520 - FRINGE BENEFITS	398,917.00	398,917.00	28,532.79	98,818.92	300,098.08	75.23%
530 - OPERATIONAL EXPENSES	227,350.00	227,350.00	9,697.30	23,522.60	203,827.40	89.65%
540 - GENERAL GOVERNMENT	0.00	0.00	0.00	140.00	-140.00	0.00%
560 - MISCELLANEOUS	0.00	0.00	0.00	2,012.49	-2,012.49	0.00%
Department: 105 - ADMINISTRATIVE Total:	814,792.00	814,792.00	58,355.70	172,399.90	642,392.10	78.84%
Department: 106 - BUILDING & GROUNDS						
510 - SALARY DIRECT EXPENSE	378,674.00	378,674.00	36,366.79	80,972.24	297,701.76	78.62%
520 - FRINGE BENEFITS	336,326.00	336,326.00	20,869.60	52,454.65	283,871.35	84.40%
530 - OPERATIONAL EXPENSES	902,395.00	902,395.00	35,711.15	80,255.75	822,139.25	91.11%
640 - 640	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00%
Department: 106 - BUILDING & GROUNDS Total:	1,635,395.00	1,635,395.00	92,947.54	213,682.64	1,421,712.36	86.93%
Department: 107 - SHERIFF						
510 - SALARY DIRECT EXPENSE	3,282,945.00	3,282,945.00	316,987.64	756,514.01	2,526,430.99	76.96%
520 - FRINGE BENEFITS	2,817,824.00	2,817,824.00	198,899.23	499,828.80	2,317,995.20	82.26%
530 - OPERATIONAL EXPENSES	621,788.28	621,788.28	20,974.18	106,676.97	515,111.31	82.84%
540 - GENERAL GOVERNMENT	137,000.00	137,000.00	24,085.45	42,163.61	94,836.39	69.22%
560 - MISCELLANEOUS	97,924.00	97,924.00	0.00	31,856.01	66,067.99	67.47%
570 - OTHER FINANCING SOURCES	5,000.00	5,000.00	120.00	515.17	4,484.83	89.70%
640 - 640	29,500.00	29,500.00	-18,221.91	6,603.09	22,896.91	77.62%
Department: 107 - SHERIFF Total:	6,991,981.28	6,991,981.28	542,844.59	1,444,157.66	5,547,823.62	79.35%
Department: 109 - COMMUNITY DEVELOPMENT						
510 - SALARY DIRECT EXPENSE	538,508.00	538,508.00	55,671.84	119,110.35	419,397.65	77.88%
520 - FRINGE BENEFITS	375,455.00	375,455.00	28,643.74	68,971.51	306,483.49	81.63%

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
530 - OPERATIONAL EXPENSES	192,369.73	192,369.73	3,311.63	17,746.84	174,622.89	90.77%
560 - MISCELLANEOUS	0.00	0.00	0.00	182.50	-182.50	0.00%
640 - 640	5,100.00	5,100.00	5,132.02	5,132.02	-32.02	-0.63%
Department: 109 - COMMUNITY DEVELOPMENT Total:	1,111,432.73	1,111,432.73	92,759.23	211,143.22	900,289.51	81.00%
Department: 111 - DISTRICT ATTORNEY						
510 - SALARY DIRECT EXPENSE	504,427.00	504,427.00	55,088.58	125,972.82	378,454.18	75.03%
520 - FRINGE BENEFITS	315,049.00	315,049.00	29,501.96	75,098.60	239,950.40	76.16%
530 - OPERATIONAL EXPENSES	439,100.00	439,100.00	5,935.20	25,245.18	413,854.82	94.25%
Department: 111 - DISTRICT ATTORNEY Total:	1,258,576.00	1,258,576.00	90,525.74	226,316.60	1,032,259.40	82.02%
Department: 112 - DISTRICT COURT						
530 - OPERATIONAL EXPENSES	127,062.00	127,062.00	7,414.77	11,852.12	115,209.88	90.67%
540 - GENERAL GOVERNMENT	174,500.00	174,500.00	0.00	-14,177.55	188,677.55	108.12%
Department: 112 - DISTRICT COURT Total:	301,562.00	301,562.00	7,414.77	-2,325.43	303,887.43	100.77%
Department: 113 - JUSTICE COURT						
510 - SALARY DIRECT EXPENSE	404,496.00	404,496.00	48,146.01	102,384.46	302,111.54	74.69%
520 - FRINGE BENEFITS	260,145.00	260,145.00	26,613.88	62,661.17	197,483.83	75.91%
530 - OPERATIONAL EXPENSES	45,490.00	45,490.00	12,157.93	17,498.05	27,991.95	61.53%
540 - GENERAL GOVERNMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%
Department: 113 - JUSTICE COURT Total:	714,131.00	714,131.00	86,917.82	182,543.68	531,587.32	74.44%
Department: 114 - Health & Human Srv						
510 - SALARY DIRECT EXPENSE	13,459.00	13,459.00	0.00	0.00	13,459.00	100.00%
520 - FRINGE BENEFITS	11,633.00	11,633.00	0.00	0.00	11,633.00	100.00%
530 - OPERATIONAL EXPENSES	164,421.00	164,421.00	24,732.91	28,969.55	135,451.45	82.38%
Department: 114 - Health & Human Srv Total:	189,513.00	189,513.00	24,732.91	28,969.55	160,543.45	84.71%
Department: 115 - SWIMMING POOL						
510 - SALARY DIRECT EXPENSE	85,390.00	85,390.00	6,459.81	31,587.41	53,802.59	63.01%
520 - FRINGE BENEFITS	8,690.00	8,690.00	2,354.28	7,865.22	824.78	9.49%
530 - OPERATIONAL EXPENSES	86,470.00	86,470.00	14,547.45	22,224.56	64,245.44	74.30%
540 - GENERAL GOVERNMENT	500.00	500.00	400.00	800.00	-300.00	-60.00%
560 - MISCELLANEOUS	0.00	0.00	5,000.00	5,000.00	-5,000.00	0.00%
Department: 115 - SWIMMING POOL Total:	181,050.00	181,050.00	28,761.54	67,477.19	113,572.81	62.73%
Department: 116 - COMMUNITY RELATIONS						
510 - SALARY DIRECT EXPENSE	235,748.00	235,748.00	20,902.82	51,026.98	184,721.02	78.36%
520 - FRINGE BENEFITS	148,164.00	148,164.00	8,988.30	22,723.39	125,440.61	84.66%
530 - OPERATIONAL EXPENSES	679,687.00	679,687.00	9,777.03	27,737.62	651,949.38	95.92%
540 - GENERAL GOVERNMENT	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00%
560 - MISCELLANEOUS	50,000.00	50,000.00	5,004.09	13,178.49	36,821.51	73.64%
570 - OTHER FINANCING SOURCES	696,761.00	696,761.00	1,648.40	162,366.90	534,394.10	76.70%
Department: 116 - COMMUNITY RELATIONS Total:	1,824,360.00	1,824,360.00	46,320.64	277,033.38	1,547,326.62	84.81%
Department: 117 - COMMUNICATIONS						
510 - SALARY DIRECT EXPENSE	734,742.00	734,742.00	75,958.21	182,525.46	552,216.54	75.16%
520 - FRINGE BENEFITS	461,195.00	461,195.00	35,024.90	89,943.10	371,251.90	80.50%
530 - OPERATIONAL EXPENSES	146,835.00	146,835.00	4,524.79	15,192.97	131,642.03	89.65%
540 - GENERAL GOVERNMENT	68,000.00	68,000.00	1,374.24	1,604.24	66,395.76	97.64%
560 - MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
640 - 640	26,710.00	26,710.00	0.00	0.00	26,710.00	100.00%
Department: 117 - COMMUNICATIONS Total:	1,439,482.00	1,439,482.00	116,882.14	289,265.77	1,150,216.23	79.90%
Department: 118 - SERVICE						
510 - SALARY DIRECT EXPENSE	323,936.00	323,936.00	36,878.00	86,012.44	237,923.56	73.45%
520 - FRINGE BENEFITS	224,091.00	224,091.00	22,969.55	55,725.04	168,365.96	75.13%
530 - OPERATIONAL EXPENSES	124,525.00	124,525.00	31,946.01	56,888.28	67,636.72	54.32%
540 - GENERAL GOVERNMENT	699.00	699.00	0.00	117.50	581.50	83.19%
640 - 640	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00%
Department: 118 - SERVICE Total:	689,251.00	689,251.00	91,793.56	198,743.26	490,507.74	71.17%

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 119 - IT						
510 - SALARY DIRECT EXPENSE	396,917.00	396,917.00	44,771.56	103,965.54	292,951.46	73.81%
520 - FRINGE BENEFITS	302,070.00	302,070.00	26,188.23	67,637.50	234,432.50	77.61%
530 - OPERATIONAL EXPENSES	600,995.00	600,995.00	21,909.05	165,946.98	435,048.02	72.39%
560 - MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	100.00%
640 - 640	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%
Department: 119 - IT Total:	1,350,082.00	1,350,082.00	92,868.84	337,550.02	1,012,531.98	75.00%
Department: 121 - COMPTROLLER						
510 - SALARY DIRECT EXPENSE	303,406.00	303,406.00	33,402.06	77,196.24	226,209.76	74.56%
520 - FRINGE BENEFITS	211,090.00	211,090.00	17,965.27	46,242.47	164,847.53	78.09%
530 - OPERATIONAL EXPENSES	179,770.00	179,770.00	18,408.78	55,777.38	123,992.62	68.97%
560 - MISCELLANEOUS	300.00	300.00	30.99	30.99	269.01	89.67%
Department: 121 - COMPTROLLER Total:	694,566.00	694,566.00	69,807.10	179,247.08	515,318.92	74.19%
Department: 125 - Senior Center						
510 - SALARY DIRECT EXPENSE	475,830.00	475,830.00	50,950.77	117,509.34	358,320.66	75.30%
520 - FRINGE BENEFITS	236,947.00	236,947.00	23,647.31	57,841.23	179,105.77	75.59%
530 - OPERATIONAL EXPENSES	111,800.00	111,800.00	3,471.29	13,531.84	98,268.16	87.90%
560 - MISCELLANEOUS	595,000.00	595,000.00	22,837.59	55,453.74	539,546.26	90.68%
Department: 125 - Senior Center Total:	1,419,577.00	1,419,577.00	100,906.96	244,336.15	1,175,240.85	82.79%
Department: 142 - EMERGENCY MANAGEMENT						
510 - SALARY DIRECT EXPENSE	94,967.00	94,967.00	10,600.38	36,596.49	58,370.51	61.46%
520 - FRINGE BENEFITS	57,571.00	57,571.00	7,510.22	16,640.75	40,930.25	71.10%
530 - OPERATIONAL EXPENSES	64,815.00	64,815.00	483.79	2,384.30	62,430.70	96.32%
540 - GENERAL GOVERNMENT	30,000.00	30,000.00	9,330.50	9,330.50	20,669.50	68.90%
Department: 142 - EMERGENCY MANAGEMENT Total:	247,353.00	247,353.00	27,924.89	64,952.04	182,400.96	73.74%
Department: 143 - PLANNING DEPARTMENT						
510 - SALARY DIRECT EXPENSE	264,433.00	264,433.00	20,624.72	47,874.06	216,558.94	81.90%
520 - FRINGE BENEFITS	170,745.00	170,745.00	10,233.80	25,887.62	144,857.38	84.84%
530 - OPERATIONAL EXPENSES	688,956.00	688,956.00	776.93	3,000.60	685,955.40	99.56%
560 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	100.00%
Department: 143 - PLANNING DEPARTMENT Total:	1,124,634.00	1,124,634.00	31,635.45	76,762.28	1,047,871.72	93.17%
Report Total:	38,207,145.45	38,207,145.45	4,771,214.50	7,818,260.06	30,388,885.39	79.54%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
001 - GENERAL FUND	38,207,145.45	38,207,145.45	4,771,214.50	7,818,260.06	30,388,885.39	79.54%
Report Total:	38,207,145.45	38,207,145.45	4,771,214.50	7,818,260.06	30,388,885.39	79.54%



STOREY COUNTY

Budget Report

Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

RevRptGroup	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 010 - INDIGENT MEDICAL						
31 - AD VALOREM	77,176.00	77,176.00	9,395.35	52,504.84	-24,671.16	31.97%
Fund: 010 - INDIGENT MEDICAL Total:	77,176.00	77,176.00	9,395.35	52,504.84	-24,671.16	31.97%
Fund: 020 - ROADS						
32 - LICENSES / PERMITS	3,000.00	3,000.00	0.00	220.00	-2,780.00	92.67%
33 - INTERGOVERNMENTAL FUNDING	1,947,361.00	1,947,361.00	150,131.39	470,785.69	-1,476,575.31	75.82%
34 - CHARGES FOR SERVICES	250,000.00	250,000.00	0.00	72,502.16	-177,497.84	71.00%
36 - MISCELLANEOUS REVENUE	17,000.00	17,000.00	367.50	367.50	-16,632.50	97.84%
37 - INTERFUND TRANSFER	1,000,000.00	1,000,000.00	250,000.00	250,000.00	-750,000.00	75.00%
Fund: 020 - ROADS Total:	3,217,361.00	3,217,361.00	400,498.89	793,875.35	-2,423,485.65	75.33%
Fund: 050 - EMERGENCY MITIGATION						
37 - INTERFUND TRANSFER	100,000.00	100,000.00	25,000.00	25,000.00	-75,000.00	75.00%
Fund: 050 - EMERGENCY MITIGATION Total:	100,000.00	100,000.00	25,000.00	25,000.00	-75,000.00	75.00%
Fund: 060 - EQUIPMENT ACQUISITION						
31 - AD VALOREM	375,868.00	375,868.00	46,976.63	262,522.23	-113,345.77	30.16%
36 - MISCELLANEOUS REVENUE	3,000.00	3,000.00	0.00	0.00	-3,000.00	100.00%
Fund: 060 - EQUIPMENT ACQUISITION Total:	378,868.00	378,868.00	46,976.63	262,522.23	-116,345.77	30.71%
Fund: 070 - CAPITAL PROJECTS						
33 - INTERGOVERNMENTAL FUNDING	6,865,000.00	6,865,000.00	0.00	0.00	-6,865,000.00	100.00%
34 - CHARGES FOR SERVICES	2,801,508.75	2,801,508.75	0.00	23,433.10	-2,778,075.65	99.16%
37 - INTERFUND TRANSFER	9,604,922.00	9,604,922.00	2,451,230.50	2,451,230.50	-7,153,691.50	74.48%
Fund: 070 - CAPITAL PROJECTS Total:	19,271,430.75	19,271,430.75	2,451,230.50	2,474,663.60	-16,796,767.15	87.16%
Fund: 080 - INFRASTRUCTURE						
33 - INTERGOVERNMENTAL FUNDING	700,000.00	700,000.00	100,312.98	402,739.40	-297,260.60	42.47%
Fund: 080 - INFRASTRUCTURE Total:	700,000.00	700,000.00	100,312.98	402,739.40	-297,260.60	42.47%
Fund: 135 - USDA						
37 - INTERFUND TRANSFER	500,265.68	500,265.68	89,406.42	89,406.42	-410,859.26	82.13%
Fund: 135 - USDA Total:	500,265.68	500,265.68	89,406.42	89,406.42	-410,859.26	82.13%
Fund: 140 - DRUG COURT						
34 - CHARGES FOR SERVICES	400.00	400.00	20.00	70.00	-330.00	82.50%
Fund: 140 - DRUG COURT Total:	400.00	400.00	20.00	70.00	-330.00	82.50%
Fund: 165 - TECHNOLOGY						
34 - CHARGES FOR SERVICES	94,000.00	94,000.00	11,148.25	72,067.01	-21,932.99	23.33%
36 - MISCELLANEOUS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00%
Fund: 165 - TECHNOLOGY Total:	95,000.00	95,000.00	11,148.25	72,067.01	-22,932.99	24.14%
Fund: 180 - GENETIC MARKER TESTING						
34 - CHARGES FOR SERVICES	5,000.00	5,000.00	203.00	957.65	-4,042.35	80.85%
35 - FINES AND FORFEITS	3,500.00	3,500.00	888.00	2,462.00	-1,038.00	29.66%
Fund: 180 - GENETIC MARKER TESTING Total:	8,500.00	8,500.00	1,091.00	3,419.65	-5,080.35	59.77%
Fund: 185 - INDIGENT ACCIDENT						
31 - AD VALOREM	114,612.00	114,612.00	14,093.17	78,757.10	-35,854.90	31.28%
Fund: 185 - INDIGENT ACCIDENT Total:	114,612.00	114,612.00	14,093.17	78,757.10	-35,854.90	31.28%
Fund: 187 - JUSTICE COURT FUND						
35 - FINES AND FORFEITS	60,000.00	60,000.00	7,118.12	20,178.69	-39,821.31	66.37%
Fund: 187 - JUSTICE COURT FUND Total:	60,000.00	60,000.00	7,118.12	20,178.69	-39,821.31	66.37%
Fund: 190 - PARK TAX FUND						
34 - CHARGES FOR SERVICES	1,500.00	1,500.00	7,634.75	8,634.75	7,134.75	475.65%
Fund: 190 - PARK TAX FUND Total:	1,500.00	1,500.00	7,634.75	8,634.75	7,134.75	475.65%

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

RevRptGroup	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - TRI PAYBACK						
33 - INTERGOVERNMENTAL FUNDING	777,326.00	777,326.00	47,368.89	170,543.07	-606,782.93	78.06%
37 - INTERFUND TRANSFER	3,000,000.00	3,000,000.00	750,000.00	750,000.00	-2,250,000.00	75.00%
Fund: 200 - TRI PAYBACK Total:	3,777,326.00	3,777,326.00	797,368.89	920,543.07	-2,856,782.93	75.63%
Fund: 206 - FEDERAL/STATE GRANTS						
33 - INTERGOVERNMENTAL FUNDING	666,500.00	666,500.00	0.00	0.00	-666,500.00	100.00%
37 - INTERFUND TRANSFER	72,500.00	72,500.00	18,125.00	18,125.00	-54,375.00	75.00%
Fund: 206 - FEDERAL/STATE GRANTS Total:	739,000.00	739,000.00	18,125.00	18,125.00	-720,875.00	97.55%
Fund: 220 - VC RAIL PROJECT						
33 - INTERGOVERNMENTAL FUNDING	700,000.00	700,000.00	99,775.41	401,259.13	-298,740.87	42.68%
Fund: 220 - VC RAIL PROJECT Total:	700,000.00	700,000.00	99,775.41	401,259.13	-298,740.87	42.68%
Fund: 230 - VC TOURISM COMMISSION						
32 - LICENSES / PERMITS	37,000.00	37,000.00	852.00	11,967.00	-25,033.00	67.66%
33 - INTERGOVERNMENTAL FUNDING	1,322,000.00	1,322,000.00	150,589.78	616,255.08	-705,744.92	53.38%
34 - CHARGES FOR SERVICES	447,500.00	447,500.00	20,668.24	206,536.83	-240,963.17	53.85%
36 - MISCELLANEOUS REVENUE	98,000.00	98,000.00	11,568.34	28,139.67	-69,860.33	71.29%
Fund: 230 - VC TOURISM COMMISSION Total:	1,904,500.00	1,904,500.00	183,678.36	862,898.58	-1,041,601.42	54.69%
Fund: 231 - PIPERS OPERA HOUSE						
33 - INTERGOVERNMENTAL FUNDING	6,000.00	6,000.00	0.00	1,000.00	-5,000.00	83.33%
34 - CHARGES FOR SERVICES	123,500.00	123,500.00	5,968.10	13,191.24	-110,308.76	89.32%
36 - MISCELLANEOUS REVENUE	23,250.00	23,250.00	1,850.00	5,605.00	-17,645.00	75.89%
37 - INTERFUND TRANSFER	100,000.00	100,000.00	25,000.00	25,000.00	-75,000.00	75.00%
Fund: 231 - PIPERS OPERA HOUSE Total:	252,750.00	252,750.00	32,818.10	44,796.24	-207,953.76	82.28%
Report Total:	31,898,689.43	31,898,689.43	4,295,691.82	6,531,461.06	-25,367,228.37	79.52%



STOREY COUNTY

Budget Report
Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 010 - INDIGENT MEDICAL						
530 - OPERATIONAL EXPENSES	200,000.00	200,000.00	2,712.91	2,712.91	197,287.09	98.64%
Department: 010 - INDIGENT MEDICAL Total:	200,000.00	200,000.00	2,712.91	2,712.91	197,287.09	98.64%
Department: 020 - ROADS						
510 - SALARY DIRECT EXPENSE	592,953.00	592,953.00	48,877.84	114,663.38	478,289.62	80.66%
520 - FRINGE BENEFITS	507,043.00	507,043.00	26,452.77	75,717.59	431,325.41	85.07%
530 - OPERATIONAL EXPENSES	221,510.00	221,510.00	5,698.58	29,470.68	192,039.32	86.70%
540 - GENERAL GOVERNMENT	107,680.00	107,680.00	671.79	1,834.27	105,845.73	98.30%
560 - MISCELLANEOUS	55,000.00	55,000.00	0.00	11,656.54	43,343.46	78.81%
640 - 640	1,937,903.00	1,937,903.00	8,297.34	18,751.54	1,919,151.46	99.03%
Department: 020 - ROADS Total:	3,422,089.00	3,422,089.00	89,998.32	252,094.00	3,169,995.00	92.63%
Department: 050 - EMERGENCY MITIGATION						
540 - GENERAL GOVERNMENT	100,000.00	100,000.00	0.00	180.00	99,820.00	99.82%
570 - OTHER FINANCING SOURCES	800,422.00	800,422.00	200,105.50	200,105.50	600,316.50	75.00%
Department: 050 - EMERGENCY MITIGATION Total:	900,422.00	900,422.00	200,105.50	200,285.50	700,136.50	77.76%
Department: 060 - EQUIPMENT ACQUISITION						
570 - OTHER FINANCING SOURCES	0.00	0.00	125,000.00	125,000.00	-125,000.00	0.00%
640 - 640	1,094,500.00	1,094,500.00	18,221.91	319,776.75	774,723.25	70.78%
Department: 060 - EQUIPMENT ACQUISITION Total:	1,094,500.00	1,094,500.00	143,221.91	444,776.75	649,723.25	59.36%
Department: 070 - CAPITAL PROJECTS						
640 - 640	21,369,336.00	21,369,336.00	298,918.93	423,097.04	20,946,238.96	98.02%
Department: 070 - CAPITAL PROJECTS Total:	21,369,336.00	21,369,336.00	298,918.93	423,097.04	20,946,238.96	98.02%
Department: 080 - INFRASTRUCTURE						
570 - OTHER FINANCING SOURCES	1,010,000.00	1,010,000.00	252,500.00	252,500.00	757,500.00	75.00%
640 - 640	1,122,903.00	1,122,903.00	4,968.49	14,703.49	1,108,199.51	98.69%
Department: 080 - INFRASTRUCTURE Total:	2,132,903.00	2,132,903.00	257,468.49	267,203.49	1,865,699.51	87.47%
Department: 100 - STABILIZATION						
560 - MISCELLANEOUS	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00%
Department: 100 - STABILIZATION Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00%
Department: 135 - USDA						
560 - MISCELLANEOUS	196,971.15	196,971.15	0.00	37,356.47	159,614.68	81.03%
570 - OTHER FINANCING SOURCES	303,294.53	303,294.53	0.00	57,907.89	245,386.64	80.91%
Department: 135 - USDA Total:	500,265.68	500,265.68	0.00	95,264.36	405,001.32	80.96%
Department: 140 - DRUG COURT						
540 - GENERAL GOVERNMENT	400.00	400.00	20.00	50.00	350.00	87.50%
Department: 140 - DRUG COURT Total:	400.00	400.00	20.00	50.00	350.00	87.50%
Department: 165 - TECHNOLOGY FUND						
530 - OPERATIONAL EXPENSES	35,000.00	35,000.00	4,707.50	4,707.50	30,292.50	86.55%
540 - GENERAL GOVERNMENT	70,000.00	70,000.00	3,172.50	31,233.50	38,766.50	55.38%
Department: 165 - TECHNOLOGY FUND Total:	105,000.00	105,000.00	7,880.00	35,941.00	69,059.00	65.77%
Department: 180 - GENETIC MARKER TESTING						
540 - GENERAL GOVERNMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%
550 - 550	5,000.00	5,000.00	718.82	1,474.00	3,526.00	70.52%
Department: 180 - GENETIC MARKER TESTING Total:	6,000.00	6,000.00	718.82	1,474.00	4,526.00	75.43%
Department: 185 - INDIGENT ACCIDENT						
530 - OPERATIONAL EXPENSES	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%
Department: 185 - INDIGENT ACCIDENT Total:	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

ExpRptGroup1	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 187 - JUSTICE COURT FUND						
550 - 550	60,000.00	60,000.00	1,123.27	1,163.06	58,836.94	98.06%
Department: 187 - JUSTICE COURT FUND Total:	60,000.00	60,000.00	1,123.27	1,163.06	58,836.94	98.06%
Department: 190 - PARK TAX						
640 - 640	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 190 - PARK TAX Total:	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 200 - TRI PAYBACK						
570 - OTHER FINANCING SOURCES	3,500,000.00	3,500,000.00	3,666,154.00	3,666,154.00	-166,154.00	-4.75%
Department: 200 - TRI PAYBACK Total:	3,500,000.00	3,500,000.00	3,666,154.00	3,666,154.00	-166,154.00	-4.75%
Department: 206 - 206						
530 - OPERATIONAL EXPENSES	513,500.00	513,500.00	27,482.55	124,389.13	389,110.87	75.78%
570 - OTHER FINANCING SOURCES	200,000.00	200,000.00	50,000.00	50,000.00	150,000.00	75.00%
Department: 206 - 206 Total:	713,500.00	713,500.00	77,482.55	174,389.13	539,110.87	75.56%
Department: 220 - V&T PROJECT						
560 - MISCELLANEOUS	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00%
640 - 640	1,450,000.00	1,450,000.00	0.00	0.00	1,450,000.00	100.00%
Department: 220 - V&T PROJECT Total:	1,700,000.00	1,700,000.00	0.00	0.00	1,700,000.00	100.00%
Department: 230 - VC TOURISM COMMISSION						
510 - SALARY DIRECT EXPENSE	338,616.00	338,616.00	32,686.11	71,433.97	267,182.03	78.90%
520 - FRINGE BENEFITS	175,220.00	175,220.00	14,705.38	37,235.85	137,984.15	78.75%
530 - OPERATIONAL EXPENSES	1,198,600.00	1,198,600.00	46,426.50	157,178.38	1,041,421.62	86.89%
560 - MISCELLANEOUS	130,500.00	130,500.00	18,498.75	83,610.08	46,889.92	35.93%
640 - 640	65,000.00	65,000.00	8,451.29	10,361.33	54,638.67	84.06%
Department: 230 - VC TOURISM COMMISSION Total:	1,907,936.00	1,907,936.00	120,768.03	359,819.61	1,548,116.39	81.14%
Department: 231 - PIPERS OPERA HOUSE						
510 - SALARY DIRECT EXPENSE	128,349.00	128,349.00	13,676.15	29,879.13	98,469.87	76.72%
520 - FRINGE BENEFITS	81,920.00	81,920.00	6,798.16	16,338.91	65,581.09	80.06%
530 - OPERATIONAL EXPENSES	80,900.00	80,900.00	7,164.43	14,947.34	65,952.66	81.52%
560 - MISCELLANEOUS	9,000.00	9,000.00	0.00	2,914.13	6,085.87	67.62%
Department: 231 - PIPERS OPERA HOUSE Total:	300,169.00	300,169.00	27,638.74	64,079.51	236,089.49	78.65%
Report Total:	38,232,520.68	38,232,520.68	4,894,211.47	5,988,504.36	32,244,016.32	84.34%



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 15 min.

Agenda Item Type: Discussion/Possible Action

- **Title:** Quarterly County Manager's update.
- **Recommended motion:** No action needed.
- **Prepared by:** Austin Osborne

Department: **Contact Number:** 775.847.0968

- **Staff Summary:** The County Manager will provide the board a quarterly update on county matters.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head


Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

	<h1>Board of Storey County Commissioners</h1> <h2>Agenda Action Report</h2>	
Meeting date: 11/7/2023 10:00 AM - BOCC Meeting	Estimate of Time Required: 10 min.	
Agenda Item Type: Discussion/Possible Action		

- **Title:** Consideration and possible approval of the Storey County Emergency Operations Plan and Annexes by the Storey County Board of County Commissioners.
- **Recommended motion:** I (commissioner), move to approve the Storey County Emergency Operations Plan and Annexes.
- **Prepared by:** Adam Wilson

Department: **Contact Number:** 7756347443

- **Staff Summary:** Under NRS 414 and Storey County Code 2.20.070 the Storey County Director of Emergency Management is required to prepare an Emergency Operations Plan that includes hazards, mitigation, preparedness, response, recovery, and other procedures during an emergency or disaster. The Nevada Division of Emergency Management, in accordance with the Federal Emergency Management Agency, direct that these plans must be reviewed annually and revised every 5 years. This plan has been substantially updated in all sections by the Director of Emergency Management. The plan has been peer reviewed, reviewed by all County Department-Heads and County Manager, and reviewed by the District Attorney's Office.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
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<input type="checkbox"/> Denied	<input type="checkbox"/> Continued
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Storey County, Nevada

EMERGENCY OPERATIONS PLAN



**August
2023**

Prepared by:
Storey County Emergency Management

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ESF 9 — Search and Rescue	
ESF 10 — Hazardous Materials	
ESF 11 — Agricultural and Natural Resources	

ESF 12 — Energy and Utilities
ESF 13 — Public Safety and Security
ESF 14 — Recovery
ESF 15 — External Affairs
ESF 16 — Military Support
ESF 17 — Cybersecurity

Support Annexes

SA A — Damage Assessment
SA B — Finance & Purchasing

Incident Annexes

IA 1 — Drought
IA 2 — Earthquake
IA 3 — Major Fire
IA 4 — Flood
IA 5 — Severe Weather
IA 6 — Volcano
IA 7 — Hazardous Materials Incident
IA 8 — Public Health Incident
IA 9 — Terrorism
IA 10 — Transportation Accident
IA 11 — Utility Failure

Preface

This Emergency Operations Plan is an all-hazard plan describing how Storey County will organize and respond to emergencies and disasters throughout the county. Based on Federal, State, and other applicable laws, it is consistent with the Federal Emergency Management Agency's (FEMA) policies, including the National Response Framework and National Disaster Recovery Framework, Presidential Policy Directive 8, and the Nevada State Comprehensive Emergency Management Plan.

Responding to emergencies with an effort to maximize protection of life and minimize damage to property and the environment, is a primary responsibility of government. The goal of Storey County is to respond in an organized, efficient, and effective manner to emergency situations and the County has formally adopted the principles of the National Incident Management System (NIMS), including the Incident Command System (ICS).

This plan is one component of the County's emergency management program and provides a framework to prepare for, respond to, recover from, and mitigate against all threats and hazards. It establishes an approach to operations and outlines roles and responsibilities for various agencies and organizations in Storey County to coordinate resources and activities with Federal, State, local, tribal, and private-sector partners.

Letter Of Promulgation

To the Residents of Storey County:

In the ever-changing natural environment, forces of nature and manmade accidents can create emergency conditions which must be responded to and properly mitigated. Unforeseeable natural disasters, accidents, hazardous material releases, and acts of terrorism are just a few of the issues that face the residents and visitors of Storey County.

Emergency planning for this range of hazards faced by the County cannot be solved effectively by any one organization or group and therefore must be accomplished through cooperative efforts of local, State, and Federal authorities working in cooperation with the private sector. The results of this local planning effort are set forth in this Storey County Emergency Operations Plan.

The Emergency Operations Plan provides a starting point for emergency preparedness and response efforts in Storey County. To achieve a reasonable level of preparedness for all hazards that may impact the community, all emergency response agencies need to become familiar with its contents, train their personnel to meet these situations, and develop an agency specific plan to reinforce and amplify the operational area plan. This Emergency Operations Plan is a living document that will need to be revised and refined as we gain more knowledge about incidents and as new capabilities are developed to mitigate situations.

STOREY COUNTY

By: _____
Jay Carmona, Chairman

Attest: _____
Clerk-Treasurer

APPROVED AS TO FORM ONLY:

By: _____
District Attorney

Release of the document can only be made by:

- Court order.
- As reasonably necessary in the case of emergency.
- Pursuant to provision of NRS 239.0115, 239C.210, & 239.250(4).

Plan Administration

The Storey County Emergency Management Director will coordinate review, revision, and re-promulgation of this plan every five years or whenever changes occur, such as through lessons learned from exercises or actual events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made without formal approval by the Board of County Commissioners.

Recording Plan Changes

Procedure

- Replace old page(s) with new page(s)
- Enter change information and sign the entry.
- Record all updates and revisions to this plan in the following table.

Change #	Pages Affected	Date of Change	Date Entered	Change Made By (Signature)
000	Global	Nov 2012	Nov 2012	Ecology and Environment, Inc.
001	Global	Mar 2019	Mar 2019	Ecology and Environment, Inc.
002	Global	Mar 2022	Mar 2022	Honey Tapley
003	Global	Aug 2023	Aug 2023	Adam Wilson

Recording Plan Review

This plan should be reviewed annually and updated periodically.

Procedure

- Make proposed corrections/additions/changes in pen.
- Include any information or instructions on the amendments that are necessary.
- Send the proposed changes to the Storey County Emergency Management Department.
- Enter reviewer information in the table below and sign the entry.

Review Date	Reviewer	Signature
Nov 2012	Robert Morris, Storey County District Attorney's Office	

Plan Distribution List

This plan will be distributed to those listed in the following table unless otherwise indicated. When updated, copies will be made available electronically and recipients will be responsible for updating their plans when the changes are received. It is the Storey County Emergency Management Director's responsibility for dissemination of all updates. Copies of this plan will be maintained at the Storey County Emergency Management Office.

Jurisdiction/Agency/Person	Hard Copy Provided Yes/No
County Assessor	
County Manager	
Board of County Commissioners	
Business & Community Resources Department	
Clerk/Treasurer	
Communications Center	
Community Development Department	
Comptroller	
District Attorney	
Emergency Management Department	
Storey County Fire Protection District	
Justice Court	
Planning Department	
Public Works Department	
Recorder	
Sheriff's Office	
School District	
Carson City Emergency Management	
Douglas County Emergency Management	
Lyon County Emergency Management	
Quad County Public Health Preparedness	
Nevada Division of Emergency Management	

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of the basic plan and annexes. Changes will be forwarded to the Storey County Emergency Management Director for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document as such input is encouraged. It is also encouraged that plan review be performed concurrently with review of other County emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	Emergency Management Department
Emergency Support Function Annexes	
ESF 1 Transportation	Public Works Department
ESF 2 Communications	Sheriff's Office - Communications
ESF 3 Public Works and Engineering	Public Works Department
ESF 4 Firefighting	Fire Protection District
ESF 5 Information and Planning	Emergency Management Department
ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services	Emergency Management Department
ESF 7 Logistics Management and Resource Support	Emergency Management Department
ESF 8 Public Health and Medical Services	Board of Health
ESF 9 Search and Rescue	Sheriff's Office
ESF 10 Oil and Hazardous Materials	Fire Protection District
ESF 11 Agriculture and Natural Resources	Emergency Management Department
ESF 12 Energy & Utilities	Public Works Department
ESF 13 Public Safety and Security	Sheriff's Office
ESF 14 Recovery	Community Development Department
ESF 15 External Affairs	County Manager
ESF 16 Military Support	Emergency Management Department
ESF 17 Cybersecurity	Information Technology Department
Support Annexes	
SA A Damage Assessment	Emergency Management Department
SA B Finance and Purchasing	Comptroller

1. Basic Plan

1. Introduction

1.1 General

Storey County Emergency Management's mission is to coordinate and integrate prevention, protection, mitigation, response, and recovery activities that increase the County's capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the County every day. These "routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency activities that the County encounters. For the most part, these emergencies are handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of first responders.

No plan can anticipate all the situations and conditions that may arise during emergencies and on-scene incident commanders must have the discretion to act as they see fit based on the specific circumstances. It is imperative that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan allows a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, elected officials, and other key stakeholders for any incident. This EOP provides a foundation through common language and a shared concept of operations and incident management system necessary to effectively manage incidents affecting the County.

No guarantee of a perfect response system is expressed or implied by this plan. County government assets and systems are vulnerable to natural and technological disasters, and they may be overwhelmed. The County can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of disaster.

1.1.1 Whole Community Planning

The 'Whole Community' planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against any disaster. This includes all emergency management partners; volunteer, faith, and community-based organizations; the private sector; and the public, including survivors themselves.

Every person who lives or works in Storey County shares responsibility for minimizing the impact of disasters on our community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety and self-sufficiency. To the extent possible, the County will assist its residents in carrying out this responsibility by providing preparedness and mitigation information and delivering critical

public services during a disaster. However, the reality is that a major emergency is likely to damage the County's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable residents prepared to take care of themselves and their families in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

1.2.1 Purpose

The primary purpose of the EOP is to outline the County's approach to emergency response and enhance its ability to protect the safety, health, and welfare of its residents. The EOP describes the emergency response organization and assigns responsibilities for various emergency functions, identifies lines of authority, and communicates the legal basis and references that provide a framework for emergency planning in the County. This EOP designates the National Incident management System (NIMS) and the Incident Command System (ICS) as the framework under which all emergency management activities occur.

1.2.2 Scope

The County will implement the EOP when it must respond to an emergency incident or planned event, the size or complexity of which is beyond that normally handled by routine operations, including natural or man-made disasters. This plan is intended to guide the County's emergency operations while complementing and supporting emergency response plans and procedures of responding agencies, other local governments, special districts, and other public and private-sector entities, and is specifically designed to work in concert with the EOPs for Quad County partners and the State of Nevada.

Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current standard operating procedures (SOPs) describing how emergency tasks will be performed. Additional responsibilities include ensuring training and equipment necessary for response are in place. The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies and other stakeholders that support emergency operations.

1.3 Plan Implementation

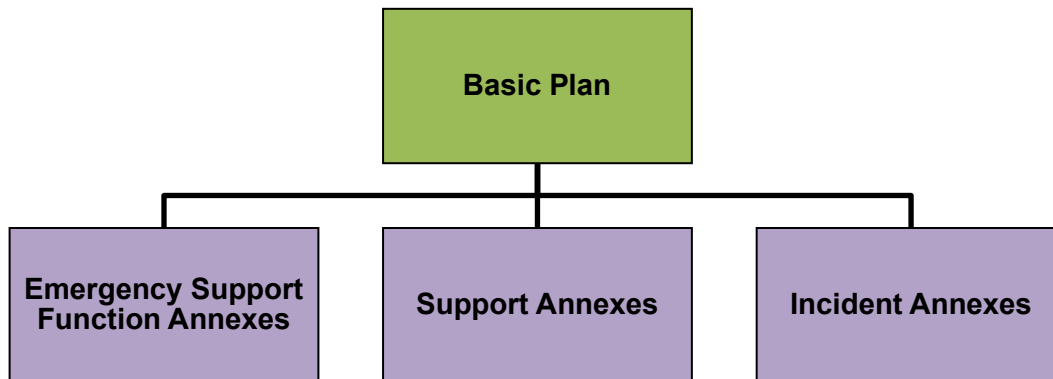
Upon adoption by the Storey County Board of County Commissioners, the EOP is always in effect and should be utilized before, during, and after emergencies. It is not intended as a "just-in-time" training document and should be read and understood before an incident.

Community partners involved in preparation and response activities for emergency incidents should be familiar with the EOP and use it as a foundation for more specific department and agency plans, and to enhance coordination.

1.4 Plan Organization

This EOP is composed of four main elements:

Figure 1-1 Storey County Emergency Operations Plan Organization



1.4.1 Basic Plan

The Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, requests for resources and emergency spending powers.
- Roles and responsibilities for County departments and key response partners.
- The County's approach to activating and operating an EOC, implementing the ICS, and conducting its emergency operations in coordination with other agencies and jurisdictions.
- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Emergency Support Function Annexes

The Emergency Support Function (ESF) annexes focus on critical tasks, capabilities, and resources. In the event of an incident for which the County's capabilities and/or resources are limited or exhausted, each annex clearly defines procedures for requesting resources and seeking additional support from State agencies. The ESFs align with those in the Nevada State Comprehensive Emergency Management Plan.

It is important to note that the County currently utilizes ESFs as a mechanism for organizing information on key functions and capabilities. It does not 'activate' ESFs in the operational sense.

Table 1-1 Storey County Emergency Support Functions

Annex	Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Information & Planning
ESF 6	Mass Care, Emergency Assistance, Housing, and Human Services
ESF 7	Logistics Management and Resources Support
ESF 8	Public Health and Medical Services
ESF 9	Search and Rescue
ESF 10	Hazardous Materials
ESF 11	Agricultural and Natural Resources
ESF 12	Energy & Utilities
ESF 13	Public Safety and Security
ESF 14	Recovery
ESF 15	External Affairs
ESF 16	Military Support
ESF 17	Cybersecurity

1.4.3 Support Annexes

Support Annexes (SAs) describe common support processes and administrative tasks required during an incident and are not limited to types of events but are broad in scope and apply to nearly every type of incident. The SAs also include functions that do not fit within the scope of the ESF annexes listed above.

Table 1-2 Storey County Support Annexes

Annex	Function
SA A	Damage Assessment
SA B	Finance and Purchasing

1.4.4 Incident Annexes

Incident Annexes (IAs) provide critical tasks that are unique to specific natural, human-caused, or technological hazards that could pose a threat.

Table 1-3 Storey County Incident Annexes

Annex	Hazard
IA 1	Drought
IA 2	Earthquake
IA 3	Major Fire
IA 4	Flood
IA 5	Severe Weather
IA 6	Volcano
IA 7	Hazardous Materials Incident
IA 8	Public Health Incident
IA 9	Terrorism
IA 10	Transportation Accident
IA 11	Utility Failure

1.5 Relationship to Other Plans

1.5.1 Federal Plans

1. **Presidential Policy Directive 8 (PPD-8):** Describes the Nation's approach to preparing for threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of our whole community.
2. **National Preparedness Goal:** Describes the Nation's security and resilience posture through identifying core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-the-Nation approach as the foundation. Using the core capabilities, the National Preparedness Goal is achieved by:
 - a. Preventing, avoiding, or stopping a threatened or actual act of terrorism.
 - b. Protecting our residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
 - c. Mitigating the loss of life and property by lessening the impact of future disasters.
 - d. Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
 - e. Recovering through a focus on timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.
3. **National Preparedness System:** Is the instrument the Nation employs to build, sustain, and deliver the core capabilities to achieve the goal of a secure and resilient Nation. The guidance, programs, processes, and systems that support each component of the National

Preparedness System enable a whole community approach to national preparedness; engaging individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

4. **National Incident Management System (NIMS):** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.

A core component of NIMS is Incident Command System (ICS). ICS is a management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

5. **National Response Framework:** Serves as a guide to how State and Federal government should conduct all-hazards response. It is built upon scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.
6. **National Disaster Recovery Framework:** Provides guidance that enables effective recovery support to disaster-impacted States, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2 State Plans

1.5.2.1 State of Nevada Comprehensive Emergency Management Plan

The State Comprehensive Emergency Management Plan (SCEMP) is the master emergency operations document for the State of Nevada in all emergency actions. The SCEMP describes strategies, assumptions, operational objectives, and mechanisms through which the State Emergency Response Team (SERT) will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness and response.

To facilitate effective operations, the SCEMP adopts a functional approach that groups the types of assistance to be provided by the 17 Emergency Support Functions (ESFs). Each ESF is led by a primary state agency selected based on its authorities, resources, and capabilities in that ESF's functional area.

The primary agency appoints an Emergency Support Function Coordinator (ESFC) to manage the ESF's function in the Nevada Operations Center (NVOC). The ESFCs and staff of the Nevada Division of Emergency Management (NDEM), other state agencies, and private

volunteer organizations and non-governmental agencies form the SERT.

The SCEMP is designed to be flexible, adaptable, and scalable. It articulates the roles and responsibilities among local, tribal, state, and federal emergency officials. The SCEMP includes the Base Plan and ESF Annexes.

1.5.3 Storey County Plans

The County EOP is part of each department's Continuity of Operations (COOP) that address various elements of the County's emergency management program. While the EOP is focused on short-term recovery, other plans provide details on the County's approach to mitigation, continuity, and other aspects of the emergency management. Those plans are referenced in this plan, as appropriate, and work in concert with the EOP.

- a. Storey County Continuity of Operations Plan (COOP)
- b. Storey County Hazards Mitigation Plan
- c. Storey County Debris Management Plan
- d. Storey County Sheltering and Mass Care Plan
- e. Storey County Transportation/Evacuation Plan

1.5.4 Regional Plans

The County is a partner in several regional planning efforts with the Quad Counties. The Quad Counties consist of Lyon, Douglas, Storey, and Carson City:

- a. Quad County Multi-Agency Coordination (MAC) Guide.
- b. Quad County Hazardous Materials Plan: Identifies Tier 2 and Extremely Hazardous Substances facilities as reported to the State Emergency Response Commission (SERC).

1.6 Authorities

This EOP is issued in accordance with, and under the provisions of, Nevada Revised Statutes (NRS) Chapter 414 and NRS 239C, authorizing Storey County to establish a local emergency management program referred to generally in this EOP as the Storey County Emergency Management Organization (EMO).

As approved by the Board of County Commissioners, the Storey County Emergency Management Department has been identified as the lead agency in the EMO. The County Emergency Management Director has the authority and responsibility for the organization, administration, and operations of the EMO (NRS 414.090). The Emergency Management Director may delegate any of these activities to designees, as appropriate.

Table 1-4 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-4 Legal Authorities

Federal
<ul style="list-style-type: none"> – Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness – Homeland Security Presidential Directive 5: Management of Domestic Incidents – National Disaster Recovery Framework (NDRF) – National Incident Management System (NIMS) – National Preparedness Goal – National Response Framework (NRF) – Pet Evacuation and Transportation Standards Act of 2006, Public law 109-308, 2006. – Presidential Policy Directive 8: National Preparedness – Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
State of Nevada
<ul style="list-style-type: none"> – NRS 412 – Appointment by Governor – NRS 239C – Homeland Security – NRS 239C.250 -270 – Emergency Plans – NRS 239.0115 – Application to Court provisions – NRS 244 – Counties: Government – NRS 244.335 – Grants power to regulate business. – NRS 245 – Appointments by County Commission – NRS 248 – Sheriffs – NRS 278 – Planning and Zoning – NRS 414 – Authorizes local emergency management programs (Nevada Civil Defense Act of 1953, as amended) – NRS 414A – Nevada Mutual Aid System – NRS 455.80 – 455.180 – Nevada One Call Law. This law requires Nevadans to call 1-800-227-2600 before they start digging, blasting, drilling, or any other kind of excavating. – NRS 459 – Governs the storage and transportation of hazardous materials. – NRS 474 – Fire Departments/Districts – Executive Order 2018-4 – Implementation of Nevada’s Statewide Resilience Strategy
Storey County
<ul style="list-style-type: none"> – Storey County Hazardous Materials Ordinance 8.10.300-8.10.380 – Storey County Hazardous Materials Response Plan – Storey County Code, Chapter 2.20, Emergency Services (Ord. 12-242,2012)

1.7 Emergency Powers

1.7.1 Local Declaration of Emergency

Pursuant to Chapter 414, Nevada Revised Statutes, the county manager, or county commission can declare a local state of emergency. These declaration powers can also be delegated by any of the above authorized officials. A local declaration by the Board of County Commissioners allows for flexibility in managing resources under emergency conditions. Pursuant to section 414.090, NRS, when a declaration of emergency or disaster is made by the Board of County

Commissioners, the County has the power and authority:

- a. To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to survivors of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the state and federal emergency management agencies.
- b. To establish, as necessary, primary, and secondary emergency operations center to provide continuity of government, and direction and control of emergency operations.
- c. To assign or make available employees, property, and equipment relating to their county agencies and departments for emergency operation purposes.
- d. To request state assistance or invoke emergency-related mutual aid assistance by declaring a local state of emergency.
- e. To waive rules and regulations in the performance of public work, entering contracts; incurring obligations, employment of permanent and temporary workers, utilization of volunteer workers, rental of equipment, acquisition, and distribution (with or without compensation) of supplies, material, and facilities.
- f. Of taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.

In the event of an emergency or disaster, the County will coordinate the emergency response effort within their jurisdiction. If necessary, the County will activate the Nevada Intrastate Mutual Aid Compact (NIMAC), an agreement for the exchange of emergency mutual aid assistance. This agreement is implemented strictly for emergency purposes. When the event is beyond the capacity of the local government, the County Emergency Management Department will request state assistance through the NVOC, to be coordinated by the NVOC Manager.

The District Attorney should review and advise County officials on possible liabilities arising from disaster operations, including the exercising any of the above powers.

1.7.1.1 Criteria for Declaring an Emergency

A declaration of emergency is needed if local government resources are or will be exhausted and a significant need exists for State and/or Federal resources.

1.7.1.2 Procedure for Declaring an Emergency

- a. Confirm that an emergency/disaster has occurred.
- b. Inform NDEM that a situation exists that may require the declaration of a County local emergency.
- c. Use Rapid Assessment Information.
- d. Identify the nature, severity, and potential impacts.

- e. Draft a local declaration of emergency with the support of:
 - 1. Policy Group
 - 2. Assistance from the District Attorney
 - 3. Assistance from the Emergency Management Team or EOC as needed.
 - 4. Use County forms available through the Emergency Management Department
 - 5. Convene the Board of County Commissioners to adopt the Declaration of Emergency
 - 6. Forward the emergency declaration along with the request for assistance to the Chief of NDEM.

1.7.2 State Assistance

Emergency assistance to local governments is available from the State and Federal governments when specific conditions are met. Some resources and assistance may be obtained without a local declaration of an emergency. Other resources and assistance require the Board of County Commissioners to declare that an emergency exists through a formal proclamation. Additional resources and assistance are available after the Governor declares a “State of Emergency.” Significant Federal resources and assistance become available if the President of the United States proclaims a Presidential Declaration.

1.7.2.1 Criteria

- a. Are resources deployed and/or obtained within local and State budgets determined to be sufficient to mitigate and eliminate the threat to life and property?
- b. Has the economy of the County been impaired beyond its capability to recover?

1.7.2.2 Procedure

- a. Plan and outline necessary resources that cannot be obtained locally.
- b. Obtain information on available funding mechanisms, laws, and ordinances.
- c. Contact the Nevada Division of Emergency Management (NDEM).
- d. Describe the situation.
 - 1. Provide a copy of the Rapid Assessment information to NDEM for review.
- e. Order resources necessary for appropriate response.
 - 1. Channel all requests through a central point of contact within the County.
 - 2. Remember that generally the County is initially responsible for costs of the resources obtained from the State.
- f. Plan for receipt of resources.
 - 1. Staging area(s).
 - 2. Distribution points.

1.7.3 Federal Assistance

Pursuant to Title 44, Code of Federal Regulations, the Governor may request that the President of the United States issue an emergency or a major disaster declaration. Before making a request, the Governor must declare a state of emergency and ensure that all appropriate state and local actions have been taken.

If the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, Federal assistance may be requested. NDEM coordinates all requests for Federal

assistance through the NVOC. FEMA coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework (NRF).

1.7.4 Available Resources

a. Without a local declaration:

1. Within the regular duties, budget, and authority of State and Federal agencies.
2. County may incur expenses for some or all resources.
3. Requests are made through:
 - Existing agreements with agencies.
 - Nevada Division of Emergency Management (NDEM).

b. With a local declaration:

1. To augment local efforts in providing for life safety activities.
2. Expenses are generally the responsibility of the County.
3. Limited State resources are available at little to no cost, provided they are coordinated within normal State agency budget requirements.
4. Requests are coordinated through the Nevada Division of Emergency Management

c. With a state declaration:

1. All available State resources may be used for response and recovery efforts.
2. Resources are ordinarily provided from within the budget of a state agency coordinating resources.
3. The Governor's Emergency Contingency Fund may be used to augment budget and resource deficiencies.
4. Monetary resources are available through NRS 353,2705.2771 to provide for shortfalls in resource funding and recovery needs for public property.

d. With a Presidential declaration:

1. All Federal resources through activation of the National Response Framework.

1.7.5 Disaster Termination

A decision and action to formally terminate the emergency or disaster will be necessary at some time during an emergency event. The criteria and actions associated with the termination process are outlined below.

1.7.5.1 Criteria

- a. When the County determines that emergency or disaster response activities are no longer necessary to save lives and protect property.
- b. Where recovery is the primary concern necessary to reconstruct the infrastructure and to bring normalcy back to the lives of residents.

1.7.5.2 Process

- a. Analyze/identify/confirm that the emergency/disaster can be terminated using the above criteria and other information as available.
- b. The Policy Group (see 4.2.1) will draft a Termination of Emergency Resolution with assistance from the District Attorney and the Emergency Management Team, or EOC as needed, using County forms available from the District Attorney.

1.8 Continuity of Government

To successfully manage an organized response to emergencies, County government must continue to function during and after an emergency. The people to whom responsibilities have been assigned must be available to carry out their duties. If for some reason the primary individuals are not available, alternates must be pre-determined and familiar with their responsibilities.

1.8.1 Lines of Succession

The people to whom responsibilities have been assigned must know their assignments and be available to carry them. The County Emergency Manager will ensure responsible parties, including department leadership, are educated on lines of succession procedures. Emergencies may happen when some critical personnel are absent from the County. The emergency may isolate, incapacitate, or otherwise eliminate some critical personnel. To prepare for this occurrence, each primary County position has a pre-determined sequence of succession. Each person listed in the line of succession should be aware and familiar with his or her potential responsibilities.

<i>Table 1-5 Storey County Lines of Succession</i>	
Board of County Commissioners	Assessor's Office
<ol style="list-style-type: none"> Chairman Vice-Chairman Board Member (by seniority) 	<ol style="list-style-type: none"> Assessor Chief Deputy Assessor TBD
County Manager	Comptroller
<ol style="list-style-type: none"> County Manager Human Resources Director TBD 	<ol style="list-style-type: none"> Comptroller Management Analyst TBD
Clerk/Treasurer	Community Development
<ol style="list-style-type: none"> Clerk-Treasurer Deputy Court Clerk/Admin Asst DMV Administrator/Admin Asst Deputy Treasurer/Admin Asst 	<ol style="list-style-type: none"> Community Development Director TBD
Communications	District Attorney
<ol style="list-style-type: none"> Assistant Sheriff Lead Sr. Communications Specialist TBD 	<ol style="list-style-type: none"> District Attorney Chief Deputy District Attorney TBD
Business & Community Resources	Fire District
<ol style="list-style-type: none"> Business Resource Director Community Resource Coordinator County Grant Manager 	<ol style="list-style-type: none"> Fire Chief Assistant Fire Chief Battalion Chief/Fire Marshal
Emergency Management	Recorder

<ol style="list-style-type: none"> 1. Director 2. Fire Chief 3. County Manager 	<ol style="list-style-type: none"> 1. Recorder 2. Deputy Recorder/Administrative Asst 3. Administrative Assistant
Planning	Information Technology
<ol style="list-style-type: none"> 1. Director 2. TBD 	<ol style="list-style-type: none"> 1. Director 2. TBD
Sheriff	Public Works
<ol style="list-style-type: none"> 1. Sheriff 2. Undersheriff 3. Assistant Sheriff 	<ol style="list-style-type: none"> 1. Director 2. TBD

1.8.2 Preservation of Vital Records

Each County department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment, which if irretrievable, lost, or damaged, will materially impair the agency's ability to conduct business or carry out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems, which should consider the cost of protecting or reconstructing records weighed against the necessity of the information to achieving the agency mission.

For specific information on the protection of vital records go to the County's Records Protection Plan administered by the Recorder/Auditor and considered a supporting plan to this EOP.

1.9 Administration and Logistics

1.9.1 Financial Management

During an emergency, the County may find it necessary to redirect County funds to effectively respond to the incident. This authority rests with the Board of County Commissioners (BOCC). If an incident in the County requires major redirection of County fiscal resources, the BOCC will:

- Meet in emergency session to decide how to respond to the emergency funding needs.
- Declare a State of Emergency and request assistance through the State.
- If a quorum of Commissioners cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Manager (or designee) may act on emergency funding requests. The BOCC will be advised of such actions as soon as practical.

The County Comptroller coordinates all finance and purchasing activities with the support of the County Clerk/Treasurer. Expenditure reports should be submitted to the Comptroller to identify budgetary shortfalls. The Comptroller will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public

Assistance reimbursement requests. During activation of the County EOC, financial management will be handled by the Finance and Administration Section, staffed by the Comptroller. The Finance Section will:

- a. Obtain project number to track expenditures.
- b. Obtain petty cash for incidental EOC needs.
- c. Communicate Emergency Purchasing Procedures to all EOC staff.
- d. Follow County policy for emergency purchasing.
- e. Ensure records are maintained of emergency related expenditures.
- f. Help set priorities and coordinate available resources.
- g. Review FEMA procedures and requirements.
- h. Develop staffing availability and schedule.

1.9.2 Legal Support and Liability Issues

Legal support for emergency operations in Storey County is provided by the County District Attorney (DA) with support from the County Clerk/Treasurer. The DA will advise staff of necessary legal actions related to response and recovery efforts.

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.3 Reporting and Documentation

Proper documentation and reporting during an emergency are critical for the County to receive reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- a. Incident and damage assessment reports.
- b. Incident command logs.
- c. Cost recovery forms.
- d. Incident critiques and After-Action Reports (AARs).

Costs will be documented in accordance with the County's existing procedures for financial accounting during emergencies.

Agencies and organizations involved in emergency incidents are responsible for maintaining their own records of expenditures incurred for the support of subsequent claims and should submit their claims and supporting information to the Storey County Comptroller for consolidation and subsequent submittal to the appropriate entity.

1.9.4 Cost Recovery

Storey County will generally seek the recovery of costs incurred for the response, abatement, and mitigation of hazardous materials releases and other emergencies where a culpable responsible party is identified. The Storey County Code, Section 2.20.090, provides authorization and sets forth the procedure for cost recovery.

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their Department Head or supervisor within the first 24 hours following an incident. Emergency 911 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans should establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies, such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency.

2. Situation and Planning Assumptions

2.1 Situation

Potentially Storey County may be exposed to many hazards, any of which have the potential to cause damage and create casualties which could disrupt the community. Possible natural hazards include droughts, floods, earthquakes, windstorms, wildfires, volcano, avalanche/landslide, and winter storms. Human caused incidents such as a nuclear, biochemical, or conventional terrorism attacks may occur as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, utility failure, and major transportation accidents.

2.1.1 Community Profile

This section describes the history, location, and geography of Storey County, as well as its governmental structure, demographic information, and current land use and development trends.

2.1.1.1 History, Location, and Geography

Storey County is in northwestern Nevada, bordered on the west and north by Washoe County, and on the east and south by Lyon County. The Truckee River Basin and Carson River Basin, along with associated streams, are the primary drainage systems within Storey County. The major transportation route to Virginia City is State Route 341, intersecting U.S. 395 near Reno via Geiger Grade and U.S. 50, southwest in Carson City. Interstate 80 (I-80) is 23 miles to the northwest in Reno. With 264 square miles of total land area, Storey County accounts for less than one-quarter of one percent of the State's total land area.

2.1.1.2 Government

The Storey County Board of County Commissioners (BOCC) consists of three elected members. Each Commissioner is required to reside in one of three districts, which are equally divided among the County's population based on the census. Storey County does not have any incorporated jurisdictions. The County Master Plan identifies six population districts for planning purposes and the Nevada Division of Water Resources identifies five. As the County's governing board, the Board has vast responsibilities spanning from budgeting to policy enactment and enforcement.

2.1.1.3 Demographics

The 2022 U.S. Census QuickFacts estimates the total County population at 4,170. From April 1, 2020, to July 1, 2022, the percentage of change was an increase of 1.8%, there was a 2.4% increase for the State of Nevada during this same timeframe. Based on the U.S. Census 2022 estimates, the population profile for Storey County resembles the following: Individuals under 5 years of age account for 2.3% of the population, while 12.4% of the population is under 18 years of age, and 34.3% of the population is 65 years old or over.

2.1.1.4 Land Use and Development Trends

Storey County's Master Plan examines the development of six primary population areas:

Tahoe Reno Industrial District: Tahoe Reno Industrial Center (TRI) is a 107,000-acre park that encompasses a developable 30,000-acre industrial complex with pre-approved industrial and manufacturing uses. Approximately 20 million square feet of industrial space currently exists and is used by over 130 companies. Parcels range from 0.5 acres to over 5,000 acres. TRI provides for the presence of many potential resources and equipment for use during emergency operations, but also presents a potential increase to the community's overall risk.

Highlands District: The Highlands District is a residential district located north of Virginia City. Primary routes to access this area are Cartwright Road and Lousetown Road off State Highway 341. This district is heavily vegetated and is at high risk for wildland urban interface fire incidents.

Lockwood District: The Lockwood District encompasses the community of Lockwood off Interstate 80 in northern Storey County. The geography is dominated by the Truckee River and the surrounding slopes of the Truckee River canyon. The district includes a sensitive environmental area along the Truckee River. Industrial, commercial, and housing-related land uses are present in the area. The population is concentrated along the Interstate 80 and Union Pacific railroad transportation corridor.

Mark Twain Estates District: The Mark Twain Estates District is a residential district located east of Virginia City on the Lyon County line. This district is considered a 'bedroom community' to Carson City and Reno.

Virginia City/Gold Hill District: The Virginia City/Gold Hill District includes urban development of housing and commercial/industrial uses, as well as undeveloped range lands. Most of the area's population is concentrated in Virginia City. This area is a popular tourist attraction and is host to more than a million visitors annually, with some events seeing more than 7,500 tourists. The area's main geographic features include the east slope of the Virginia Range, and some environmentally sensitive areas (e.g., ephemeral streams, reservoirs, etc.) are in the vicinity as well. The major transportation routes for this area are State Routes 341 and 342, and DSR 79 (Six Mile Canyon Road). Virginia City is a National Historic District and issues of historic preservation should be considered during an emergency.

Painted Rock District: The Painted Rock District serves as an access point to the Derby Dam off Interstate 80. It has a small residential population, and the main hazardous materials concerns would be either transportation related (road/rail) or agricultural.

All the districts are within two miles of the County boundary; none are in the interior. With few exceptions, all the population of the County is in these six districts.

Unlike most of Nevada, where 87% is managed by Federal agencies, more than 90% Storey County is privately owned.

2.1.2 Threat/Hazard Identification

Through the hazard mitigation planning process, the County has identified the following natural and human caused disasters as potential significant hazards:

Table 2-1 Hazard Extent Classification			
Hazard Type	Frequency	Magnitude	Average Score
Earthquakes	Low	High	7/10
Epidemic	Low	Low	2.3/10
Flood	High	High	5/10
Severe Weather	High	Moderate	4.6/10
Wildfire	High	High	6.4/10
Hazardous Material	Moderate	Low	4.33/10
Terrorism	Low	High	4/10
Drought	Moderate	Low	4.33/10
Volcano	Low	High	3.67/10
Transportation Accident	Moderate	Moderate	5/10
Utility Failure	Moderate	Moderate	2.67/10
Avalanche/Landslide	Low	Moderate	4.22/10

See the Storey County Hazard Mitigation Plan for more information regarding natural hazards for the area.

2.1.2.1 Avalanche

A snow avalanche is a swift, downhill-moving snow mass. The amount of damage is related to the size of the slide, type of avalanche, the composition and consistency of the material in the avalanche, the force and velocity of the flow, and the avalanche path. Avalanches usually occur on slopes 35 to 60 degrees and can occur on slopes of 25 to 35 degrees. The slope of Virginia City (30 to 35 degrees) indicates it is possible for an avalanche to occur there. The Geiger Grade slope (approximately 5 degrees) is significantly less likely to occur with any regularity.

2.1.2.2 Dam Failure and Ditches

Dam, ditch, and retention basin failures can result in the unintended releases or surges of impounded water resulting in downstream flooding. The high-velocity, debris-laden wall of water released from dam failures results in the potential for human casualties, economic loss, lifeline disruption, and environmental damage. Dam failures may involve either the total collapse of a dam, or other hazardous situations such as damaged spillways, overtopping from prolonged rainfall, or unintended consequences from normal operations. Severe storms with unusually high amounts of rainfall within a drainage basin, earthquakes, or landslides may cause or increase the severity of dam failure.

The Nevada Division of Water Resources lists six dams in Storey County. Of these dams, two are considered “high hazard,” one is considered “significant hazard,” and three are considered “low hazard.” The two high-hazard dams are privately owned and not considered to pose a significant threat to life or property. The first high-hazard dam is owned by the Tahoe Reno Industrial Center located approximately seven miles east of the Reno-Sparks area on 1-80. The second high-hazard dam is owned by the United Mining Company and is in the Virginia City vicinity. Based on frequency of flooding in the past, the probability of future, damaging floods is high.

2.1.2.3 Drought

Drought is a prolonged period of dryness in which less precipitation than expected or needed occurs in a geographic location or climate over an extended period. For much of human history, drought and its devastations have been seen as an unpredictable, unavoidable calamity. However, that viewpoint is giving way to the recognition that climatic fluctuations occur everywhere and that periods of low precipitation are a normal, recurrent feature of climate.

Drought is commonly referenced in terms of its effects on crops, but crop damage or failure is only one of the effects of drought. Losses caused by drought range from direct environmental effects (e.g., crop loss or failure, livestock death or decreased production, wildland fire, impaired productivity of forest land, damage to fish habitat, loss of wetlands, and air quality effects) to social effects (e.g., economic, and physical hardship and increased stress on residents of a drought-stricken area).

Drought has a high probability of occurring in Storey County as shown by the historical records of each cycle varying in intensity.

See the Nevada State Drought Response Plan for additional information on this hazard.

2.1.2.4 Earthquake

An earthquake is a sudden motion or trembling caused by a release of strain accumulated within or along the edge of the earth's tectonic plates. The effects of an earthquake can be felt far beyond the site of its occurrence. Earthquakes usually occur without warning and after just a few seconds, can cause massive damage and extensive casualties. The most common effect of earthquakes is ground motion, or the vibration or shaking of the ground during an earthquake.

There are at least 30 faults that could cause damage in the Reno-Carson City-Storey-Douglas region; however, it is the Mount Rose fault zone specifically profiled for this region in the publication, *Living with Earthquakes in Nevada* (developed by the Nevada Seismological Lab at the University of Nevada, Reno). Additionally, this fault was selected to profile in the (Hazards U.S.–Multi Hazard) (HAZUS-MH) earthquake model. As described in *Living with Earthquakes in Nevada*, the Mount Rose fault zone has a potential earthquake magnitude of 7.1, is 25 miles in length with a slip rate per year of 0.2 to 0.4 and averages about 2,000 to 10,000 years between earthquakes. Virginia City in Storey County is ranked third in the State for an 80 percent probability of a 5.5 magnitude earthquake to occur over the next 50 years, as described in the latest HAZUS modeling developed.

2.1.2.5 Epidemic

A disease is a pathological (unhealthy or ill) condition of a living organism or part of the organism that is characterized by an identifiable group of symptoms or signs. A disease can affect any living organism, including people, animals, and plants, and directly (via infection) and indirectly (via secondary impacts) harm these living things. An epidemic is a disease that affects an unexpected number of people or sentinel animals at one time.

While the West Nile Virus and Norovirus have been reported in Nevada, there have been no recorded outbreaks in Storey County. However, the large number of tourists that visit the County

and daily flux of people to and from the TRI area elevate the risk of an epidemic as seen during COVID-19.

2.1.2.6 Expansive Soils

Soils and soft rock that tend to swell or shrink because of changes in moisture content are commonly known as expansive soils. Changes in soil volume present a hazard primarily to structures built on top of expansive soils. The most extensive damage occurs to highways and streets.

According to the Nevada Bureau of Mines and Geology, the Comstock area, which is described as located primarily within the interior of the County, poses concern for expansive soil risks. The Nevada Bureau of Mines and Geology maintains expansive soil hazard maps and vulnerability data.

2.1.2.7 Flash Floods

Flash floods typically originate from slow-moving storms that can generate immense volumes of rainfall and a rapid rise in water levels. The flash floods themselves quickly reach high velocities, and often carry debris. Flash floods can strike a community with little to no warning within six hours of heavy rain or rain and snowmelt, dam or levee failure and may bring 10 to 20 feet of water. These events can move boulders the size of small cars, uproot trees, destroy structures and facilities, erode roadways, sweep away vehicles, and create new water channels. An erodibility index (the sensitivity of soils to the effects of wind and water on the soil structure) will greatly determine the soil's water and wind erosion potential as well as the impact from heavy rains and flash floods. Flash flood intensity is proportionate to rainfall intensity and duration, and is affected by watershed steepness and vegetation, stream gradient, natural and artificial flood storage areas, and streambed and floodplain configurations. Urban areas are more vulnerable to flash flooding because of development, land clearing, drainage system construction, and unobstructed channels such as roads, parking lots and ditches. Wildfires may also contribute to flash floods and landslides by removing vegetation and altering soil conditions.

Flash floods have occurred along the Truckee River, affecting the communities of Lockwood and Patrick, causing minor mudslides, and leaving 4 to 5 inches of debris on roads in the area. Flash floods have occurred down Long Valley Creek affecting the Rainbow Bend subdivision. In the southern portion of the County, Gold Hill, and the Mark Twain/Six-Mile Canyon area commonly experiences flash floods, washing out bridges and leaving flooding debris in the roadways. Flash floods have occurred in the Geiger Grade area, where boulders were washed onto the road, and in the Virginia City Highlands area where in 20 minutes, 1.23 inches of rain fell, washing out roads and delaying the transport of fire equipment. Based on previous occurrences, Storey County can expect to experience a damaging flash flood every two years.

2.1.2.8 Riverine Floods

Riverine floodplains range from narrow, confined channels in the steep valleys of mountainous and hilly regions to wide, flat areas in plains and coastal regions. The amount of water in the floodplain is a function of the size and topography of the contributing watershed, the regional and local climate, and land-use characteristics. Flooding in steep, mountainous areas is usually

confined, strikes with less warning time, and has a short duration. Larger rivers typically have longer, more predictable, flooding sequences and broad floodplains. Localized flooding may occur outside of recognized drainage channels or delineated floodplains because of a combination of locally heavy precipitation, increased surface runoff, and inadequate facilities for drainage and stormwater conveyance. Such events frequently occur in flat areas and in urbanized areas with large impermeable surfaces. Local drainage may result in “nuisance flooding,” in which streets or parking lots are temporarily closed and minor property damage occurs.

The principal source of flooding in Storey County is the Long Valley Creek. The Truckee River is located along the northern border between Storey and Washoe Counties. Although the Truckee River generates a damaging flood roughly every ten years, the damage is usually in Washoe County. However, on those occasions when the damage flows into Storey County, residential and business structures generally between Lockwood and Clark are affected due to the Long Valley Creek being unable to drain into the Truckee River. In the southern portion of the County flooding is mapped in the Gold Hill and Six Mile Canyon areas.

2.1.2.9 Hailstorm

Hail develops within a low-pressure front as warm air rises rapidly in the upper atmosphere and is subsequently cooled, leading to the formation of ice crystals. This cycle continues until the hailstone is too heavy to be lifted by the updraft winds and falls to the earth. The higher the temperature at the earth’s surface, the stronger the updraft, thereby increasing the amount of time the hailstones are developed. As hailstones are suspended longer within the atmosphere, they become larger. Other factors impacting the size of hailstones include storm-scale wind profile, elevation of freezing level, and the mean temperature and relative humidity of the downdraft air. Hail can occur as part of a severe thunderstorm.

Hail is known locally to occur annually during thunderstorm events. Based on the recorded occurrences in Storey County, the location, extent, and probability of future hailstorm events can be estimated to occur approximately every five to seven years somewhere within the County boundaries but not to such a degree as to cause damages or warrant a state declaration.

2.1.2.10 Hazardous Materials Events

Hazardous materials include hundreds of substances that pose a significant risk to humans. These substances may be highly toxic, reactive, corrosive, flammable, radioactive, or infectious.

In Storey County, a hazardous materials event is most likely to occur along the major transportation corridors, including State Route 341, the Geiger Grade, I-80, and railroad tracks. Trucks and rail cars that use these transportation corridors and railroad tracks commonly carry a variety of hazardous materials, including gasoline and other petroleum products, along with other chemicals known to cause human health problems. Another possibility of hazardous material releases is from any number of businesses located at the Tahoe-Reno Industrial Center (TRI) in McCarran just south of I-80. A fire station was built and is currently operational at the TRI complex.

2.1.2.11 Caving Ground (Mine Collapse)

The area around abandoned mine openings and open pits can be weak and cave-in without

warning. Cave-ins are obviously dangerous. Areas that are likely to cave-in are often hard to detect. A minor disturbance, such as vibrations caused by walking or speaking, may cause a cave-in. The top of a mine shaft is especially dangerous. The rock at the surface is often decomposed and timbers may be decayed or missing; therefore, walking anywhere near a shaft opening should be avoided. The whole area is often ready and waiting to slide into the shaft, which can be hundreds of feet deep.

The Nevada Division of Minerals has inventoried 175 abandoned mine hazard locations between 1989 and June 10, 2009, in Storey County. Each of the 175 sites are provided with an individual identification number and includes the geo-address, rank for each hazard to include degree and type, as well as providing details of the mine visibility. All sites include a detailed description of the status of the hazard at the time of the inspection. There are approximately an additional 30 more category descriptions for each hazard site. Although the data collected on each hazard site are extensive, the Nevada Division of Minerals states they have only a portion of the estimated sites inventoried. With the mining history past and present so densely concentrated in the Virginia City and Gold Hill areas abandoned mines are acknowledged to be a current hazard and one that will persist well into the future. Without an in-depth study not only in Storey County but throughout the State of Nevada the extent of the risk to life and property has not yet been fully defined but can only be speculated upon considering the deepest of the known shafts are measured at 3,300 feet.

2.1.2.12 Severe Winter Storm

Winter storms can bring heavy rain or snow, high winds, extreme cold, and ice storms. In Nevada, winter storms begin with cyclonic weather systems in the northern Pacific Ocean or Aleutian Islands that can cause massive low-pressure storm systems to sweep across the western states. Winter storms plunge southward from Arctic regions and drop heavy amounts of snow and ice. The severity of winter storms is generally minor. However, a heavy accumulation of ice can create hazardous conditions. Additionally, a large winter-storm event can also cause exceptionally high rainfall that persists for days, resulting in heavy flooding.

In Storey County, snowstorms occur on an annual basis during the winter months of December through March; July and August are the only months in which there are no days registering even trace amounts of snow.

2.1.2.13 Terrorism

Throughout human history, there have been many threats to the security of nations. These threats have brought large-scale losses of life, the destruction of property, widespread illness and injury, the displacement of large numbers of people, and devastating economic loss. Such actions fall within the realm of terrorism.

Acts of terrorism include threats of terrorism; assassinations; kidnappings; hijackings; bomb scares and bombings; cyber-attacks (computer-based); and the use of chemical, biological, nuclear, and radiological weapons.

High-risk targets for acts of terrorism include both military and civilian governmental facilities, international airports, large cities, and high-profile landmarks. Terrorists might also target large

public gatherings, water and food supplies, utilities, and corporate centers. Furthermore, terrorists can spread fear by sending explosives or chemical and biological agents through the mail.

There are two known events to have occurred in Storey County. An incident occurred in the River District (now TRI) where valves were knocked off railroad tank cars causing a release. The incident was classified as property damage with terrorism implications. An FBI investigation was initiated when a radiological device was stolen from the Reno area and recovered in the Lockwood area of Storey County where it had been hidden. The Lockwood area is west of TRI.

2.1.2.14 Wildfire

A wildfire is a type of fire that spreads by consumption of vegetation. It often begins unnoticed, spreads quickly, and is usually signaled by dense smoke that may be visible from miles around. Wildfires can be caused by human activities, such as arson or campfires, or by natural events such as lightning. Wildfires are not confined to forests but can easily ignite in other areas with ample vegetation, such as sagebrush or cheatgrass. Additionally, wildfires can be classified as urban fires, interface or intermix fires, and prescribed fires.

Nevada is susceptible to wildfires from weather that may range from prolonged periods of drought to periods that are marked by above-average precipitation. Storey County is susceptible to this hazard, particularly in wildland urban interface areas such as the Highlands District.

2.1.2.15 Wind

Winds are horizontal flows of air that blow from areas of high pressure to areas of low pressure. Wind strength depends on the difference between the high- and low-pressure systems and the distance between them. Therefore, a steep pressure gradient causing strong winds can result from a large pressure difference or a short distance between a high- and low-pressure system or a combination of these factors.

Wind and windstorms are common events in Nevada. The Sierra Nevada and the ranges of Nevada are well exposed to the upper-air winds and therefore experience a winter maximum wind power. Where the mountain ranges and ridgelines are oriented perpendicular to the free-air flow, these winds may be further enhanced. Additionally, these ranges are large enough to separate adjacent air basins. The unequal heating of these basins during spring and summer produces airflow over some of these barriers. This flow results in wind speeds that are higher than those that would be found if only the upper-air winds produced the wind resource of the mountains.

Overall, the wind hazard in Storey County has been perceived as a low-risk hazard, because the impact is small in scope compared to that of flash floods or earthquakes. As the communities throughout Storey County continue to grow, reported wind damages may begin to occur more.

2.2 Capability Assessment

Table 2-2 Core Capabilities by Mission Area				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection		Community Resilience Long-Term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazard Identification	Infrastructure Systems	
Forensics and Attribution	Access Control and Identify Verification Cybersecurity Physical Protective Measures Risk Management for Protection Programs and Activities Supply Chain Integrity and Security		Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management Mass Care Services Mass Search and Rescue Operations On-Scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Natural and Cultural Resources

The availability of the County's physical and staff resources may limit the County's capability to conduct short and long-term response actions on an independent basis. County response

capabilities are also limited during periods when essential staff is on vacation, sick, or under furlough due to budgetary constraints. Table 2-2 identifies the five mission areas and their respective core capabilities as identified in the federal National Preparedness Goal.

2.3 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) are owned and operated by the County or local partners and are essential to the County's security, public health and safety, and its economic vitality. CIKR includes the assets, systems, networks, and functions that provide vital services to the county, state, region, and nation. Emergencies, natural hazards, and terrorist attacks on CIKR could significantly disrupt those activities, produce cascading effects and result in large-scale human suffering, property destruction, economic loss and damage public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

- a. Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic and/or water reactive materials.
- b. Government facilities, such as departments, agencies, and administrative offices.
- c. Housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- d. Sheriff's Department and substations, fire stations, vehicle and equipment storage facilities, and emergency operations centers.
- e. Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.

2.4 Assumptions and Limitations

2.4.1 Assumptions

The following assumptions have been made in the process of formulating this plan:

- a. Emergencies and disasters will affect Storey County, some of which may exceed the County's capabilities to provide timely and effective response to meet the needs of the community.
- b. Emergency incidents will require coordinated and timely response from Storey County's emergency responders, the private sector, and other entities.
- c. Agencies within Storey County may not be able to provide all necessary response personnel and equipment to mitigate emergencies.
- d. Storey County will seek cooperative assistance from regional partners and key stakeholders to implement this plan.
- e. Most minor emergencies will be handled routinely by local emergency response agencies.
- f. Most moderate emergencies will be handled at the field level under established local procedures with some outside resources.
- g. Most major emergencies will involve significant local personnel and resources, and substantial assistance from outside resources, including other governmental and private entities.

- h. Essential County services will be maintained as conditions permit.
- i. A major emergency or disaster may cause damage to buildings, roads and/or utilities. This damage may severely hamper emergency response and disrupt County services. Some areas may be inaccessible for some time and utilities may be disrupted for an extended period.
- j. The circumstances that determine the outcome of emergency incidents are so numerous and unpredictable that the environment in which an emergency response may occur is uncertain.
- k. State support of local emergency operations will be based on the principle of self-help. County government will be responsible for using all available local resources as a prerequisite for requesting assistance from the State.
- l. The County, its departments, and organizations, will initiate and perform those activities needed to save lives, protect people, and minimize impacts to property and the environment. These activities will occur before formal notification, and during response, relief, and recovery operations.
- m. Some residents will develop individual and family disaster plans and maintain essential supplies to be self-sustaining for a minimum of 72 hours.
- n. Some neighborhoods will form groups to help each other.
- o. Spontaneous response by residents will occur. Such responses can be used and directed to form coordinated actions supporting County efforts.
- p. Storey County, the Storey County Emergency Management Department, and the Storey County Local Emergency Planning Committee will continue to develop, revise, and improve this Plan.
- q. Some businesses will develop plans for emergencies, disasters, and business resumption.
- r. Some businesses will develop and coordinate their emergency plans and procedures to care for their employees, visitors, guests, and tourists.

2.4.2 Limitations

Storey County and the emergency response agencies within the County recognize they may have significant limitations regarding emergency incidents.

- a. The County and the emergency response agencies cannot guarantee that they will be able to respond in the manner set forth in this plan or as they would hope to do in any given emergency. The effects of an emergency may damage, destroy, or overwhelm their facilities and resources.
- b. The County and emergency response agencies intend to make all reasonable effort to respond in accordance with this plan, within the limitations of the specific incident(s), and with the information and resources available. The County and local emergency response agencies may not have all the resources needed to adequately respond to significant emergency incidents. The County will require the assistance of the public, other neighboring jurisdictions, State, and Federal organizations.
- c. County and local emergency response agencies' support for this plan and other related emergency management functions is limited by available funding, staffing, and competing needs. Services and response levels may be less than those planned for due to funding and staffing constraints.

3. CONCEPT OF OPERATION

3.1 General

The primary responsibility for the response to and recovery from major emergencies and disasters rests with local government. Storey County intends to act and seek assistance as necessary to limit the effects of emergencies on life safety, property protection and protection of the environment.

Highlighted below are basic concepts that guide the County's emergency management activities:

- a. The preservation of life shall take precedence over property and environmental protection.
- b. Activities across all emergency management mission areas will be initiated, coordinated, and managed in accordance with the procedures, organizational structure, management system, strategies and concepts specified in this plan and its related documents. County departments and agencies will perform the emergency and management functions set forth in this plan.
- c. Emergency activities will be initiated and conducted by Storey County and its agencies to the full extent of their resource capabilities, including resources available through cooperative aid agreements.
- d. The County may request State and/or Federal assistance through the Nevada Division of Emergency Management when County resources are not adequate to effectively respond to a situation.
- e. Both the community's general approach to emergencies and more specific response actions reflects the community's personnel, training, equipment, and other resource limitations. Roles and responsibilities outlined for functions and/or agencies may include tasks that must be performed by outside resources.
- f. All actions taken are to be commensurate with the emergency or incident hazards and personnel, training, and equipment limitations.
- g. The County, or its authorized agencies, upon approval of the Board of County Commissioners, may establish necessary supplemental and cooperative aid agreements to augment effective emergency response and recovery.

3.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an Emergency Operations Plan and is focused on response and short-term recovery actions. Nevertheless, this EOP impacts and is informed by activities conducted before and after any emergency operations take place and is designed to assist the County in the following five mission areas:

- a. **Preventing**, avoiding, or stopping a threatened or an actual incident.
- b. **Protecting** residents, visitors and assets against the greatest threats and hazards in a manner that allows County interests, aspirations, and way of life to thrive.
- c. **Mitigating** the loss of life and property by lessening the impact of future disasters.

- d. **Responding** quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- e. **Recovering** through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of the community when affected by a disaster.

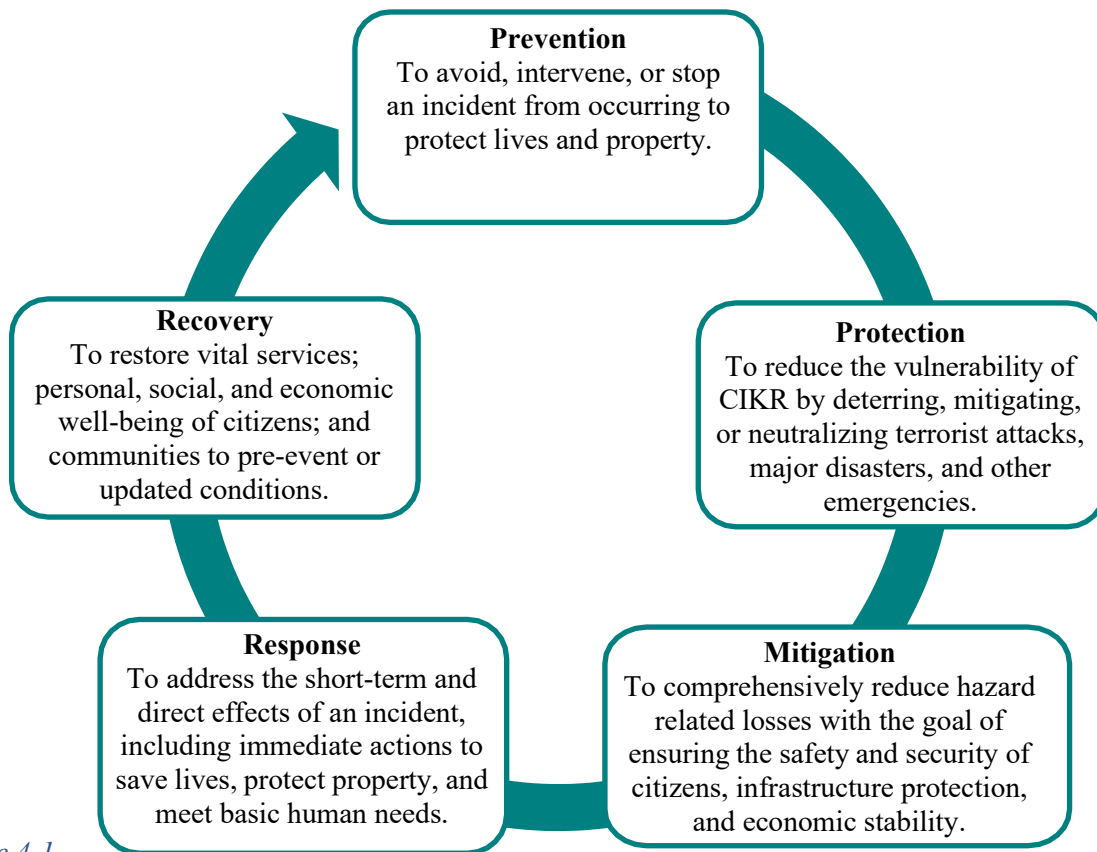


Figure 4-1
Emergency Management Mission Areas

3.3 County Emergency Levels

Storey County uses the emergency levels illustrated in Table 3-1 as thresholds upon which it will activate its EMO.

Table 3-1 Storey County Emergency Level Activation Guidelines

Emergency Level	Event/Situation	Activation	Members
Minor	Developing situation or event that may eventually pose a significant threat or require the response of multiple County agencies	By Emergency Management Director	As requested, or needed
	Unusual occurrences with severe potential impacts on public health and safety and/or the environment	By Emergency Management Director	As requested, or needed
	Severe Weather Issuance	By Emergency Management Director	As requested, or needed
	Significant incident involving two or more departments	By Emergency Management Director or Incident Commander	As requested, or needed
	Earthquake Advisory/Prediction Level One	By Emergency Management Director	As requested, or needed
	Incident requiring limited coordination and/or support assistance	As requested by Incident Commander or Department Head	As requested, or needed
Moderate	Situation where there is a need to determine if EOC activation is needed	By Emergency Management Director or Incident Commander	As requested, or needed
	To assist the EOC Manager with advice, analysis, technical information, and coordination	By the EOC Manager	As requested, or needed
Major	To assist the EOC Manager with advice, analysis, technical information, and coordination	By the EOC Manager	As requested, or needed

3.4 Response Priorities

Response activities are taken immediately after an incident and a transition into recovery activities will take place as soon as conditions permit. Both response and recovery activities can take place concurrently until the life safety and protective actions are completed.

- a. **Lifesaving:** Efforts to save lives and implement operations to minimize risks to public health and safety.
- b. **Property:** Actions to reduce impacts to critical infrastructure and key resources and minimize property damage.
- c. **Environment:** Activities to mitigate long-term impacts to the environment.

3.4.1 Short-Term Recovery

It is the responsibility of government to assist the public and private sector with recovery from disaster. A widespread disaster will likely impact the ability of businesses to function, disrupt employment, interrupt government services and impact tax revenues. Recovery is one of the four phases of emergency management. This EOP is not a recovery plan; that document is separate. However, both response and recovery activities often take place concurrently until life safety and protective actions are completed. Recovery operations are the actions taken to protect lives and property while helping impacted areas of the County meet basic needs and resume self-sufficiency, returning to a “new normal” for the community.

- a. **Damage Assessment:** Determine structure impacts to the County.
- b. **Debris Removal:** Coordination of debris collection and removal.
- c. **Infrastructure Restoration:** Coordination of repair and restoration activities.

Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities and power, as well as garbage and debris removal. These functions must recover early in the incident to support life, health, and safety of the population, and to support response missions.

3.5 Incident Management

Upon implementation of all or part of this EOP, the Incident Commander (or designee) will immediately take the following actions:

- a. Alert threatened populations and initiate evacuation as necessary.
- b. Initiate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated.
- c. Instruct appropriate County emergency service providers to activate necessary resources.
- d. Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
- e. Request the Board of County Commissioners to prepare and submit a formal declaration of emergency through the County Emergency Management Department when it is determined that local resources will not meet the needs of local emergency operations.
- f. Prepare to staff the County EOC as appropriate for the incident with maximum 12- hour shifts.

- g. County personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency.

3.5.1 Activation

When an emergency arises and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Incident Commander will recommend implementation of all or part of this EOP. In addition, the Incident Commander may request activation of the County EOC based on an emergency's type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. Concurrently, all involved County emergency services will implement their respective plans, procedures, and processes and will provide the EOC with the following information:

- a. Operational status.
- b. Readiness and availability of essential resources.
- c. Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- d. Significant concerns and issues dealing with potential or actual loss of life or property.

3.5.2 Notification and Warning

Notification includes all initial actions necessary to inform local, state, and federal response and regulatory agencies that a hazardous materials incident has occurred. It is imperative that all responding agencies and facilities coordinate their efforts for a safe and effective response.

- a. The first person aware of a possible incident should contact Storey County Communications Center, usually via 9-1-1.
- b. The dispatcher should follow Standard Operating Guidelines (SOGs) to dispatch first responder units to the scene according to the reported nature of the call and Notification and Response Levels listed below. The Communications Center will initiate the notification of additional response agencies as required.
- c. When the potential or existence of an emergency incident is confirmed, the incident command should request notification of applicable outside agencies and request appropriate additional assistance through the Communications Center.

Upon determination of the appropriate incident level, Storey County will make the notifications and activations described in Table 3-2.

Table 3-2 *Emergency Level Notification Guidelines*

Level	Description	Criteria	Notifications and Activations
3	MINOR EMERGENCY -- may be handled within the normal day-to-day organization and procedures of the County.	Can be handled within capabilities of initial responders.	<ul style="list-style-type: none"> • Storey County Fire Protection District • Storey County Sheriff's Office • Other Law Enforcement with jurisdiction • Appropriate County Departments • Appropriate Utilities • Notifications per specific plans/procedures
2	MODERATE EMERGENCY -- has special characteristics, affects large numbers of people, or affects a large area requiring resources outside the County's normal emergency response organization.	More complex, usually requires significant resource commitment and/or expertise beyond normal capabilities of County response agencies.	<ul style="list-style-type: none"> • First Responders (Per Level 1) • Special Response Teams or Mutual Aid Resources per normal procedures • County Emergency Management Department • NV Division of Emergency Management • County Manager • Board of County Commissioners • County EOC personnel as needed. • Other personnel and agencies as needed
1	MAJOR EMERGENCY -- significantly exceeds local capabilities, affects sizeable portion of the County's population or area, has, or is expected to have considerable impact on lives, property, the environment and/or public health	Most complex, usually requires major resource commitment beyond normal local/mutual aid response capabilities, and/or state and federal agency intervention	<ul style="list-style-type: none"> • First Responders (Per Levels 1 & 2) • Special Response Teams or Mutual Aid Resources per normal procedures • County Emergency Management Department • NV Division of Emergency Management • County Manager • Board Of County Commissioners • County EOC Personnel • Special Resources as requested. • Federal Agencies as needed. • Other Personnel and Agencies as needed.

Storey County may access the Emergency Alert System (EAS) in accordance with local procedures to provide emergency information across a variety of warning technologies. Decisions to activate the EAS will be made by Authorized Originators (Emergency Management, Law Enforcement, and Fire Services) in consultation with the Public Information Officer and supporting state and federal partners including the National Weather Service.

In addition to the EAS, the County may utilize a series of methods to alert the public of a potential incident. These methods include the following:

- a. National Warning System

- b. AMBER Alert
- c. Silver Alert
- d. National Weather Service
- e. Reverse Dialing System
- f. Local Media Outlets
- g. Route Alert and Door-to-Door Warning
- h. Social Media
- i. Amateur Radio
- j. Sirens and Mobile Public Address Systems
- k. Electronic Signs
- l. Public Health and Medical Warnings

Refer to the Nevada Emergency Alert System Plan and Storey County Emergency Public Warning and Public Information Plan for additional details.

3.5.3 Communications

Emergency communications will conform to the policies and procedures outlined in ESF 2 – Communications.

- a. Communications between the Emergency Operations Center and Incident Commands or the State Emergency Operations Center will be primarily by telephone.
- b. The telephone is the preferred means of communications for on-site to off-site communications. Radio communications will be on frequencies designated in accordance with the emergency event's communications plan. Additional frequencies and nets may be established for emergency communications based on need and the event's communications plan.
- c. In the event of a loss of primary communications, alternate forms of communication will be employed in accordance with the ESF 7 – Logistics Management and Resource Guide.
- d. Communications between responders will generally be by handheld or mobile radios on site.
- e. Radio frequencies will be used in conformance with the information provided in the Emergency Management Logistics Guide. Additional frequencies and nets may be established for emergency communications pursuant to the emergency event's communications plan.
- f. Other responding agencies without the County's emergency radio frequency capabilities will report to the Emergency Operations Center or Incident Command Post(s) to receive compatible radio equipment.

3.5.3.1 Interoperability

To the extent possible, the County will maintain the ability of emergency management/response personnel to communicate within and across agencies and jurisdictions via voice, data, or video in real time, when needed, and when authorized. It is essential that these communications systems be capable of interoperability, as successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies.

Interoperability planning requires accounting for emergency management and incident response contingencies and challenges. Interoperability plans should include considerations of governance, Standard Operating Procedures (SOPs), technology, training and exercises, and usage within the context of the stress and chaos of a major response effort.

Coordinated decision making between agencies and jurisdictions is necessary to establish proper and coherent governance and is critical to achieving interoperability. Agreements and SOPs should clearly articulate the processes, procedures, and protocols necessary to achieve interoperability.

See ESF 2 – Communications for more details.

3.5.4 Information and Planning

Early recognition of hazards, potential risks and emergency situations are essential. Initial responsibility for emergency assessment lies with the first responding units. Responding units should gather, evaluate, and report information regarding the general situation before undertaking actions that would place them in potentially unsafe situations or environments. Ongoing emergency assessment should be conducted as a function of the EOC. Evaluation and information gathering activities are necessary to provide for the public and responders safety and to carry out needed response and recovery activities.

Effective emergency management depends on effective planning activities during an emergency or disaster. Emergency planning is necessary for the collection, evaluation, and dissemination of information to the appropriate emergency responders.

Every emergency needs some type of action plan. For small, short duration emergencies, the plan does not have to be written. For large, extended, or complex emergencies, a plan should be written. Information is needed to understand the current situation, predict a probable course of incident events, and prepare alternate strategies and control operations for the incident. Activities may include the following:

- d. Data gathering and analysis.
- e. Developing alternatives.
- f. Conducting planning meetings.
- g. Preparing action plans.
- h. Preparing After-Action Reports.

3.5.4.1 Situational Awareness

This plan should be implemented within the context of the event or incident the County is facing. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications, and reporting activities, and forecasting or predicting

incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence- and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public. Considerations that may increase the complexity of an event and heighten the need for good situational awareness include:

- a. Impacts to life, property, and the economy.
- b. Community and responder safety.
- c. Potential hazardous materials.
- d. Weather and other environmental influences.
- e. Likelihood of cascading events or incidents.
- f. Potential crime scene (including terrorism).
- g. Political sensitivity, external influences, and media relations.
- h. Area involved and jurisdictional boundaries.

3.5.4.2 Intelligence Gathering

While the Planning Section handles the operational and situational intelligence described above, the Intelligence/Investigations function gathers and reports information related to criminal and terrorist activities. Information handled under this function may lead to the detection, prevention, apprehension, and prosecution of criminal activities (or those involved), including terrorist incidents. It may also help determine the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Gathering timely and accurate outside intelligence and establishing procedures for analyzing that data and distributing it to the right people are both critical to responding to an incident effectively. The County may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command staff, or it may fall to the Planning Section Chief or designee.

Sensitive information may be coordinated through the Nevada Threat Analysis Center (NTAC).

See ESF 5 – Information and Planning for more details.

3.5.5 Resource Management

The Incident Commander has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the Board of County Commissioners has the final allocation authority. The Logistics and Planning Sections have primary responsibility for coordinating the resource management effort.

Under emergency conditions, members of the EOC staff will allocate resources according to the following guidelines:

- a. Deploy resources according to the following priorities:
 - 1. Protection of life.
 - 2. Protection of property.
 - 3. Protection of the environment.
- b. Distribute resources in a manner that provides the most benefit for the number of local

- resources expended.
- c. Coordinate citizen appeals for assistance through the Public Information Officer (PIO) at the EOC. Local media will be used to provide residents with information about where to make these requests.
- d. Escalate the activation of other available resources by activating mutual aid agreements with other jurisdictions.
- e. Should the emergency be of such magnitude that all local resources are committed or expended, request assistance from the State for State and Federal resources.
- f. Activation of State and/or Federal resources will be accomplished in a timely manner through an emergency declaration and request for assistance from the State.

3.5.5.1 Volunteer and Donations Management

County emergency operations are conducted to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents.

The County Emergency Management Department will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the County EOC, with support from the Red Cross, Salvation Army, and other volunteer organizations. These activities are intended to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards. Elements of the County's volunteer and donations management program may include:

- a. Activation of the Volunteer and Donations Management function within the County's emergency management organization to address volunteer and donations management including coordination with neighboring jurisdictions and the State's donation management system.
- b. Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).
- c. Coordination with the State and local volunteer agencies and Volunteer Organizations Active in Disaster groups.
- d. Establishment of facilities such as a warehouse and volunteer reception center.
- e. Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.
- f. Communications support such as coordination of a call center and public information.
- g. Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

3.5.5.2 Resource Typing

The County types its resources through the Statewide Resource Manager Program to better address resource and supply needs during an emergency. Resource typing is a method for standardizing nomenclature, used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

3.5.5.3 Credentialing of Personnel

The County will coordinate efforts around planning for credentialing of personnel with the State of Nevada Division of Emergency Management.

See ESF 7 – Logistics Management & Resource Support for more details.

3.5.6 Cybersecurity

Cyber security is an additional concern during both normal operations and emergency situations. Information Technology (IT) specialists are involved in EOC security protocols, and the following tasks should be addressed:

- a. Development of a cyber security system: Malware and viruses can allow hackers to access confidential and proprietary information within the EOC network. Technology departments are developing cyber security tools to prevent such attacks.
- b. Identified weaknesses throughout the system: IT specialists are identifying areas that are especially prone to attack or have inherent weaknesses. Information stored online can have considerable vulnerability to attacks, and steps are being taken to lessen this vulnerability.
- c. Establishment of web access policies: Personnel are educated on the risks posed by certain types of websites and the risks of opening suspicious emails. In addition, policies are in place to decrease the likelihood of a security breach.

See ESF 17 – Cybersecurity for more details.

3.5.7 Emergency Public Information

Emergency public information involves developing, coordinating, and disseminating information to the public, coordinating officials, and incident management and responders under all hazard conditions. To ensure that appropriate information is distributed to all populations within the community, the EMO will seek to develop public and private partnerships with fixed and mobile service providers, local officials, and State agencies, representatives from access and functional needs populations such as non-English-speakers and the disabled community, staff from nonprofit emergency support organizations, representatives from fixed facilities, third-party emergency alert and telephone notification vendors, and broadcasters. These partnerships help inform overall guidance of emergency public information message development, standards of practice, and evaluation tools, and help refine public information plans and procedures.

The PIO is a member of the Command Staff responsible for interfacing with the public, media, and other agencies during all emergency mission phases. During an emergency, the PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information and is an

important link between the EMO and the community. The information the PIO provides to a community can call people to action, educate, and inform, change behavior and attitudes, create a positive impression of the EMO, and prepare the community for an emergency.

3.5.7.1 Methods of Public Information Dissemination

Clear, accurate, and consistent information must be disseminated to the public during an emergency for the public to take appropriate protective actions. The information must be distributed in a variety of methods to ensure accessibility and comprehensive penetration of the message. Methods of public information dissemination include the following:

- a. **Press releases** – A press release is a prepared written news release that uses current data and information.
- b. **Media briefing or conference** – A briefing is an exchange of information on a single topic and typically includes a question-and-answer period, whereas a conference is a gathering of media where reporters expect to be able to ask questions on a variety of topics.
- c. **Print Media** – Print media, including newspapers and magazines, allow PIOs to disseminate public information, such as detailed information, background, and input from subject matter experts.
- d. **Radio** – In addition to warnings issued by the EAS, radio allows PIOs to release audio clips and sound bites to the public.
- e. **Television** – PIOs may utilize television to disseminate visuals, sound bites, and graphics to the public.
- f. **Internet** – The internet is a dynamic communication conduit that includes webpages, RSS feeds, and email and can be used as a strategic path for sharing information during an emergency.
- g. **Newsletters/Mailers** – Information sent directly to the public can provide details on events and activities as well as background information on the County's emergency management programs.
- h. **Social Media** – Web-based platforms may be used for alerting the public in the sudden onset of and rapidly developing disasters, direct communication with large groups of constituents, building situational awareness, fostering transparency and accountability, obtaining feedback, and responding quickly to rumors and misinformation. Common types of social media are:
 - Blogs
 - Social networking (e.g., Facebook, Twitter)
 - Media sharing (e.g., YouTube, Flickr, Pinterest, Instagram)
 - Wiki
- i. **Call Center** – May be used to divert unnecessary calls away from the 9-1-1 system, gather information to increase situational awareness of the incident, and disseminate emergency public information.

Each distribution method has strengths and weaknesses. The PIO must determine the best methods of media distribution to reach all populations within the County and must ensure that the weakness of each system is covered by the strength of another. Additionally, the PIO must ensure that all communications are accurate, consistent, and coordinated to avoid public confusion. Pre-planning, message maps, easily adapted messages to be recorded, and the creation

of partnerships can help the PIO determine what message formats and dissemination methods will be the most accessible to the population of the County.

See ESF 15 – External Affairs for more details.

3.5.8 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

Access and functional needs (AFN) as defined by the California Office of Access and Functional Needs refers to individuals who are or have:

- a. Physical, developmental, or intellectual disabilities
- b. Chronic conditions or injuries
- c. Limited English proficiency
- d. Older adults
- e. Children
- f. Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit) Pregnant women

Persons with access and functional needs within the County have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. The County will make every effort to comply with Title II of the Americans with Disabilities Act (ADA) and other applicable laws related to emergency and disaster-related programs, services, and activities for individuals with disabilities and with access and functional needs.

3.5.9 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by the affected population. The County will coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal related issues that arise during an emergency.

Additionally, the County will address strategies for the sheltering of persons with pets in accordance with Chapter 414 Nevada Revised Statute, as amended and the Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308, October 6, 2006). A person who uses a service animal must be allowed to bring his or her service animal into a general population or special needs shelter and has the right to be accompanied by a service animal in all areas of a public accommodation. To the extent practicable, a person with a disability who uses a service animal is evacuated, transported, and sheltered together with the service animal during a disaster or emergency.

3.5.10 Demobilization

As an emergency progresses and the immediate response subsides, a transition period will occur

during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with short- and long-term recovery operations.

The EOC Manager, with advice from the Incident Commander, will determine when a State of Emergency no longer exists and will request restoration of normal County functions from the Board of County Commissioners, or designee. Operations can then be terminated.

3.5.11 Transition to Recovery

Once immediate response activities have been completed, the County will turn towards recovery to restore government function and community services. Certain recovery activities may begin prior to the completion of all response activities. For example, restoration of lifeline utilities may commence while emergency sheltering is still ongoing.

It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster may disrupt employment, interrupt government services, impact the ability of businesses to function, and impact tax revenues within the County.

This EOP is not a recovery plan; however, the County recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

Short-term recovery operations take place in the days to weeks following an incident and focus on stabilizing activities. This phase of recovery involves restoring vital services to the community and providing for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on intermediate and long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

Intermediate recovery operations take place in the weeks to months following an incident and focus on rebuilding activities. This phase of recovery involves repairing damaged infrastructure and buildings; providing financial, social, and psychological support to community members; and mitigating future risks.

Long-term recovery operations take place in the months to years following an incident and focus on revitalizing activities. This phase of recovery addresses complete redevelopment and revitalization of the impacted area continued rebuilding activities, and a focus on building self-sufficiency, sustainability, and resilience.

During the recovery period, the County will review and implement mitigation measures, collect lessons learned and share them within the emergency response community, and reassess this EOP, including annexes, to identify any deficiencies and take corrective actions.

Due to unprecedented emergencies and disasters throughout the state, Nevada has begun implementation of the Statewide Resilience Strategy (via Executive Order 2018-4) to take key

lessons learned from these incidents and ensure future recovery efforts build stronger, more resilient communities.

See ESF 14 – Recovery for more information.

4. Roles and Responsibilities

4.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

During a County-declared disaster, control is not relinquished to State authority but remains at the local level for the duration of the event. Some responsibilities may be shared under mutual consent.

Most County departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below, as well as in individual annexes.

4.2 Emergency Management Organization

4.2.1 Policy Group

The Policy Group is composed of the Board of County Commissioners. The Group can be convened to develop executive level policies and facilitate multi-jurisdictional coordination. The Policy Group provides a forum for consideration of political matters and extraordinary policy issues. It can assist the EOC Manager through advice and policy direction, and by creating a conduit to other elected officials and the public.

The Policy Group is intended to provide a focal point and mechanism to facilitate overall County executive level policy development. The Group provides a mechanism for communication between the County's elected officials and the EOC. It also facilitates communication, coordination, and collaboration among all the jurisdictions in the County, and with the State and Federal governments to enhance the County's ability to respond to and manage emergencies. Generally, the Policy Group establishes executive level policies and provides policy direction to the Emergency Operations Center Manager/Emergency Management Director. The Policy Group has formal responsibilities for disaster declarations, issues emergency rules and proclamations, and imposes regulations and restrictions as needed per the County Code.

The Policy Group may request advice from other County elected officials (e.g., Sheriff, District Attorney, etc.). Any other Storey County department or agency, or assisting agency or organization (e.g., School District, utility, etc.) may also be asked for advice as needed. Support to the Policy Group is provided by the County Manager, Clerk's Office, District Attorney's Office. Any other Storey County department or agency or assisting agency or organization may support the Group as needed.

The Emergency Operations Center Manager/Emergency Management Director or County Manager will normally request the Policy Group convene when needed and establish a regular meeting/briefing schedule. The Chair of the Board of County Commissioners may request the Policy Group be convened. Any County Commissioner may make a request to the Chair of the Board of County Commissioners to convene the Policy Group.

To allow the Policy Group the ability to discuss matters and to avoid the congestion of the Emergency Operations Center, the Group will meet away from the County EOC.

Table 4-1 Policy Group Guidelines

Use	
	<ul style="list-style-type: none"> – To establish executive level policies. – To promote and enhance multi-jurisdiction and inter-agency coordination and cooperation. – To make Declarations of Emergency, formal requests to the State and Federal governments, and emergency regulations when necessary. – To ensure County elected officials remain informed about the emergency.
Basic Functions	
	<ul style="list-style-type: none"> – Establishes executive level policies. – Provides policy direction to the Emergency Operations Center Manager/Emergency Management Director. – Makes formal disaster declarations and requests for assistance from the Governor and federal government. – Issues emergency rules and proclamations, and imposes regulations and restrictions as needed and provided for in the County Code. – Supports multi-agency disaster response. – Monitor and confer with Special District Boards and elected officials. – Coordinates with local, state, and federal elected officials regarding information, cooperative aid, and areas of disagreement. – Acts as a sounding board for the public. – Hosts and confers with VIPs and government officials. – Promotes citizen involvement to encourage positive support and citizen assistance. – Monitors respective electorate districts and is available to district residents and constituents.
Activation	
	<ul style="list-style-type: none"> – The Emergency Operations Center Manager or Emergency Management Director will normally request the Policy Group convene when needed and establish a regular meeting/briefing schedule. – The Chair of the Board of County Commissioners may request the Policy Group be convened. – Any County Commissioner may make a request to the Chair of the Board to convene the Policy Group.
Location	
	<ul style="list-style-type: none"> – Meet in the Board of County Commissioners Chambers or confer by telephone if necessary.

Members

- Board of County Commissioners
 - The Board of County Commissioners Chairman acts as the Chair of the Policy Group.
- Advisory to the Policy Group
 - Any member of the Board of Health if not already represented on the Policy Group.
 - Any elected official(s) as determined by the Policy Group (e.g., Sheriff, etc.).
 - Any other Storey County department or agency, or organization as needed (e.g., Department of Public Works, School District, Red Cross, etc.).
- Primary Support for the Policy Group
 - Clerk's Office.
 - District Attorney's Office.
 - County Manager.
 - Any other Storey County department or agency, or assisting agency or organization as requested.

4.2.2 Emergency Management Team

The Emergency Management Team (EM Team) is a group of County department and agency representatives that can be assembled to facilitate the process of evaluation and incident planning at the earliest stages of an emergency. The Team can assist in determinations on possible activation and implementation of emergency functions and resources. It can also be used to assist Incident Commanders and the EOC Manager. **See the Emergency Management Team Guidelines that follow this section for further information.**

The EM Team can be used to provide:

- a. Evaluation and planning prior to activation of the Emergency Operations Center.
- b. When needed, support and coordination activities in support of incident(s) where the EOC is not needed.
- c. As requested by the EOC Manager, a forum for advice, coordination, evaluation, and input on emergency events.

The Emergency Management Team provides a flexible support and coordination group to facilitate the evaluation, planning, management, and coordination of emergencies as they develop. The Team can facilitate decision making for overall response activities, critical resource sharing and prioritizing incidents.

The EM Team provides the EOC Manager with a resource for advice and an avenue for coordination efforts. The Team can facilitate communication, coordination, collaboration and cooperation among County departments and agencies, and as appropriate, assisting agencies and organizations, to enhance the County's ability to respond to and manage emergencies. The Team provides a mechanism for facilitating support and coordination to incidents where activation of the Emergency Operations Center is not necessary. The EM Team provides an opportunity for multi-agency coordination during emergencies by providing a means for agencies to work

together in a coordinated effort. The Emergency Management Team can also facilitate coordination with special districts and other outside agencies.

The Emergency Management Team is a flexible, supporting and coordinating group that can vary in size based on the nature and size of the emergency. Depending on the emergency, the Team can meet in the EOC or confer by telephone to carry out its activities.

Core Members include the Emergency Management Director, Storey County Fire Protection District, Sheriff's Office, Department of Public Works, Community Development, and the County Manager. Any other Storey County department or agency or assisting agency or organization may be included as needed. The precise composition, activities and activation of the Emergency Management Team will depend on the specific emergency circumstances and functions needed.

Table 4-2 Emergency Management Team Guidelines

Use
<ul style="list-style-type: none"> – Evaluation and planning prior to activation of the Emergency Operations Center. – To support incident(s) (support and coordination activities) when the EOC is not needed. – As a forum for advice, coordination, and evaluation as requested by the EOC Manager
Basic Functions
<ul style="list-style-type: none"> – Assess emergency situations. – Gather and evaluate information on developing situations and emergency events. – Recommend response actions and emergency level. – Consult and coordinate among members. – Support and coordination services, as needed, for incidents where EOC not activated. – Assist the EOC Manager as requested. – May help: <ul style="list-style-type: none"> ○ Set priorities based on objectives. ○ Guide the allocation of resources based on priorities. ○ Coordinate response efforts
Activation
<ul style="list-style-type: none"> – The Emergency Management Director will normally activate the Team. – Any member of the Emergency Management Team may activate the Team. – Any County department head or Incident Commander may request Team activation. – Activation, composition, and activities of the Emergency Management Team will depend on the specific emergency circumstances and functions needed.
Location
<ul style="list-style-type: none"> — May meet in a central location, the EOC or confer by telephone.
Members
<ul style="list-style-type: none"> – Core Members: <ul style="list-style-type: none"> ○ Emergency Management Director. ○ County Manger. ○ Sheriff's Office. ○ Storey County Fire Protection District.

- Department of Public Works.
- Community Development.
- Any other Storey County department or agency, assisting agency, or organization as needed.

4.2.3 Responsibilities by County Department

This section outlines general management responsibilities of significant agencies and entities. More specific functional roles and position responsibilities for the Emergency Operations Center, Damage assessment and the Finance and Administration functions are outlined in those respective Emergency Management Guides.

4.2.3.1 All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

All County departments are responsible for:

- a. Supporting EOC operations to ensure that the County is providing for the safety and protection of the residents it serves.
- b. Establishing, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the Emergency Management Director.
- c. Developing alert and notification procedures for department personnel.
- d. Developing operating guidelines to implement assigned duties specified by this plan.
- e. Tracking incident-related costs incurred by the department and submit expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
- f. Establishing internal lines of succession of authority.
- g. Ensuring that vehicles and other equipment are equipped and ready, in accordance with standard operating procedures (SOPs).
- h. Identifying critical functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- i. Assigning personnel to the EOC, as charged by this plan.
- j. Developing and implementing procedures for protecting vital records, materials, and facilities.
- k. Promoting family preparedness among employees.
- l. Ensuring that staff completes any NIMS-required training.
- m. Ensuring that department plans and SOPs incorporate NIMS components, principles, and policies.
- n. Dedicating staff time for preparedness training and participation in exercises.
- o. Preparing and maintaining supporting SOPs and annexes.

4.2.3.2 Assessor

The County Assessor supports the Emergency Management Team. Primary responsibilities include:

- a. Supporting damage assessment operations
- b. Participating in damage assessment teams
- c. Providing property and improvement information
- d. Assessing loss to tax base

4.2.3.3 County Manager

The County Manager supports the Policy Group. Primary responsibilities include:

- a. Serving as an information conduit for the Board of County Commissioners
- b. Assists Policy Group
- c. Advising Board of County Commissioners and Policy Group
- d. Assisting the Public Information Officer and serving as PIO if necessary
- e. Serving as Liaison Officer if necessary
- f. Serving as the primary liaison between County and Governor's Office
- g. Coordinating with other County offices

4.2.3.4 Board of County Commissioners

The Storey County Board of County Commissioners has the overall responsibility for the welfare and safety of persons and property within the County. The Board Chair acts as the Chair of the Policy Group. Primary responsibilities include:

- a. Establishing overall County policies, objectives, and expenditure limitations
- b. Providing policy direction to the Incident Command and Emergency Operation Center
- c. Declaring an emergency when necessary
 - 1. Making disaster declarations and formal requests for assistance to the Governor and federal government
 - 2. Issuing emergency rules, regulations and proclamations as provided for in County Code
- d. Serving as a sounding board for the public
- e. Hosting VIPs and government officials

4.2.3.4 Board of Health

Primary responsibilities of the Board of House include:

- a. Provide direction and guidance for public health related issues during an emergency in coordination with Quad County Public Health Preparedness and the State Department of Health and Human Services.

4.2.3.5 Clerk/Treasurer

The Clerk/Treasurer supports the Emergency Management Team. Primary responsibilities include:

- a. Providing clerical support and documentation
- b. Assisting with emergency declarations, proclamations, resolutions, and ordinances
- c. Attending Board of County Commissioners' meetings

4.2.3.6 Sheriff's Office - Communications Center

The Communications Center supports the Emergency Management Team. Primary responsibilities include:

- a. Providing notification
 - 1. Emergency response agencies
 - 2. Agencies and personnel as specified in emergency plans
- b. Providing warning.
 - 1. Conducts warning activities as directed and capable
 - 2. Activates the Emergency Alert System (EAS)
 - 3. Send EAS messages as directed by command

4.2.3.7 Community Development Department

The Community Development Department serves as a member of the Emergency Management Team. Primary responsibilities include:

- a. Participating in Unified Command as appropriate
- b. Serving as primary agency for flood events
- c. Serving as lead for damage assessment operations
- d. Serving as lead for short- and long-term recovery operations
- e. Condemning unsafe structures

4.2.3.8 Business & Community Resource Department

The Business & Community Resource Department serves as a member of the Emergency Management Team. Primary responsibilities include:

- a. Supporting the emergency public information function.

4.2.3.9 Comptroller

The Comptroller supports the Emergency Management Team. Primary responsibilities include:

- a. Serve as lead agency for the finance and purchasing function.

4.2.3.10 District Attorney

The District Attorney supports the Emergency Management Team. Primary responsibilities include:

- a. Providing legal advice to the Policy Group
- b. Preparing emergency declarations, proclamations, resolutions, and ordinances
- c. Providing advice regarding mandatory evacuations
- d. Providing other assistance as needed

4.2.3.11 Emergency Management

Emergency Management is a member of the Storey County Emergency Management Team.

Primary responsibilities include:

- a. Managing the County EOC
 - 1. Supervising set-up
 - 2. Overseeing and facilitating EOC operations
- b. Assisting and advising the Policy Group on emergency management matters and procedures
- c. Participating in Incident Command/Unified Command as appropriate

1. Acting as lead agency for some emergency events, as appropriate
2. Acting as Incident Commander for incidents or phases of emergencies
3. Acting as Liaison Officer
4. Acting as the liaison between the County, and State and Federal emergency management agencies
- d. Providing general assistance as needed for management functions.
- e. Monitoring information on potential, developing and ongoing emergencies.
- f. Providing notification of potential or pending emergency events
- g. Providing information on the status and progress of response and recovery activities

4.2.3.12 Fire District

The Storey County Fire Protection District serves as a member of the Emergency Management Team. Primary responsibilities include:

- a. Participating in Incident Command/Unified Command as appropriate
- b. Acting as Incident Commander/lead agency for:
 1. Fires
 2. Hazardous materials incidents
 3. Providing qualified Incident Commanders for hazardous materials incidents
 4. Emergency medical incidents
 5. Mass casualty incidents
 6. Other events as situations dictate.

4.2.3.13 Public Works Department

The Public Works Department serves as a member of the Emergency Management Team. Primary responsibilities include:

- a. Participating in Incident Command/Unified Command as appropriate
- b. Acting as lead agency as situations dictate
- c. Acting as Incident Commander for incidents or phases of emergencies
- d. Providing Safety Officer for primary response incidents
- e. Providing personnel for operations section chief and other positions

4.2.3.14 Quad County Public Health Preparedness

Quad County Public Health Preparedness supports the Emergency Management Team. Primary responsibilities include:

- a. Support response to threats endangering the health of the public.

4.2.3.15 Recorder

The Recorder supports the Emergency Management Team. Primary responsibilities include:

- a. Providing clerical support and documentation

4.2.3.16 Sheriff's Office

The Sheriff's Office serves as a member of the Emergency Management Team. Primary responsibilities include:

- a. Participates in Incident Command/Unified Command as appropriate.
- b. Acting as Incident Commander/lead agency for:
 1. Incidents requiring evacuation of people and/or animals.

2. Bomb threats
3. Terrorism / weapons of mass destruction
4. Prison escape
5. Search and rescue incidents
6. Mine incidents
7. Explosions
8. Other events as situations dictate.

4.2.3.17 Storey County School District

- a. Participating in Incident Command/Unified Command as appropriate
- b. Supporting the Board of Health
- c. Supporting ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

4.2.4 Responsibilities by Function

The following functions include services required for an effective emergency management program, of which response is a key element. Primary and supporting agencies for each function are identified as well as a list of key actions that may be required during an emergency. These functions are expanded on in the ESF and Support Annexes of this plan.

4.2.4.1 Transportation

Primary Agency: Public Works Department

Supporting Agencies: Business & Community Resources, Fire Protection District, School District, Sheriff's Office, Planning, Senior Services

Responsible State Agency: Nevada Department of Transportation

Primary transportation activities include:

- a. Assessing the damage to the County transportation system.
- b. Analyzing the effects of the disaster on the County transportation system.
- c. Monitoring the accessibility of transportation capacity and congestion in the County transportation system.
- d. Maintaining County transportation infrastructure.
- e. Implementing traffic controls, as required.
- f. Planning for and identifying high-hazard areas, and number of potential evacuees, and the number of people requiring transportation to reception areas (including vulnerable populations).
- g. Coordinating transportation needs for vulnerable populations.
- h. Identifying emergency traffic routes.
- i. Determining optimal traffic flow and movement priority from residences to highways.
- j. Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- k. Coordinating transportation services, equipment, and personnel using emergency routes.
- l. Providing guidance on commuting arrangements for essential workers during the evacuation period.
- m. Proposing locations of roadblocks and patrols for evacuation movement.
- n. Providing patrols and safety measures in the evacuated area and reassigning personnel during the evacuation period.

- o. Coordinating development and regular maintenance and review of ESF 1 – Transportation.

See ESF 1 – Transportation for more details.

4.2.4.2 Communications

Primary Agency: Sheriff's Office – Communications Center

Supporting Agencies: Information Technology, Emergency Management

Responsible State Agency: Nevada Department of Information Technology

Alert and Warning

Alert and warning responsibilities include:

- a. Disseminating emergency public information, as requested.
- b. Receiving and disseminating warning information to the public and key County officials.

Communication Systems

Communication responsibilities include:

- a. Establishing and maintaining emergency communications systems.
- b. Coordinating the use of all public and private communication systems necessary during emergencies.
- c. Managing and coordinating all emergency communication within the EOC, once activated.
- d. Coordinating information technology use, repair, and restoration during an incident.

See ESF 2 – Communications and the Nevada Emergency Alert System Plan for more details.

4.2.4.3 Public Works and Engineering

Primary Agency: Public Works Department

Supporting Agencies: Community Development, Planning, Local Utilities, TRI & Canyon General Improvement District's

Responsible State Agency: Nevada Division of Public Works

Public works and engineering responsibilities include:

- a. Barricading hazardous areas.
- b. Performing priority restoration of streets and bridges.
- c. Protecting and restoring waste treatment and disposal systems.
- d. Augmenting sanitation services.
- e. Assessing damage to streets, bridges, traffic control devices, the waste-water treatment system, and other public works facilities.
- f. Removing debris.
- g. Assessing damage to County-owned facilities.
- h. Condemning unsafe structures (Community Development).
- i. Directing temporary repair of essential facilities.

See ESF 3 – Public Works and Engineering for more details.

4.2.4.4 Firefighting

Primary Agency: Fire Protection District

Supporting Agencies: Community Development, Planning, Public Works, Sheriff's Office

Responsible State Agency: Nevada Division of Forestry, Division of State Fire Marshal

Fire service responsibilities include:

- a. Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- b. Inspecting damaged areas for fire hazards.
- c. Providing hazardous materials spills containment, planning, and coordination.
- d. Inspecting shelters for fire hazards.

See ESF 4 – Firefighting for more details.

4.2.4.5 Information and Planning

Primary Agency: Emergency Management Department

Supporting Agencies: Planning Department

Responsible State Agency: Nevada Division of Emergency Management (Note: ESF 5 at the State level is titled Emergency Management)

The following activities are necessary for the County to compile, analyze, and coordinate overall information planning activities during a disaster:

- a. Providing a centralized location for the receipt and dissemination of incident information.
- b. Coordinating with County departments, community partners, and county agencies.
- c. Collecting, processing, analyzing, and disseminating information to guide response and recovery activities.
- d. Collecting and aggregating damage assessment data.
- e. Coordinating incident planning in the EOC including development of information products.

See ESF 5 – Information and Planning for more details.

4.2.4.6 Mass Care, Emergency Assistance, Housing and Human Services

Primary Agency: Emergency Management Department

Supporting Agencies: County Manager, Senior Services, School District, Community Chest, American Red Cross

Responsible State Agency: Nevada Division of Welfare and Supportive Services

Responsibilities related to mass care, emergency assistance, housing, and human service include:

- a. Maintaining the Evacuation, Sheltering and Mass Care Plan.
- b. Supervising the Shelter Management program (stocking, marking, and equipping, etc.) for natural disasters.
- c. Coordinating support with other County departments, relief agencies, and volunteer groups.
- d. Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

- e. Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- f. Coordinating with faith-based organizations and other volunteer agencies.
- g. Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- h. Identifying sources of clothing for disaster victims (may coordinate with the Salvation Army or other disaster relief organization).
- i. Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- j. Coordinating operation of shelter facilities operated by County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- k. Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

See ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services.

4.2.4.7 Logistics Management and Resource Support

Primary Agency: Emergency Management Department

Supporting Agencies: Comptroller, Business & Community Resources

Responsible State Agency: Nevada Department of Administration

Logistics management and resource support responsibilities include:

- a. Establishing procedures for employing temporary personnel for disaster operations.
- b. In cooperation with law enforcement, establishing and maintaining a staffing reserve.
- c. Coordinating deployment of reserve personnel to County departments requiring augmentation.
- d. Establishing emergency purchasing procedures and/or a disaster contingency fund.
- e. Maintaining records of emergency-related expenditures for purchases and personnel.

See ESF 7 – Logistics Management and Resource Support

4.2.4.7.1 Volunteers and Donations

Primary Agency: Emergency Management Department

Supporting Agencies: Area Volunteer Organizations

Responding to incidents frequently exceeds the County's resources. Government-sponsored volunteer organizations such as Community Emergency Response Teams (CERT), Storey County Volunteer Fire Department, and Volunteers in Police Service provide vital support to emergency response agencies in completing their assigned tasks. Unaffiliated volunteers and donors can support response efforts in many ways, and it is essential that the County plan to effectively incorporate volunteers and donated goods into its response activities.

See ESF 7 – Logistics Management and Resource Support for more details.

4.2.4.8 Public Health and Medical Services

Public Health Services

Primary Agency: Board of County Commissioners, Board of Health

Supporting Agencies: Quad County Public Health Preparedness, Board of Health, Area Medical Facilities (HAWC Community Health Center)

Responsible State Agency: Division of Public and Behavioral Health

The County does not have a Public Health Department but can establish a Board of Health responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents.

The formal Board should be comprised of:

- a. Health Officer
- b. Sheriff
- c. All Commissioners
- d. Clerk/Treasurer

The Board should be supported by a working group comprised of:

- a. Fire Chief
- b. County Manager
- c. School District Nurse
- d. Emergency Manager

Public health responsibilities include:

- a. Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical and behavioral health services, including making provisions for populations with functional needs.
- b. Coordinating public health surveillance.
- c. Coordinating mass prophylaxis and delivery and distribution set-up of the Strategic National Stockpile, if needed.
- d. Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead.
- e. Coordinating isolation and/or quarantine of infected persons.
- f. Coordinating dissemination of public health information.
- g. Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

See ESF 8 – Public Health and Medical Services for more details.

4.2.4.8.1 Emergency Medical Services

Primary Agency: Fire Protection District

Supporting Agencies: Area EMS Agencies and Medical Facilities

EMS responsibilities include:

- a. Coordinating provision of EMS.
- b. Requesting additional EMS assets as necessary.

See ESF 8 – Public Health and Medical Services for more details.

4.2.4.9 Search and Rescue

Primary Agency: Sheriff's Office

Supporting Agencies: Jeep Posse

Responsible State Agency: Nevada Division of Emergency Management

Search and rescue responsibilities include:

- a. Coordinating available resources to search for and rescue persons lost outdoors.
- b. Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.
- c. Establishing and monitoring training standards for certification of search and rescue personnel.

See ESF 9 – Search and Rescue for more details.

4.2.4.10 Hazardous Materials

Primary Agency: Fire Protection District

Supporting Agencies: Sheriff's Office, Quad County Hazardous Materials Team

Responsible State Agency: Nevada Division of Environmental Protection

Oil and hazardous materials responsibilities include:

- a. Conducting oil and hazardous materials (chemical, biological, etc.) response.
- b. Assessing the health effects of a hazardous materials release.
- c. Identifying the needs for hazardous materials incident support from regional and State agencies.
- d. Providing protective actions related to hazardous materials.
- e. Conducting environmental short- and long-term cleanup.

See ESF 10 –Hazardous Materials and the Storey County Hazardous Materials Response Plan for more details.

4.2.4.11 Agriculture and Natural Resources

Primary Agency: Emergency Management Department

Supporting Agencies: Community Development, Planning, Virginia Range Wildlife Protection Association, Virginia City Highlands Property Owners Association, Highlands Ranches Property Owners Association

Responsible State Agency: Nevada Department of Agriculture

Responsibilities related to agriculture and natural resources include:

- a. Provision of nutrition assistance.
- b. Conducting animal and plant disease and pest response.
- c. Monitoring food safety and security.
- d. Providing natural and cultural resources and historic properties protection and restoration.
- e. Protecting the safety and well-being of household pets.

See ESF 11 – Agriculture and Natural Resources for more details.

4.2.4.12 Energy and Utilities

Primary Agency: Public Works

Supporting Agencies: Community Development, Planning, Information Technology, Area Utilities

Responsible State Agency: Governor's Office of Energy

Responsibilities related to energy and utilities include:

- a. Working with local energy facilities to restore damaged energy utility infrastructure and accompanying systems.
- b. Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

See ESF 12 – Energy & Utilities for more details.

4.2.4.13 Public Safety and Security

Primary Agency: Sheriff's Office

Supporting Agencies: Area Law Enforcement Agencies, Fire Protection District, Emergency Management, Public Works

Responsible State Agency: Nevada Department of Public Safety

Responsibilities related to law enforcement include:

- a. Protecting life and property and preserving order.
- b. Providing law enforcement and criminal investigation.
- c. Providing traffic, crowd control, and site security.
- d. Isolating damaged areas.
- e. Providing damage reconnaissance and reporting.
- f. Evacuating disaster areas.

Evacuation and Population Protection

Responsibilities related to evacuation and population protection include:

- a. Defining responsibilities of County departments and private-sector groups.
- b. Identifying high-hazard areas and corresponding numbers of potential evacuees.
- c. Coordinating evacuation planning, including:
 1. Movement control
 2. Health and medical requirements
 3. Transportation needs
 4. Emergency Public Information materials
 5. Shelter and reception location.
- d. Developing procedures for sheltering in place.

The County maintains an Evacuation Checklist for Citizens that can be accessed on the County's website.

See ESF 13 – Public Safety and Security and the Storey County Evacuation, Sheltering and Mass

Care Plan for more details.

4.2.4.14 Community Recovery

Primary Agency: Community Development Department

Supporting Agencies: County Manager, Business & Community Resources, Emergency Management

Responsible State Agency: Nevada Division of Emergency Management

Damage Assessment

Responsibilities related to damage assessment:

- a. Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- b. Condemning unsafe structures.
- c. Performing ATC-20 inspections on structures.
- d. Training and providing damage plotting team members to the EOC.
- e. Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- f. Assisting in determining the geographic extent of the damaged area.
- g. Compiling estimates of damage for use by County officials in requesting disaster assistance.
- h. Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

Long-Term Community Recovery

Recovery-related responsibilities include:

- a. Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.
- b. Participating with County and State partners to conduct damage assessments, identifying and facilitating availability and use of recovery funding.
- c. Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- d. Coordinating logistics management and resource support, providing assistance as needed.
- e. Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the County.

See ESF 14 –Recovery for more detail.

4.2.4.15 External Affairs

Primary Agency: County Manager

Supporting Agencies: Emergency Management, Business and Community Resources

Responsible State Agency: Nevada Division of Emergency Management

Responsibilities related to external affairs include:

- a. Conducting ongoing hazard awareness and public education programs.
- b. Compiling and preparing emergency information for the public in case of emergency.
- c. Arranging for media representatives to receive regular briefings on the County's status

- during extended emergency situations.
- d. Securing printed and photographic documentation of the disaster situation.
- e. Handling unscheduled inquiries from the media and the public.
- f. Being aware of Spanish-only-speaking and/or bilingual population centers within the County and preparing training and news releases accordingly.

See ESF 15 – External Affairs for more details.

4.2.4.16 Military Support

Primary Agency: Emergency Management Department

Supporting Agencies: Sheriff's Office

Responsible State Agency: Nevada Office of the Military

Responsibilities related to military support include:

- a. Working with the Nevada Division of Emergency Management when it is necessary for them to:
 - 1. Coordinate, employ, and control Nevada National Guard forces and military resources to assist civil authorities with the protection of life and property and to maintain peace, order, and public safety.
 - 2. Mobilize and stage personnel and equipment to restore/preserve law and order and provide support to other ESFs as directed by the State and within Nevada National Guard capabilities.
- b. Coordinate with the active Federal military to ensure mutual support during Federal disaster relief operations.

See ESF 16 – Military Support for more details.

4.2.4.17 Cybersecurity

Primary Agency: Information Technology

Supporting Agencies: Sheriff's Office

Responsible State Agency: Nevada Office of Cyber Defense Coordination

Responsibilities related to cybersecurity may include:

- a. Coordinating the restoration of the communications infrastructure and facilitating the recovery of systems and applications from cyber-attacks
- b. Coordinating communications support to response efforts during incidents.
- c. Coordinates emergency tactical communications for critical government functions when normal systems are disabled or compromised.
- d. Physically and operationally secure facilities that are compromised by cyber-attacks.
- e. Notifying appropriate agencies (e.g., Department of Homeland Security National Cybersecurity and Communications Integration Center, National Response Center)

See ESF 17 – Cybersecurity for more details.

4.2.4.18 Finance & Purchasing

Primary Agency: Comptroller

Supporting Agencies: Clerk/Treasurer, Board of County Commissioners

- a. Provide administrative and logistical support to emergency operations, as needed.
- b. Staff the EOC Finance Section when activated.

See Support Annex B – Finance & Purchasing for more details.

4.2.4.19 Legal Support

Primary Agency: District Attorney

Supporting Agencies: Clerk/Treasurer

Responsibilities related to legal services include:

- a. Advising County officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 1. Implement wage, price, and rent controls.
 2. Establish rationing of critical resources.
 3. Establish curfews.
 4. Restrict or deny access.
 5. Specify routes of egress.
 6. Limit or restrict use of water or other utilities.
 7. Remove debris from publicly or privately owned property.
- b. Reviewing and advising County officials regarding possible liabilities arising from disaster operations.
- c. Preparing and recommending local legislation to implement emergency powers when required.
- d. Advising County officials and department heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.
- e. Thoroughly reviewing and maintaining familiarity with current NRS 414 and other related provisions as they apply to County government in disaster events.

4.2.4.20 Coordination with Special Facilities

Responsibilities related to coordination with special facilities (e.g., schools, care facilities, correctional institutions):

- a. Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- b. Encouraging staff preparedness by participating in planning, training, and exercises.
- c. Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- d. Preparing and maintaining emergency plans and SOPs.

4.2.4.21 Other Agency Responsibilities

Other County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the Board of County Commissioners.

4.3 Local and Regional Response Partners

The County's emergency organization is supported by several outside organizations, including private sector, non-governmental organizations and individuals and households. While not a part of the County's formal EMO, each of these entities has an important role to play in ensuring the communities ability to respond effectively to a disaster.

4.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- a. Planning for the protection of employees, infrastructure, and facilities.
- b. Planning for the protection of information and the continuity of business operations.
- c. Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- d. Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- e. Developing and exercising emergency plans before an incident occurs.
- f. Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- g. Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

4.3.2 Nongovernmental Organizations

Nongovernmental organizations play enormously important roles before, during, and after an incident. In the County, NGOs such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- a. Training and managing volunteer resources.
- b. Identifying shelter locations and needed supplies.
- c. Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.
- d. Identifying those whose needs have not been met and helping to coordinate assistance.

4.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals, and households play an important role in the overall emergency management strategy. Community members can contribute by:

- a. Reducing hazards in their homes.
- b. Preparing emergency supply kits and household emergency plans which consider all members of the household, including children and pets.
- c. Monitoring emergency communications carefully.
- d. Volunteering with established organizations.
- e. Enrolling in emergency response training courses.
- f. Encouraging children to participate in preparedness activities.

4.4 State Response Partners

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency. Some State agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency. See the Nevada State Comprehensive Emergency Management Plan for details on the State's emergency management organization and detailed roles and responsibilities for State departments.

4.5 Federal Response Partners

Federal response partners are typically requested by the Nevada Division of Emergency Management if State resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the Nevada SCEMP and, if necessary, the NRF.

See the National Response Framework for details on the Federal government's emergency management organization and detailed roles and responsibilities for Federal departments.

5. COMMAND AND CONTROL

5.1 General

Ultimate direction and control for County emergency management and operations resides with the Storey County Board of County Commissioners. The Board is empowered to delegate authority, as necessary, to mitigate, prepare for, respond to, and recover from emergencies. The Board of County Commissioners has adopted the emergency management organization outlined below to guide the County's emergency and disaster response and recovery activities.

5.2 On-Scene Incident Management

The initial County response structure consists of the Incident Commander and single-resource agencies (i.e., Public Works, Sheriff's Office, and Fire District). Depending on the incident, the Director/Chief of the responding agency may act as both the Incident Commander and Chief. During the initial response, an Incident Commander from the appropriate agency will be located at the on-scene incident command post and will assume the responsibilities of the PIO, Liaison Officer, Safety Officer, and Command staff responsibilities until these responsibilities are delegated. As the incident progresses, and to maintain an adequate span of control, the initial response structure will expand into an ICS structure, supported by full command and general staff positions.

5.3 EOC Support to On-Scene Operations

Depending on the type and size of incident, the County may activate the EOC and assign an EOC Manager. The County will request additional personnel to support this expanded structure. Depending on the incident type, the County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander or EOC Manager may change to meet the needs of the incident.

EOC procedures including activation, staffing, operation, and deactivation are to be performed in accordance with the Quad County EOC Guide.

5.4 Emergency Operations Center

Incident response activities will be supported from the EOC and will be activated upon notification of a possible or actual emergency. The EOC will track, manage, and allocate appropriate resources and personnel. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis. The EOC will serve as a multi-agency coordination center, if needed.

5.4.1 EOC Activation

During emergency operations and upon activation, the EOC staff will assemble and exercise direction and control, as outlined below.

- a. The EOC may be activated by the following:
 1. Incident Commander
 - i. After sizing up the scene, decides that support is necessary.
 - ii. Evacuation has been ordered, and support is necessary to arrange for

- emergency shelters and transportation.
- 2. Member of the Board of County Commissioners
- 3. County Manager
- 4. County Emergency Management Director
- 5. Sheriff
- 6. Fire Chief
- b. The Incident Commander or other authorized official who may assume or designate the role of EOC Manager. The EOC Manager will assume responsibility for all EOC operations.
- c. The EOC Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- d. Emergency operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. County, State, and Federal support will be requested if the situation dictates.
- e. Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- f. The Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- g. Department heads and organization leaders are responsible for the emergency functions assigned to their activities, as outlined in their respective annexes.
- h. The EOC will, as necessary, operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.
- i. The EOC Manager will immediately notify the State Division of Emergency Management office upon activation. Periodic updates will be issued as the situation requires.

5.4.2 Activation Levels

EOC operations are designed to be scalable to meet the needs of any incident. The following levels of activation provide guidelines to assist the County partners in determining EOC staffing requirements.

Table 5-1 EOC Activation Levels

Level	Triggers	Activities
Level 0 – Monitoring	Planned or special event may be imminent.	Normal monitoring status continues reflective of day-to-day operations. EOC will not be activated.
Level 1 – Limited Support	Minor flooding, hazardous spill, or earthquake.	Incident can likely be managed from the Field Level with limited support from the EOC. A “Local Emergency” may or may not be declared. EOC activated on a limited basis.

Level 2 – Partial Activation	Mass casualty incident, moderate to major flood or hazardous spill.	Local resources are not adequate and mutual aid may be required from county or state. A “Local Emergency” may be declared. The EOC may be activated on a limited or partial basis.
Level 3 – Full Activation	Severe property damage, fixed site hazardous materials incident, terrorist attack.	A “Local Emergency” will be declared, and a Presidential Disaster Declaration may be requested. The EOC may be activated on a partial or full basis.

5.4.3 Location

The location of the EOC can change, as dictated by the nature of the disaster and the resource requirements needed to adequately respond. Coordination and control for County emergency operations will take place from the EOC as long as environmental and incident conditions allow; however, the Incident Commander, or designee, will designate a facility should it be necessary to relocate.

5.4.3.1 Primary EOC

The primary County EOC is located at the Virginia City High School, located at 95 South R Street, Virginia City, NV 89440.

5.4.3.2 Alternate EOC Locations

Depending on the availability of the primary EOC or the location of the incident, the County may choose to establish an EOC at one of the following alternate locations:

- Mark Twain Community Center
- Virginia City Highlands Fire Station
- Lockwood Fire Station
- McCarran Government Complex
- Hillside Elementary School (Lockwood)
- Mobile and departmental facilities may provide some temporary remedy.

5.4.3.3 Incident Command Posts

An Incident Command Post (ICP) may be established at any location determined to be adequate by the Incident Commander. Command/communications vehicles are owned and operated by response agencies and may be available for use as mobile ICPs during emergencies.

5.4.4 Emergency Operations Center Staffing

County departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

5.4.5 Access and Security

Since the EOC is an operational center dealing with a large volume of incoming and outgoing, often sensitive, information, access will be limited to designated emergency operations personnel. Others may be allowed access as determined by the EOC Manager, or designee. Appropriate security measures will be in place to identify personnel who are authorized to be present.

5.4.6 Deactivation

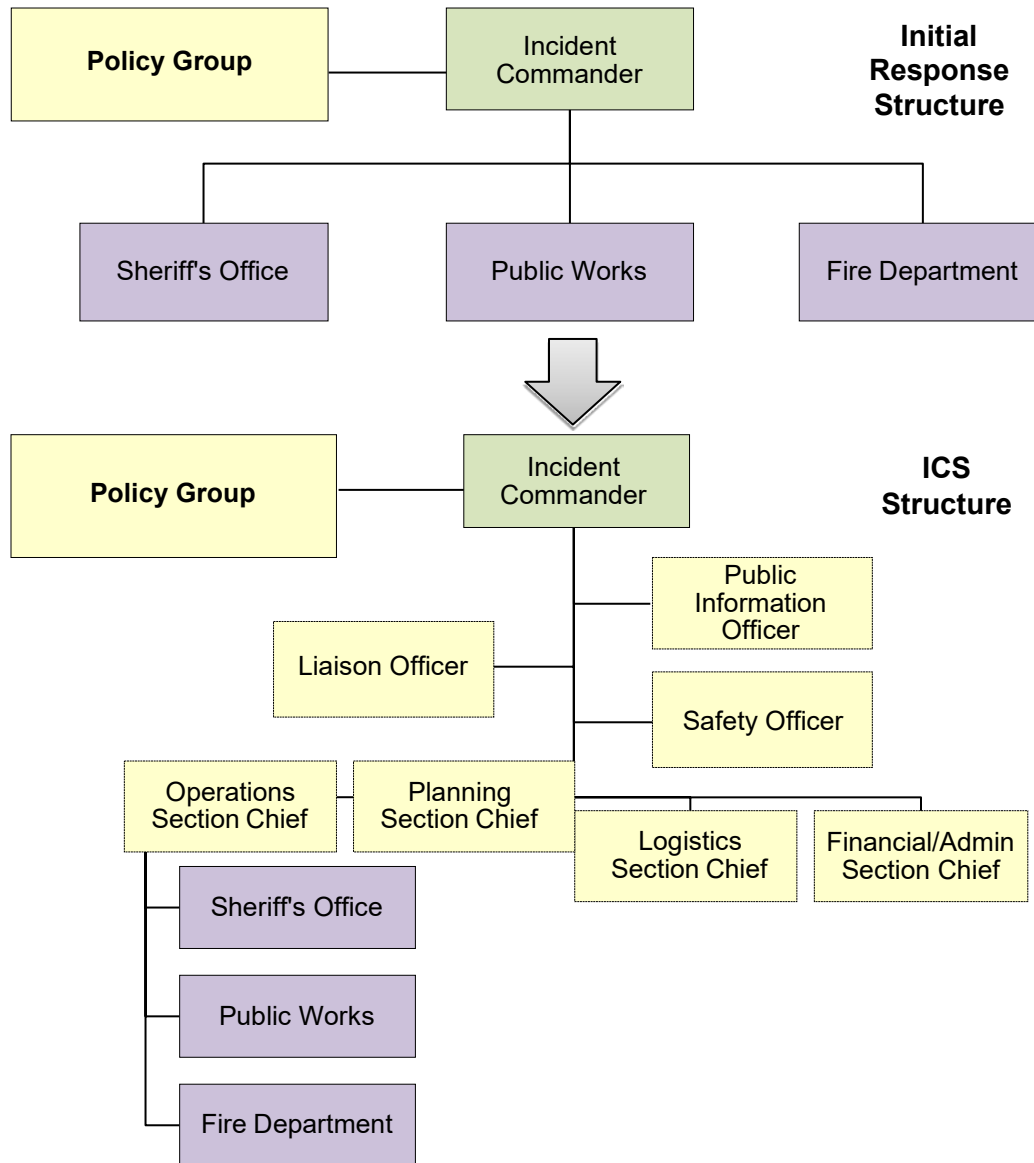
Each situation will need to be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the Incident Commander and/or EOC Manager. During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the County EOC during the day with limited staffing to facilitate the dissemination of information on disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the Emergency Management Director and staff to handle the recovery phase as part of their daily responsibilities, which is the goal. The EOC Manager has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, this needs to be disseminated to the same agencies that were notified when it was activated. If necessary, the EOC may be re-opened (see activation procedures in section 5.4.1) and emergency operations may be re-initiated at any time. Like initial activation, re-activation of the EOC would occur at the direction of the Incident Commander and/or EOC Manager or other authorized officials.

5.5 Incident Command System

In Nevada, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. This system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration. The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The County has established an EMO, supporting EOC activation and operational procedures, and position

checklists compliant with NIMS/ICS. This information is contained within this EOP; however, this document is not an EOC manual. A transitional ICS organizational chart for the County is presented in Figure 5-1.

Figure 5-1 Example of a Scalable Command Structure for Storey County



5.5.1 Incident Commander/Unified Command

The Incident Commander/Unified Command has overall responsibility for accomplishing the County's emergency response mission. The lead agency for the Incident Command/Unified Command will be the agency with the primary responsibility or jurisdiction unless otherwise agreed to by the participants or directed by the County Manager. In general, the Incident Commander/Unified Command is responsible for:

- Managing and coordinating the countywide emergency efforts and EOC activities.

- b. Ensuring emergency policies, activities and resources are coordinated among the spectrum of participating organizations.
- c. Setting specific event objectives and priorities.
- d. Guiding resource allocation.
- e. Coordinating the County's response and recovery efforts.

5.5.2 Command Staff

5.5.2.1 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- a. Developing and coordinating release of information to incident personnel, media, and the public.
- b. Coordinating information sharing among the public information network using a Joint Information System (JIS) and, if applicable, participating in a Joint Information Center (JIC).
- c. Implementing information clearance processes with the Incident Commander.
- d. Conducting and/or managing media briefings and implementing media-monitoring activities.

The Sheriff's Office Public Information Officer, the Fire District Public Information Officer, or the County Manager staffs this activity as needed.

5.5.2.2 Safety Officer

The Safety Officer position generally applies to incident scenes and is responsible for:

- a. Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- b. Implementing site control measures.
- c. Monitoring and assessing the health and safety of response personnel and support staff (may be necessary for EOC as well).
- d. Preparing and implementing a site Health and Safety Plan and updating the Incident Commander regarding safety issues or concerns, as necessary (may be necessary for EOC as well).
- e. Exercising emergency authority to prevent or stop unsafe acts (may be necessary for the EOC as well).

Qualified personnel staff this function as needed based on the circumstances of the event.

5.5.2.3 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

- a. Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- b. Coordinating information and incident updates among interagency contacts, including the

- public information network.
- c. Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the Incident Commander, government officials, and stakeholders.

Agency representatives of supporting agencies and private organizations coordinate through the Emergency Operation Center's Liaison.

5.5.3 General Staff

5.5.3.1 Operations Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies are typically included in the Operations Section:

- a. Fire - emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- b. Law Enforcement - incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- c. Public Health Officials - contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- d. Public Works - incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.

Private entities, companies, and nongovernmental organizations may also support the Operations Section. The Operations Chief is responsible for:

- a. Providing organizational support and directing implementation of unit operational plans and field response activities.
- b. Developing and coordinating tactical operations to carry out the IAP.
- c. Managing and coordinating various liaisons representing community response partners and stakeholders.
- d. Directing IAP tactical implementation.
- e. Requesting resources needed to support the IAP.

5.5.3.2 Planning Chief

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- a. Collecting, evaluating, and distributing information regarding the incident and providing a status summary.
- b. Preparing and disseminating the IAP.
- c. Conducting planning meetings and developing alternatives for tactical operations.
- d. Maintaining resource status.

5.5.3.3 Logistics Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's

type and size, these units can be divided into two branches: Service and Support.

The Logistics Chief is responsible for:

- a. Providing and managing resources to meet the needs of incident personnel.
- b. Managing various coordinators of resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- c. Estimating future support and resource requirements.
- d. Assisting with development and preparation of the IAP.

5.5.3.4 Finance/Administration Chief

The Finance/Administration Section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed that can be staffed by a technical specialist in the Planning Section.

Potential units assigned to this section include:

- a. Compensation/Claims.
- b. Procurement.
- c. Cost.
- d. Time.

The Finance and Administration Chief is responsible for:

- a. Monitoring costs related to the incident.
- b. Maintaining accounting, procurement, and personnel time records.
- c. Conducting cost analyses.

5.6 Area Command

Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control considerations. An area command is established either to oversee the management of multiple incidents that are being handled by separate ICS organizations or to oversee the management of a very large incident that involves multiple ICS organizations. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:

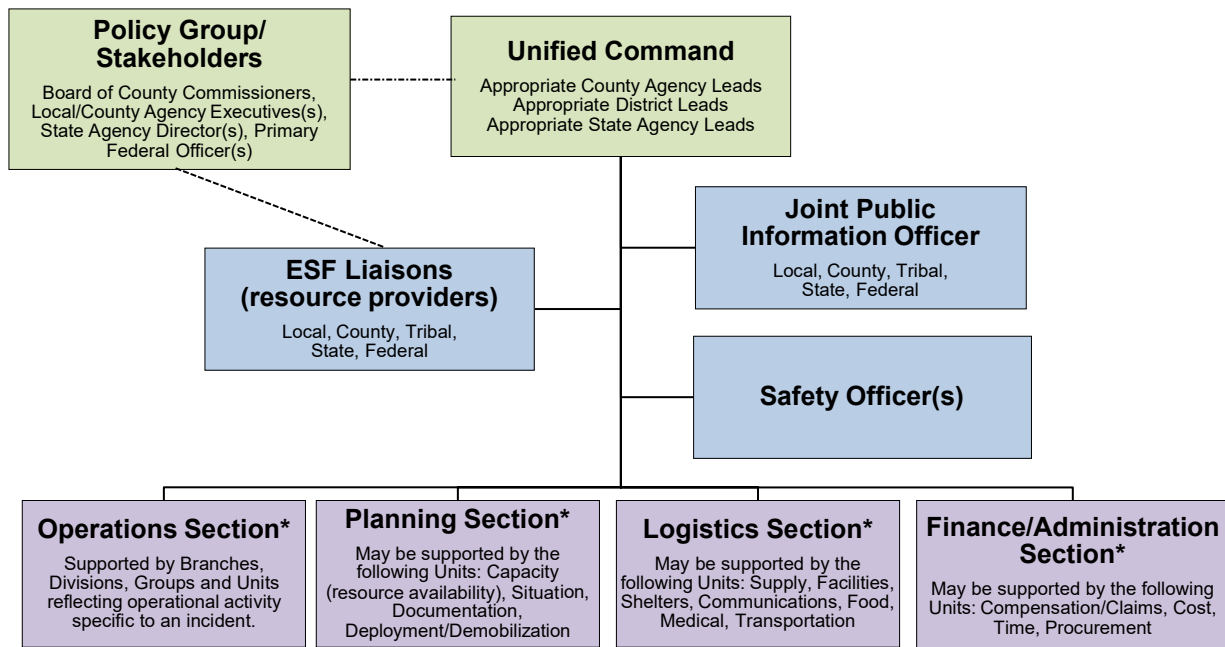
- a. Sets overall agency incident-related priorities.
- b. Allocates critical resources according to established priorities.
- c. Ensures that incidents are managed properly.
- d. Ensures effective communications.
- e. Ensures that incident management objectives are met and do not conflict with each other or with agency policies.
- f. Identifies critical resource needs and reports them to the Emergency Operations Center(s).
- g. Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.
- h. Provides for personnel accountability and a safe operating environment.

5.7 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, County, regional, State, and Federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the Incident Commander position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a Unified Command may replace a single organization Incident Commander. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization. Figure 5-2 is an example of a Unified Command organizational chart for the County. It provides operational flexibility to expand or contract staffing, depending on the incident's nature and size.

Figure 5-2 Example of Unified Command for Storey County



*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist related.

5.8 Multi-Agency Coordination

In the event the County is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination (MAC) Group. Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together and form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

5.8.1 Multi-Agency Coordination Center

If more than one EOC is established to support more than one Incident Command Post (ICP), the Quad County Multiagency Coordination Center (MACC) may be activated to facilitate centralized support and coordination within the Quad County region. The Quad County MACC is located at:

3505 Butti Way
Carson City, NV
Public Works Corporate Yard, Building C

If the main facility becomes unusable, alternate locations may include Quad County partner EOC locations.

5.8.2 Joint Information Center

The Joint Information Center (JIC) coordinates all incident-related public information activities. Public information officials from all participating agencies should co-locate at the JIC.

- a. The purpose of the JIC is to collect information into a single collection point to design information for release that is consistent amongst agencies involved in the response.
- b. The JIC provides a focal point for the media in sending press releases out to the public. Press releases from the JIC generally describe damage information, impacted areas of an emergency, safety and precautions, activities of government responses, and occasionally information on where to seek help.
- c. The JIC works in coordination with the MACC or EOC to exchange and obtain information for Quad County MACC will establish a JIC and each jurisdiction’s PIO may provide a representative.

The JIC is used for media purposes only and no emergency response or support activities occur in this area.

Figure 5-3 Quad County MAC Group Structure



6. PLAN DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION

6.1 Plan Review and Maintenance

The Storey County Emergency Management Director and Local Emergency Planning Committee should review the EOP annually.

The Emergency Management Director will be responsible for making necessary changes to notification lists and resource lists.

The Local Emergency Planning Committee will make changes in basic Plan policies as it deems necessary. Routine changes, corrections and updates of the Plan will not require formal approvals.

Changes in the plan will be noted in the Record of Change section of the Plan.

County departments and agencies are responsible for notifying the Emergency Management Director of any changes needed to keep this Plan and its component parts up to date.

Departments and agencies are also responsible for maintaining their own emergency plans, standard operating procedures, resource lists, call-up lists, cooperative aid agreements, and associated materials and supplies needed to be prepared for emergencies.

6.2 Training Program

Training is an integral component of an overall response system for emergencies and disasters.

The effective, coordinated, and safe response to and recovery from emergencies requires the use of the National Incident Management System, specialized training, and equipment. Storey County, the Storey County Local Emergency Planning Committee and the Storey County Emergency Management Director are primarily responsible for promoting the training needed for emergencies. Individual agencies, facilities, and organizations are responsible for providing the training necessary for their mission.

Federal and State regulations address training requirements and standards for some emergency responders. Storey County endeavors to comply with these standards, and those of the Nevada Division of Emergency Management, Federal Emergency Management Agency, the State Fire Marshal Division and NFPA. The County intends to provide training to levels commensurate with the potential hazards to the County.

The Emergency Management Director coordinates training for County personnel and encourages them to participate in training sessions hosted by other jurisdictions throughout the region. Current training and operational requirements set forth under NIMS have been adopted by the County. The individual departments maintain records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

- a. EMS personnel
- b. Firefighters
- c. Law enforcement personnel
- d. Public works/utility personnel
- e. Skilled support personnel
- f. Other emergency management response personnel
- g. Support/volunteer personnel at all levels

Table 6-1 provides suggested training standards for the County's emergency personnel.

Table 6-1 Minimum Training Requirements	
Emergency Personnel	Training Required
Direct role in emergency management or emergency response	IS-100, -700
First-line supervisors, mid-level management, and Command and General Staff	IS-100, -200, -700, -800
Supervisory role in expanding incidents or a management role in an EOC	ICS-100, -200, -700, -800 G-191, -300
Management capacity in an Area Command situation or EOC	IICS-100, -200, -700, -800, -2200, G-191, -300, -2300
PIOs	IS-29a
Resource management	IS-703 b
Communication or incident information systems	IS-2200
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-235 c

6.2.1 Policies

- a. Management personnel and responders should receive adequate training in accordance with their role(s), and state and federal requirements.
- b. The County and its emergency response agencies will endeavor to provide training for County employees and responders.

6.2.2 Programs

- a. The County and its emergency response agencies will continue to provide training for responders.
- b. Individual agencies are responsible for documenting and maintaining records of training for their personnel.

6.2.3 Schedule

Training will be scheduled to accommodate the needs and time availability of the responders to provide, to the greatest extent possible, a continuing improvement in the response capabilities within Storey County. Current training schedules are available through the Fire District, Quad County Hazardous Materials Response Team, the Storey County Local Emergency Planning Committee, and individual agencies.

6.3 Exercise Program

Any system that relies on trained personnel must be periodically tested and exercised to assure its ability to function in an emergency. Exercising this Plan and the County's emergency management and response personnel are integral parts of a program to improve the County's emergency capabilities. The Plan, or some part(s) thereof, will be exercised regularly in accordance with annual exercise programs developed by the Storey County Emergency Management Department and the Local Emergency Planning Committee.

The Emergency Management Director will work with other County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through the Emergency Management Department.

6.3.1 Policies

- a. Storey County will exercise this Plan and response system regularly to promote improved capabilities and coordination during emergency incidents.
- b. Departments and agencies are encouraged to practice their emergency plans regularly and participate in community exercises.
- c. As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <http://hseep.dhs.gov>.

6.3.2 Schedule

Emergency exercises will be conducted on a regular basis. It is anticipated that full-scale County exercises will be held at least every four years. An exercise schedule should be prepared annually. The current schedule for exercises is available from the Storey County Emergency Management Department.

Exercises of the Quad County Hazardous Materials Response Team will be undertaken according to the Team's exercise schedule. The current schedule for Team exercises is available at the Storey County Fire Protection Districts office.

County agency exercises will be undertaken according to each agency's needs.

6.4 Event Critique and After-Action Reporting

To document and track lessons learned from exercises, the Emergency Management Director will conduct a review, or "hot wash," with exercise participants after each exercise. The Emergency Management Director will also coordinate an After-Action Report (AAR), which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and After-Action Reports will be facilitated after an actual disaster that will document activities of the incident to improve the County's readiness. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should include actions taken, identification of equipment shortcomings as well as highlight of strengths,

and make recommendations to improve operational readiness. Recommendations may include suggested future exercise events and programs. Valuable success stories and lessons learned may be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The Emergency Management Director will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the County's EMO.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness.

Information about the County's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on County Emergency Management Department's website at:

https://www.storeycounty.org/government/departments/emergency_management/index.php

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain an EMO that ensures the County's ability to respond to and recover from disasters. The Emergency Management Director will work with the Board of County Commissioners and community stakeholders to:

- a. Identify funding sources for emergency management programs, personnel, and equipment.
- b. Ensure the Board of County Commissioners is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- c. Leverage partnerships with local, regional, and State partners to maximize use of resources.

Appendix A. Declaration of Emergency

Resolution No. 20XX - R - XX

BEFORE THE BOARD OF COMMISSIONERS FOR STOREY COUNTY,
NEVADA

DECLARATION OF EMERGENCY/DISASTER

This matter came before the BOARD OF COMMISSIONERS at an emergency meeting on insert month, day, year, involving an emergency created by insert incident type which is threatening life and property; and

WHEREAS, insert month, day, year; military time of occurrence, and description of the emergency incident; and

WHEREAS, insert specific geographic boundaries of event; and WHEREAS, insert deaths, injuries, and population at risk; and

WHEREAS, the following conditions, insert current conditions exist in the impact area; and

WHEREAS, the County EOC has been implemented and the following actions have been taken and resources have been committed by the County, insert what actions have been implemented and resources committed by the County; and

BE IT RESOLVED that the BOARD OF COMMISSIONERS, under the emergency powers granted by NRS 414.090, declares that a State of Emergency exists within the County. Further, Storey County Emergency Services is hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Storey County.

It is declared and ordered that this declaration be made through the Director of the Nevada State Division of Emergency Management and state assistance is requested immediately. It is further ordered that a copy of the declaration be forwarded to the Governor of the State of Nevada, requesting that he proclaim Storey County to be in a state of emergency and/or disaster.

Dated at Storey County Nevada this ____ day of _____

STOREY COUNTY BOARD OF COMMISSIONERS

Chairman

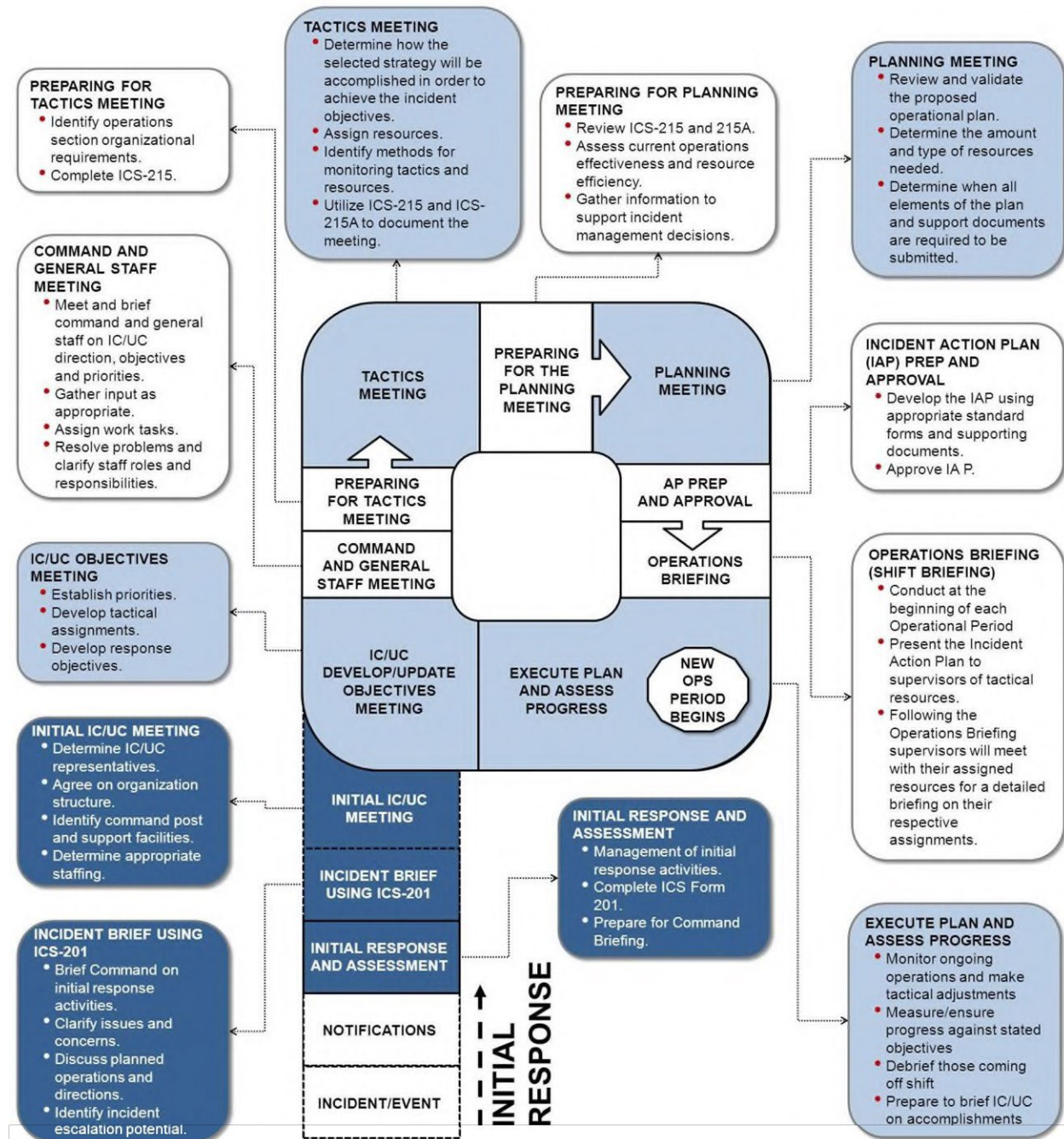
Vice Chairman

Commissioner

Attest:

Clerk/Recorder

Appendix B. Disaster Flow Chart

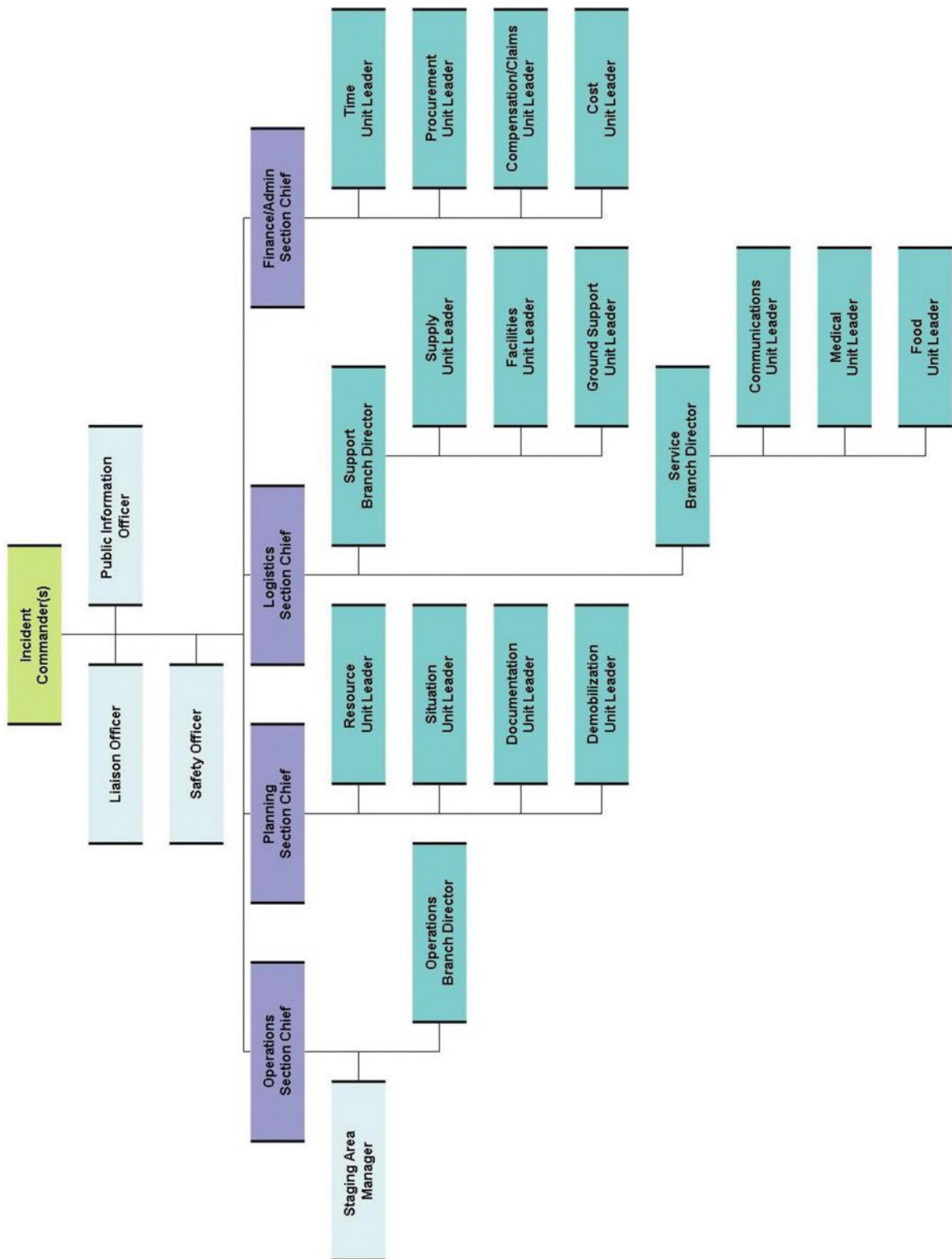


Appendix C. ICS Forms

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

<https://training.fema.gov/icsresource/icsforms.aspx>

Appendix D. EOC Positions Organizational Chart



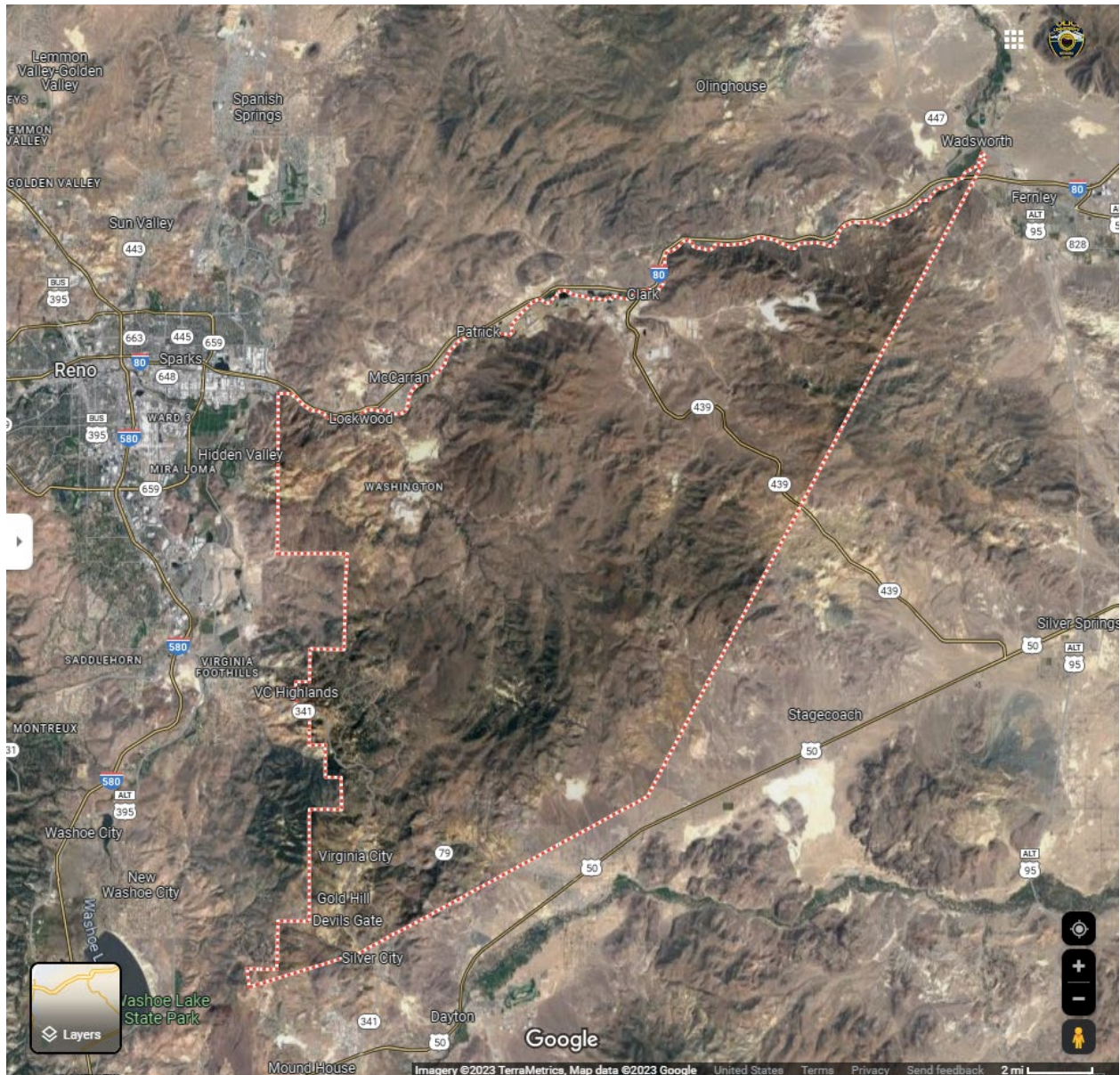
Appendix E. EOC Positions Guides

The following checklists are available in the EOC.

1. Communication Unit Leader Checklist
2. Compensation/Claims Unit Leader Checklist
3. Cost Unit Leader Checklist
4. Demobilization Unit Leader Checklist
5. Documentation Unit Leader Checklist
6. Facilities Unit Leader Checklist
7. Finance – Administration Section Chief Checklist
8. Food Unit Leader Checklist
9. Ground Support Unit Leader Checklist
10. Incident Commander Checklist
11. Liaison Officer Checklist
12. Logistics Section Chief Checklist
13. Medical Unit Leader Checklist
14. Operations Branch Director Checklist
15. Operations Section Chief Checklist
16. Planning Section Chief Checklist
17. Procurement Unit Leader Checklist
18. Public Information Officer Checklist
19. Resources Unit Leader Checklist
20. Safety Officer Checklist
21. Service Branch Director Checklist
22. Situation Unit Leader Checklist
23. Staging Area Manager Checklist
24. Supply Unit Leader Checklist
25. Support Branch Director Checklist
26. Time Unit Leader Checklist

Appendix F. Maps

Storey County Overview



Appendix G. Mutual Aid Agreements

Storey County Zone Pre-Attack Plans

- This plan provides the different land management agencies with suggested management directions in managing and protecting both natural and personal property resources throughout the zone.
- Key contact and resources, hazard areas, facilities, water sources, and resource constraints are listed in the plan.
- Contacts can be reached through County Dispatch.

Fire Mutual Aid Plan - Nevada Fire Chiefs Association

- This plan is an extension of the SCEMP. It provides systematic mobilization, organization, and operation of fire services of the state and its political subdivisions in mitigation the effects of fire or other related disasters.
- It provides an annually updated fire service inventory of all personnel, apparatus, and equipment in Nevada.
- The responsible local official of a jurisdiction oversees the incident and directs mutual aid equipment and personnel per agreement.

Wildfire Fire Protection Plan - Nevada Division of Forestry

- This plan is an extension of the SCEMP. It provides systematic mobilization, organization, and operation of fire services of the state and its political subdivisions in mitigation the effects of wildfire.
- It provides an annually updated fire service inventory of all personnel, apparatus, and equipment owned by the State of Nevada.
- The responsible local official of a jurisdiction oversees the incident and directs mutual aid equipment and personnel per agreement.

Lake Tahoe Regional Fire Chiefs Mutual Aid and Request Plan

- This plan provides a means to efficiently dispatch resources requested through the Regional Mutual Aid Program from participating agencies.
- The regional coordinator compiles and maintains data on fire dispatch centers in the region, communications facilities available, fire apparatus, equipment, personnel, and other appropriate information.
- During extreme emergency, the regional mutual aid coordinator or representative goes to the regional control center to serve as needed. He is not responsible for fire control unless it is his or her area of responsibility.

Quad County Hazardous Materials Agreement

- This is an agreement entered into between Carson City, Lyon County, Douglas County, and Storey County to provide for a regional hazardous materials response team.
- The resource is multi-county team that can respond to any of the counties listed, statewide and beyond, at the request of the State of Nevada

Quad County Multi Agency Coordination Agreement

- This is an agreement entered into between Carson City, Lyon County, Douglas County, and Storey County to provide for a regional resource management and accountability.

Bureau of Land Management

- This is a mutual aid agreement with the BLM to handle wildland fires. Both agencies agree to assist each other upon request.

United States Forest Service

- This is a mutual aid agreement with the USFS to handle wildland fires. Both agencies agree to assist each other upon request.

Tri-Net Agreement

- This is an agreement entered into between the Nevada Division of Public Safety – Division of Investigations, Carson City, Lyon County, Douglas County, and Storey County to provide for a regional narcotics taskforce.

Nevada State Agencies

- See the SCEMP for a complete list of responsibilities.

Appendix H. References

References	
Federal	
–	<u>Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness</u>
–	<u>Homeland Security Presidential Directive 5: Management of Domestic Incidents</u>
–	<u>National Disaster Recovery Framework (NDRF)</u>
–	<u>National Incident Management System (NIMS)</u>
–	<u>National Preparedness Goal</u>
–	<u>National Response Framework (NRF)</u>
–	<u>Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308, 2006</u>
–	<u>Presidential Policy Directive 8: National Preparedness</u>
–	<u>Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.</u>
State of Nevada	
–	NRS Chapter 412 – Appointment by Governor
–	NRS Chapter 239 – Records Management
–	NRS Chapter 244 – Counties: Government
–	NRS 244.335 - Grants power to regulate business
–	NRS 244.2961 - Grants power to maintain a fire department, establish a fire code, and regulate the storage of explosive, combustible, and inflammable material
–	NRS 245 – Appointments by County Commission
–	NRS Chapter 248 – Sheriffs
–	NRS Chapter 278 – Planning and Zoning
–	NRS 414 (All) -Authorizes local emergency management programs (Nevada Civil Defense Act of 1953, as amended)
–	NRS 455.80 -455.180 -Nevada One Call Law. This law requires Nevadans to call 1-800-227-2600 before they start digging, blasting, drilling, or any other kind of excavating.
–	NRS 459 (all) -Governs the storage and transportation of hazardous materials
–	NRS 474.160 -Grants fire departments/districts the power to regulate the hazards of fires and explosion relating to the storage, handling and use of hazardous substances, materials or devices
Storey County	
–	Storey County Hazardous Materials Ordinance 8.10.300-380
–	Storey County Hazardous Materials Response Plan
–	Storey County Code,Chapter 2.20, Emergency Services (Ord. 12-242, 2012)

Appendix I. Acronyms and Glossary

Acronyms

AAR	After-Action Report
ADA	Americans with Disabilities Act
CERT	Community Emergency Response Teams
CIKR	Critical Infrastructure and Key Resources
COOP	Continuity of Operations
DOC	Department Operations Center
EAS	National Emergency Alert System
EMO	Emergency Management Organization
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Presidential Directive 5
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
IDA	Initial Damage Assessment
JIC	Joint Information Center
JIS	Joint Information System

MAC Group	Multi-Agency Coordination Group
MACC	Multi-Agency Coordination Center
MOU	Memorandum of Understanding
NDEM	Nevada Division of Emergency Management
NDOT	Nevada Division of Transportation
NGO	Non-Government Organization
NSP (NHP)	Nevada State Police (formerly Nevada Highway Patrol)
NIMS	National Incident Management System
NNRIC	Norther Nevada Regional Intelligence Center
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NRS	Nevada Revised Statutes
NSS	National Shelter System
NTAC	Nevada Threat Assessment Center
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
Red Cross	American Red Cross
SA	Support Annex
SOP	Standard Operating Procedure
State	State of Nevada (governing body)
VA	Veteran Administration
VoIP	Voice-over Internet Protocol

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can

include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases, a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law

enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, City), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/ Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include

attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and

distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allow emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing,

recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Storey County, Nevada

EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

Last Reviewed by:	
Date:	

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ESF 1 Tasked Agencies	
Primary Agency	Storey County Public Works Department
Support Agencies	Storey County Business and Community Resources Storey County Fire Protection District Storey County School District Storey County Sheriff's Office Storey County Planning Department Storey County Senior Services
Lead State Agency	Nevada Department of Transportation

1 Purpose and Scope

1.1 Purpose

- a. Provide for the coordination of transportation support.
- b. Support and assist fire and law enforcement in traffic access and control.
- c. Maintain clear transportation routes to permit the sustained flow of emergency relief.
- d. Make available County transportation assets and any civil contract assets at the time of an emergency/disaster that are not available by each department to fulfill its mission needs.

1.2 Scope

The provision of county transportation support includes coordination of county and civil transportation assistance to other county agencies, voluntary organizations and State agencies requiring transportation capacity to perform emergency/disaster assistance missions.

2 Policies

The following policies relating to transportation operations in Storey County are currently in place:

- a. County transportation planning will consider utilizing available county transportation capabilities toward satisfying two primary demands:
 1. Satisfying the requirement of county agencies for transportation capacity to perform their assigned emergency/disaster missions.
 2. Provide transportation assistance to county government agencies and volunteer organizations as required.

3 Situation and Assumptions

3.1 Situation

- a. A significant emergency or disaster may severely damage transportation infrastructure.
- b. The movement of people, equipment, and supplies may be much less efficient in emergency conditions than under normal circumstances.

ESF 1 - Transportation

- c. Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

3.2 Assumptions

- a. The local transportation infrastructure will likely sustain damage during an emergency. The damage, depending upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- b. Operations may require traffic control to divert traffic around damaged, isolated, or evacuated areas.
- c. The immediate use of transportation systems for emergency operational activities may exceed local capabilities, thus requiring assistance from neighboring jurisdictions and/or State and Federal government.
- d. Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

4 Concept of Operations**4.1 General**

- a. In accordance with the Basic Plan and this ESF annex, the Public Works Department is the primary agency responsible for coordinating transportation activities. SOPs developed by the primary agency and supporting agencies provide the framework for carrying out those activities.
- b. Requests for assistance will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials.
- d. Law enforcement agencies coordinate evacuation and movement during emergencies and disasters. For more information, see ESF Annex 13 – Public Safety and Security.

4.2 Notifications

- a. The Emergency Management Director will notify the Public Works Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate transportation activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.

4.3 Access and Functional Needs Populations

During mass evacuations, the County will work with location volunteer organizations to provide transport for persons, including individuals with access and functional needs, provided they meet the following criteria:

- a. Evacuees can be accommodated at both embarkation points and at destination general population shelters.
- b. Evacuees can travel on commercial long-haul busses, aircraft, passenger trains, or left-equipped buses.
- c. Evacuees do not have medical needs indicating that they should be transported by specialized medical transport.

5 Roles and Responsibilities**5.1 Responsibilities by Department**

ESF 1 - Transportation**5.1.1 Storey County Public Works Department**

- a. Implement emergency functions to include traffic control assistance if required, support hazardous materials containment response, damage assessment and debris removal if needed.
- b. Assist the county EOC in determining the most viable available transportation networks to, from, and within the emergency/disaster area as well as regulate the use of such networks as appropriate.
- c. In conjunction with the EOC coordinate State arraigned transportation support, in cooperation with the State Transportation ESF.

5.1.2 Storey County Business and Community Resources Department

- a. Liaise with business and community partners.

5.1.3 Storey County Fire Protection District

- a. Will provide supplies and support equipment when feasible.

5.1.4 Storey County School District

- a. Will provide school buses for transportation/evacuation as needed.

5.1.5 Storey County Sheriff's Office

- a. Staff, control points and roadblocks.
- b. Provide traffic control and security.
- c. Provide escort for evacuation, convoys, and the movement of heavy equipment.

5.1.6 Storey County Planning Department

- a. Will provide mapping, legal descriptions, parcel/agency ownership, and Geographic Information Systems (GIS) support as needed.

5.1.7 Storey County Senior Services

- a. Will provide special home location to EOC for homebound and other seniors without transportation as needed.

5.2 ESF 1 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Develop and maintain standard operating procedures (SOPs) dealing with transportation response.
- b. Maintain current inventories of government transportation and fuel resources available and make this inventory available to the Emergency Manager.
- c. Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies, including points of contact and their locations, territories, and operating areas.
- d. Establish and maintain liaison with State and adjacent county transportation officials.
- e. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises.
- f. Participate in exercises and training to validate this ESF annex and supporting SOPs.
- g. Ensure that all transportation personnel are trained in their responsibilities according to departmental SOPs.

5.2.2 Response

- a. Identify transportation needs required by the situation.
- b. Identify, obtain, prioritize, and allocate available transportation resources.
- c. Assess damage to transportation infrastructure and communicate this information to the EOC.
- d. Plan for transportation support for mobilization sites, staging areas, and distribution points.

5.2.3 Recovery

- a. Continue to render transportation support when and where required if emergency conditions exist.
- b. Prioritize the repair and restoration of transportation infrastructure so that essential services such as fire, emergency medical services, law enforcement, and waste management will be given priority.
- c. All agencies involved in the recovery effort will keep detailed records of expenses in case there is potential for Federal and State reimbursement assistance.

5.2.4 Mitigation

- a. Regularly inspect city streets, public roadways, and rights-of-way for deterioration and make necessary repairs to keep them in good condition.
- b. Keep equipment in operating condition.

6 Annex Development and Maintenance

The Public Works Department, in coordination with ESF support agencies, will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Plans and Procedures

The following additional plans and procedures are in place to support transportation operations in Storey County:

- a. Storey County Evacuation, Sheltering and Mass Care Plan
- b. Nevada State Comprehensive Emergency Management Plan, ESF 1 - Transportation

8 Appendices

None currently.

Storey County, Nevada

EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

Last Reviewed By:	
Date:	

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ESF 2 Tasked Agencies	
Primary Agency	Storey County Sheriff's Department – Communications Center
Support Agencies	Storey County Information Technology Storey County Emergency Management
Lead State Agency	Department of Information Technology

1 Purpose and Scope

Emergency Support Function (ESF) 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies and other entities necessary to meet the County's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the public of a potential or occurring emergency or disaster. This function emphasizes the technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 – External Affairs.

1.1 Purpose

- Provide communication using current telecommunications systems and two-way radio to conduct countywide coordination of County and private resources.
- Establish responsibilities for communication operations and recovery.
- Define operating procedures supporting the county operation during disasters and recovery.

1.2 Scope

Coordinate county actions to ensure communications support for local emergency/disaster response. Coordinate the establishment of temporary communications in the impacted area.

2 Policies

The following policies relating to communications operations in Storey County are currently in place:

- Storey County General Policy 03: Communications
- Storey County General Policy 04: Information Technology
- Storey County will strive to establish telephone, radio, and computer network capabilities throughout the County where technologically feasible, and to create and maintain redundant communication systems to help ensure capabilities during emergencies.
- Use normal communication systems as much as possible during emergencies
- Provide communication linkages to personnel and facilities under Storey County's jurisdiction first.
- All available County, volunteer, and private sector resources will be used.

3.1 Situation

A disaster condition may result from a significant natural or human-caused incident that generates extensive damage and/or results in a high volume of requests from all levels of government for services required to save lives and alleviate human suffering. The authorities receiving such requests require accurate and timely information on which to base decisions and guide response actions. However, at a time when the need to convey information quickly is greatest, the infrastructure needed to facilitate efficient communication may be damaged or overloaded. In such situations, all functioning telecommunications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to ensure a proper response to aid those in need.

3.2 Assumptions

- a. Local jurisdictions will require accurate and timely information on which to base their decisions and focus their response actions.
- b. Routine, day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- c. There are identified frequencies that will be used for primary direction and control.
- d. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- e. The loss of some or all telephone service will reduce or eliminate the effectiveness of the Communications Center and Emergency Operations Center (EOC) public information lines as well as most of the County departments.
- f. The management and logistics of communications support is highly situational and requires flexibility and adaptability.
- g. Significant incidents may require evacuation of significant numbers of affected populations. Such evacuations may require extensive coordination of inter- and intra-County communications and may exceed normal radio communication capabilities.
- h. In the event of an emergency or disaster that damages the County's digital radio system, a backup analog system may be utilized.
- i. Local amateur radio operators can set up field communications to support or augment public safety operations, as appropriate. One use of this amateur radio system may be for providing communications between the EOC and American Red Cross shelters.
- j. At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent due to widespread damage to communications and power systems facilities.
- k. If electronic emergency information systems are not available, paper logs may be used to record events, communications and messages, damage assessments, situation reports, resources utilized, staff hours expended, etc.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Sheriff's Department - Communications Center is the primary agency responsible for coordinating emergency communications activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- b. Requests for assistance with communications resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of communications resources.
- d. Communications support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the primary and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate communications activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with communications activities.

4.3 Access and Functional Needs Populations

County emergency communications services will be provided in such a way that populations with access and functional needs receive adequate and timely warning and emergency information.

4.4 Communications Systems

4.4.1 Radio Communications

- a. Frequencies and their use will generally follow normal agency operational procedures unless otherwise designated by the incident command or EOC.
- b. Additional radio equipment:
 - i. Nevada Division of Emergency Management has access to a cache of radios.
 - ii. Minden Interagency Dispatch has access to radio caches.
 - iii. Sierra Electronics (Motorola) maintains a radio rental division and can provide radios within one or two days.

4.4.2 Telephone Communications

- a. Telephones will be the primary form of communications from the EOC; between fixed facilities, other agencies, and the public; and for confidential communications.
- b. If telephone problems occur Nevada Bell should be contacted.

4.4.3 Cellular Telephones

- a. First-Net enabled cellular phones are distributed through many of the departments in the County.
- b. A master phone list is maintained in Central Dispatch.

ESF 2 - Communications

- c. During emergencies the cellular phone system, if operational, may become overloaded and unusable.
- d. If this should occur, First-Net cell phones will be given priority on the cellular system.
- e. If the public switched telephone network is down First-Net cellular phones will be able to place calls from cell phone to cell phone. They should work within their own network.

4.4.4 Amateur Radio

- a. Amateur radio operators operate within Storey.
- b. Amateur radio operators are trained to assist in disasters.
- c. Amateur radio operators can only be activated by the Emergency Management Director or his/her representative.
- d. Amateur radio operators can be activated for emergency communication or supplemental communications.
- e. Amateur radio operators have access to low radio frequencies and the ability to communicate nationally.
- f. These capabilities are important during large-scale events or when atmospheric conditions prohibit standard communications.

5 Roles and Responsibilities**5.1 Responsibilities by Department****5.1.1 Storey County Sheriff's Department - Communications Center**

- a. Serve as primary operational agency for this response activity.
- b. Coordinates communication resources.
- c. Provides Communications Unit Leader

5.1.2 Storey County Information Technology

- a. Develop and maintain a redundant communications network for the County.
- b. Provides assistance as requested within available resources and expertise.

5.1.3 Storey County Emergency Management

- a. Provides assistance as requested within available resources and expertise.
- b. Coordinates resources for communications systems from outside the County.
- c. Supports communications between EOC and shelter(s) and other critical locations.

5.2 ESF 2 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Develop plans, procedures, and protocols for communications in accordance with the National Incident Management System (NIMS), State and local ordinances, and existing agreements.
- b. Ensure that alternate or backup communications systems are available.
- c. Coordinate common communications procedures.
- d. Develop and test emergency procedures.

- e. Develop written mutual aid agreements as needed to ensure regional coordination.
- f. Develop and/or review procedures for the crisis augmentation of resources.
- g. Review departmental plans and procedures and maintain personnel call-up lists.
- h. Develop and conduct training to improve all-hazard incident management capability for response communications.
- i. Develop exercises and drills of sufficient intensity to challenge management and operations and to test the knowledge, skills, and abilities of individuals and organizations for response communications.
- j. Participate in emergency management training and exercises.
- k. Develop and maintain a communications resource inventory.

5.2.2 Response

- a. Implement incident communications interoperability plans and protocols.
- b. Communicate incident response information.
- c. Use established common response communications language (i.e., plain English) to ensure that information dissemination is timely, clear, acknowledged, and understood by all receivers.
- d. Request external resources using the Emergency Management Assistance Compact (EMAC) and other mutual aid/assistance processes (inter- and intra-State).
- e. Ensure that all critical communications networks are functioning.
- f. Establish and maintain response communications systems on site.
- g. Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- h. Implement procedures for inspecting and protecting communications equipment.
- i. Ensure that redundant communications circuits/channels are available for use.
- j. Make arrangements to ensure that emergency communications equipment can be repaired on a 24-hour basis.
- k. Establish and ensure radio connectivity between the Incident Command Post and the EOC. Keep the EOC informed of field operations as much as possible.

5.2.3 Recovery

- a. Phase down operations, as appropriate.
- b. Continue to perform the tasks necessary to expedite restoration and recovery operations.
- c. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- d. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures, and formats to document crucial lessons learned and to make necessary changes in this ESF to improve future operations.

5.2.4 Mitigation

- a. Test all communications and warning equipment to ensure its workability.
- b. Develop and maintain back-up systems, including back-up power ability.

- c. Attempt to construct/place new equipment away from possible hazards.
- d. Ensure that methods are in place to protect communications equipment, including cyber and telecommunications resources.

6 ESF Annex Development and Maintenance

Storey County Sheriff - Communications Center will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support communications operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 2 - Communications

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 3
PUBLIC WORKS AND ENGINEERING

Last Reviewed By:	
Date:	

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ESF 3 Tasked Agencies	
Primary Agency	Storey County Public Works Department
Support Agencies	Storey County Community Development Department Storey County Planning Department Local Utilities TRI & Canyon General Improvement District's
Lead State Agency	Nevada Division of Public Works

1 Purpose and Scope

1.1 Purpose

Emergency Support Function (ESF) 3 provides and coordinates infrastructure and engineering services during all phases of emergency management. ESF 3 resources (personnel, equipment, facilities, materials, and supplies) will be coordinated through the County Emergency Operations Center (EOC) following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers. This support function contains various sub-functions that are outlined below.

1.2 Scope

Public works and engineering resources, under the authority of ESF 3, will be used to coordinate and/or assist in the following activities associated with emergency response:

- a. Debris clearance from transportation infrastructure.
- b. Coordination of the closure and repair of transportation infrastructure.
- c. Repair and restoration of damaged public systems (e.g., water, wastewater, solid waste, and stormwater systems).
- d. Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- e. Identification and labeling of uninhabitable/unsafe structures.
- f. Establishment of priorities and processes for issuing demolition and building permits.
- g. Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.
- h. Determination of extent of damage to the following systems: transportation, water, solid waste, electrical, natural gas, wastewater, and hazardous materials.
- i. Prioritization and initiation of recovery efforts to restore, repair, and mitigate County-owned infrastructure.
- j. Provide technical assistance with respect to flooding, water management, structure integrity assessments, and assessments of impacts to infrastructure.

2 Policies

The following policies relating to public works and engineering operations in Storey County are currently in place:

- a. Provide public works services to lands and facilities under Storey County's jurisdiction. Disaster response to private property problems shall be done only when a Storey County structure or facility, such as a culvert, is causing the problem or when life or public health is threatened.
- b. All available appropriate County, volunteer and private sector resources will be used.

3 Situation and Assumptions

3.1 Situation

Damage to public and private property and infrastructure may be unprecedented in an emergency or disaster, including weakened or destroyed structures, homes, public and critical facilities, roads, and bridges. Debris may make transportation routes impassible. Equipment used to repair or otherwise reinforce these structures may also be damaged. A large enough event may adversely affect the ability of local responders to perform their emergency duties.

3.2 Assumptions

- a. A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- b. Access to disaster areas may depend upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- c. Damage assessment of the disaster area will be required to determine potential workload.
- d. Assistance from the State and Federal government may be needed to clear debris, perform damage assessments and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- e. Debris may include trees, rocks, dirt, sand, building materials, metal, garbage, sewage, damaged vehicles, various hazardous materials, tires, and personal property.
- f. Hazardous chemical, biological radiological, nuclear, and explosive materials will need special handling from appropriately trained and equipped teams.
- g. Following disasters that cause significant debris, existing disposal sites may not provide effective debris management solutions because of capacity limitations and their need to provide continuous waste management operations for day-to-day debris generation.
- h. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- i. Unattended and long-standing debris may pose safety and health threats to the public.
- j. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

4. Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Public Works Department is the primary agency responsible for coordinating public works and engineering activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with public works and engineering resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of public works and engineering resources.
- d. Public works and engineering support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Public Works Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public works and engineering activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public works and engineering activities.

4.3 Access and Functional Needs Population

The County will seek technical assistance to ensure that accessibility standards are addressed during infrastructure restoration and activities. Existing plans and procedures will be used to reestablish critical human services for children as well as others with access and functional needs.

5. Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Public Works Department

- a. Serve as primary County department during Public Works emergencies.

5.1.2 Storey County Community Development Department

- a. Develop and enforce building code and enforcement related to mitigation and resiliency of infrastructure in the County.
- b. Determine stability and safety of buildings, condemning unsafe structures as needed.
- c. Assist in assessing bridges and other infrastructure as needed.

5.1.3 Storey County Planning Department

- a. Coordinate with Community Development and Public Works in planning phases.
- b. Provide maps, property descriptions, and GIS overlays and data; determine ownership and capability of property.
- c. Provide property and business ownership contact information as needed.

5.1.4 Local Utilities

- a. Support the County utility infrastructure before, during, and after emergencies or disasters.

5.1.5 TRI and Canyon General Improvement District's

- a. Coordinate sewer and water infrastructure before, during, and after emergencies or disasters.
- b. Provide property and business ownership contact information as needed.
- c. Provide heavy equipment and support to Storey County Public Works as needed

5.2 ESF 3 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Maintain an inventory of available resources, including personnel and training within each department.
- b. Develop and maintain plans and procedures for emergency and disaster situations.
- c. Develop and maintain mutual aid agreements with neighboring jurisdictions and the private sector.
- d. Coordinate emergency planning activities and information with neighboring jurisdictions and the ESF Coordinator.
- e. Maintain and test communication systems.
- f. Identify vital and essential roadways, bridges, and facilities to establish a repair priority if any of these become damaged.
- g. Ensure that personnel are trained in emergency responsibilities.
- h. Establish contact with private resources that could provide support during an emergency.

5.2.2 Response

- a. Provide a senior official to operate from the EOC or other command location to ensure coordination with other agencies, as necessary.
- b. Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).
- c. Inspect damage to streets, bridges, and public buildings.
- d. Clear roads to facilitate emergency operations.
- e. Close roads and construct barricades as directed.
- f. Make recommendations regarding the priority of repairs.
- g. Request outside assistance from surrounding jurisdictions and the private sector as required.
- h. Conduct other response actions as dictated by the situation.
- i. Maintain records and document all expenditures during the emergency.

5.2.3 Recovery

- a. Continue to repair infrastructure and buildings on a priority basis.
- b. Continue all activities in coordination with the EOC based on the requirements of the incident.
- c. Provide information concerning dangerous areas or other existing problems.
- d. Provide liaison between local agencies and Federal damage assessment activities.

- e. Establish control measures related to emergency solid waste disposal.
- f. Participate in after-action reports and critiques.
- g. Document disaster and restoration cost for possible Federal reimbursement.

5.2.4 Mitigation

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
- c. Participate in the hazard identification process and identify and correct vulnerabilities in the public works system.
- d. Regularly maintain equipment to ensure it is in good running order.

6. ESF Annex Development and Maintenance

The Storey County Public Works Department will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7. Supporting Documents

The following additional plans and procedures are in place to support public works and engineering operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 3 – Public Works and Engineering.

8. Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

Last Reviewed By:	
Date:	

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ESF 4 – Firefighting

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ESF 4 Tasked Agencies	
Primary Agency	Storey County Fire Protection District
Support Agencies	Storey County Community Development Department Storey County Planning Department Storey County Public Works Department Storey County Sheriff's Office
Lead State Agency	Nevada Division of Forestry Nevada Division of State Fire Marshal

1 Purpose and Scope

Emergency Support Function (ESF) 4 coordinates and manages all fire detection, control, and suppression efforts within the jurisdiction. This support function consists of two distinct components: urban/structural fires and wildland fires.

2 Policies

The following policies relating to firefighting operations in Storey County are currently in place:

- a. The Storey County Fire Protection District and Storey County are independent government entities. Under interlocal agreements the Storey County Fire Protection District will exercise broad lawful authority to provide fire protection and other emergency services to save lives and property, and to perform their designated emergency functions during emergencies.
- b. All available appropriate County, volunteer, and mutual aid resources will be used.

3 Situation and Assumptions

3.1 Situation

The Fire Chief (or designee) assumes the role of Incident Commander for fire incidents impacting his or her jurisdiction. If expansion from the Incident Command System (ICS) to a Unified Command structure is necessary, command is assigned to the next highest authority level. If hazardous material or other specialized response capabilities are needed, all resource requests and coordination of additional personnel, equipment, and services will be carried out through the County Emergency Operations Center (EOC).

All fire personnel are trained in ICS/National Incident Management System (NIMS), and a training roster is maintained and updated by the Fire Protection District in the County. Information regarding the personnel supporting ESF 4 duties, including their capabilities, is available through the Fire Protection District during an emergency.

3.2 Assumptions

- a. Urban, rural, and wildland fires will occur in the County. In the event of an earthquake or other significant event, large, damaging fires could be common.
- b. In a disaster, some firefighting resources may become scarce or damaged. Assistance from mutual aid agreements, neighboring jurisdictions, and State and Federal resources may be called upon.
- c. Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.

ESF 4 – Firefighting

- d. Efficient and effective mutual aid among the various local, County, State, and Federal fire agencies require the use of the ICS together with compatible firefighting equipment and communications.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Fire Protection District is the primary agency responsible for coordinating firefighting activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- b. Requests for assistance with firefighting resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of firefighting resources.
- d. Firefighting support requirements which cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Fire Protection District and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate firefighting activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with firefighting activities.

4.3 Access and Functional Needs Populations

Firefighting operations that require dissemination of emergency public information or evacuation operations will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Fire Protection District

- a. Serve as primary agency for fire incidents and incidents involving hazardous materials.

5.1.2 Storey County Community Development Department

- a. Develop and enforce building code and enforcement related to mitigation and resiliency of infrastructure in the County.
- b. Determine stability and safety of buildings, condemning unsafe structures as needed.
- c. Assist in assessing bridges and other infrastructure as needed.

5.1.3 Storey County Planning Department

- a. Coordinate with Community Development and Public Works in planning phases.
- b. Provide maps, property descriptions, and GIS overlays and data; determine ownership and capability of property.
- c. Provide property and business ownership contact information as needed.

5.1.4 Storey County Public Works Department

- a. Provide heavy equipment and water supply to fire district resources as needed.
- b. Assist with traffic and road closures as needed.

5.1.5 Storey County Sheriff's Office

- a. Lead agency for evacuations as needed.
- b. Assist with traffic and road closures as needed.

5.2 ESF 4 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Review, revise, and develop plans, programs, and agreements on fire-related public safety protection activities, including region-wide mutual aid response protocols.
- b. Develop procedures and protocols for coordinating protective action communications with the at-risk population on scene.
- c. Develop plans, procedures, and protocols for resource management in accordance with NIMS resource typing and include pre-positioning of resources to respond to an event efficiently and effectively.
- d. Establish procedures for coordinating all public information releases through the County and/or Fire District Public Information Officer.
- e. Establish criteria for relocating fire operations if present facilities must be evacuated.
- f. Establish communication links with law enforcement agencies for coordinating warning and evacuation confirmation functions.
- g. Appoint a representative to assist in the County EOC.

5.2.2 Response**5.2.2.1 Command and Control**

- a. ICS has been adopted and is used by many first responders and local jurisdictions in the State of Nevada to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- b. The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post is established as the focal point for all emergency operations.
- c. Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to State or Federal agencies.
- d. In a disaster, several ICS units may be established to manage the significant areas of need. The Incident Commander should adapt the management structure to reflect the need and complexity of the incident. A Unified Command may be established.
- e. The Incident Commander may also take other management steps such as requesting activation of the EOC and requesting fire response activities coordination by a Fire Coordinator within the EOC.
- f. The EOC may provide support to the Incident Commander(s) in evacuation, communications, transportation, shelter, and any other resources required.

ESF 4 – Firefighting

- g. A situation map may be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire activity and possible evacuation routes.
- h. Fire agencies may request activation of the Local Incident Support Team or a State or Federal Incident Management Team to assist with managing the incident.
- i. Fire agencies may request activation of other local agency resources such as search and rescue units or law enforcement. These resources may be made available if not otherwise occupied. All non-traditional resource requests should be made to the County EOC.
- j. Law enforcement may provide traffic control, establish scene security, and assist with movement of people and animals in the case of evacuation.

5.2.2.2 Emergency Management

- a. Activate the EOC and coordinate emergency warning(s). Coordinate with appropriate agencies, including government, public service, and private and volunteer organizations.

5.2.2.3 Fire District

- a. Notify key staff based on information received from the Communications Center and/or the EOC.
- b. Activate emergency operating procedures.
- c. Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- d. Provide temporary power and emergency lighting at emergency scenes when needed.
- e. Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.
- f. Initiate mutual aid contingency plans, when needed.
- g. Provide for personnel accountability. Relocate fire apparatus as conditions warrant.
- h. Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC, such as damage assessment.

5.2.3 Recovery**5.2.3.1 Emergency Management**

- a. Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- b. Updates plans and procedures based on critiques and lessons learned during an actual event.

5.2.3.2 Fire District

- a. Return vehicles and equipment to regularly assigned locations.
- b. Assist the public in recovery operations as resources allow.
- c. Support other recovery efforts as requested by the EOC.
- d. Provide critical payroll and other financial information for cost recovery through appropriate channels.

5.2.4 Mitigation

- a. Conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies.

- b. Conduct fire education and life safety training and education programs.
- c. Conduct building plan reviews to reduce or eliminate hazards.

6 ESF Annex Development and Maintenance

The Storey County Fire Protection District will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support firefighting operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 4 - Firefighting

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING

Last Reviewed By:	
Date:	

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ESF 5 Tasked Agencies	
Primary Agency	Storey County Emergency Management
Support Agencies	Storey County Planning Department
Lead State Agency	Office of the Governor Department of Public Safety – Division of Emergency Management

1 Purpose and Scope

Emergency Support Function (ESF) 5 describes how the County will support incident information and planning needs to develop and maintain a common operating picture to support response and recovery activities.

Activities encompassed within the scope of ESF 5 include:

- Serve as a hub for the receipt and dissemination of incident information.
- Collect, process, analyze, and disseminate information to guide response and recovery activities.
- Coordinate with on-scene incident commanders, department emergency operations facilities, private sector emergency management organizations to facilitate the flow of situational information.
- Collect and aggregate damage assessment data and track local declarations.
- Coordinate incident planning in the EOC including development of information products.

2 Policies and Agreements

The following policies relating to emergency management operations in Storey County are currently in place:

- Storey County Public Information Officer (PIO) policy.

3 Situation and Assumptions

3.1 Situation

The County is faced with several hazards that may require information and planning support. Considerations that should be considered when planning for and implementing ESF 5 activities include:

- The administration and logistics for emergency response and recovery operations will be provided by emergency services and support agencies that routinely manage these procedures during normal operations. The coordination of these agencies will be done using established procedures expedited for administrative assistance and logistics support during operations.
- Information and planning provide the methodologies and procedures field operations require during a disaster or hazard event. During times of poor communication due to the loss of telecommunication infrastructure these existing procedures ensure that all groups are synchronized in the work towards recovery.

3.2 Assumptions

ESF 5 is based on the following planning assumptions:

- There will be an immediate and continuing need to collect, process, and disseminate situational information, identify urgent response requirements before, during, and immediately following a disaster or emergency event to plan for continuing response, recovery, and mitigation activities.

ESF 5 – Information and Planning

- b. Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Jurisdictions impacted the most will be given priority for assistance and support as needed and available.
- c. During the early stages of an event, little information will be available, and it may be vague and inaccurate; the need to verify this information can delay response to inquiries.
- d. Reporting from local areas to the EOC will improve as the event matures.
- e. Reporting of information may be delayed due to damaged telecommunications and transportation infrastructure.
- f. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- g. Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- h. The public, through social media and other means, will spread inaccurate information quickly. This will cause confusion and possibly panic.

4 Concept of Operations

4.1 General

- a. All information and planning-related activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- b. In accordance with the Basic Plan and this ESF Annex, County Emergency Management is responsible for coordinating information and planning-related activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- c. Requests for assistance with information and planning will first be issued in accordance with established mutual aid agreements and once those resources have been exhausted, a request may be forwarded to the State EOC.
- d. The County EOC will provide guidance for the coordination, information, and planning resources.

4.2 Notifications

- a. The Emergency Management Director will coordinate EOC activations and request that representatives report to the EOC to coordinate information and planning activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with information and planning activities.

4.3 Access and Functional Needs Populations

Provision of information and planning in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Emergency Management

- a. Serve as primary agency for information and planning activities.
- b. Facilitate collaborative planning to ensure County capability to support ESF 5 activities.
- c. Establish and maintain systems for incident data management and information sharing.

- d. Maintain operational capacity of the County EOC to support information and planning activities.
- e. Establish standardized reporting processes and prepare standardized reporting formats and forms.
- f. Ensure that staff are identified and adequately trained to fulfill the planning function in the County EOC.

5.1.2 Storey County Planning Department

- a. Coordinate with Emergency Management in planning phases.
- b. Provide maps, property descriptions, and GIS overlays and data; determine ownership and capability of property.
- c. Provide property and business ownership contact information as needed.

5.2 ESF 5 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Prepare a standard template for declarations of emergency or disaster.
- b. Prepare standardized reporting formats and forms and establish reporting procedures that include development of display boards.
- c. Maintain the County's Emergency Operations Plan (EOP) and emergency management program.
- d. Annually review the plans and make necessary corrections, changes, and additions. Advise and assist other agencies and local governments in the development of emergency or disaster plans and programs in compliance with applicable County, State, or Federal laws, rules, regulations, and executive orders.
- e. Coordinate emergency- and disaster-related training and orientation to County officials to meet the NIMS/ICS requirements and to familiarize them with emergency- or disaster related responsibilities, operational concepts, and procedures.
- f. Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance programs. After an emergency or major disaster declaration, local information programs should be coordinated with those of State or Federal government.
- g. Establish and maintain a County wide capability to provide warning to the public through available warning systems such as the Emergency Alert System, radio/television, sirens, and telephone notification systems.
- h. Make emergency preparedness information and presentations available to the public.

5.2.2 Response

- a. Collect, display, and document the information provided to the EOC staff; this documentation is necessary for the recovery process.
- b. Assesses the information provided and share with the appropriate EOC representative or the State, as needed.
- c. Assesses the information provided and develop and recommend action strategies.
- d. Coordinate and prepare periodic situation report's and distribute them as required.
- e. Requests special information from local governments and volunteer organizations, as necessary.
- f. Review Public Information Officer (PIO) statements for accuracy.
- g. Prepare the declaration of emergency and any needed amendments.

ESF 5 – Information and Planning

- h. Receive and process requests from local government for specific State and Federal emergency- and disaster-related assets and services.
- i. Coordinate County assets to support local government and agencies in need of supplemental emergency or disaster assistance.

5.2.3 Recovery

- a. Continue to gather information and prepare and distribute situation reports, as needed. Review the PIO's statements for accuracy.
- b. Prepare the elected official's declaration terminating the declaration of emergency.
- c. Create and coordinate an ad hoc Recovery Task Force from local representatives to assist with recovery phase operations and Continuity of Operations Plans.
- d. Coordinate Public and Individual Assistance programs with local, State, and Federal government as needed.
- e. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, and reporting procedures and formats to document any crucial lessons learned and to revise plans as needed for future events.
- f. Procure all available documentation of event for archiving.

5.2.4 Mitigation

- a. Mitigation activities may be conducted in the response and recovery phases as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services, and structural projects.

6 ESF Annex Development and Maintenance

Storey County Emergency Management will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support emergency management operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 5 – Emergency Management

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 6
MASS CARE, EMERGENCY ASSISTANCE,
HOUSING AND HUMAN SERVICES

Last Reviewed By:	
Date:	

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services**Table of Contents**

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ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

ESF 6 Tasked Agencies	
Primary Agency	Storey County Emergency Management
Support Agencies	Storey County, County Manager Storey County Senior Services Storey County School District Community Chest & American Red Cross
Lead State Agency	Division of Welfare and Supportive Services

1 Purpose and Scope

Emergency Support Function (ESF) 6 provides mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary. Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the county. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include:

- a. Providing assistance for victims' short- and long-term housing needs.
- b. Supporting and coordinating resources required for crisis counseling and other mental health-related services immediately following an emergency, particularly as services are needed at shelters.
- c. Coordinating and identifying individuals with access and functional needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

2 Policies and Agreements

The following policies relating to care and shelter operations in Storey County are currently in place:

- a. Storey County will coordinate mass care efforts with the American Red Cross, Salvation Army, and others.
- b. Storey County will delegate shelter coordination, management, and operation to the American Red Cross when possible.
- c. Storey County will coordinate with State and Federal agencies to promote the delivery of assistance programs to individuals.

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services**3 Situation and Assumptions****3.1 Situation**

- a. Hazards most likely to cause a need for mass care operations in the County include, but are not limited to, earthquake, fire, flood, and hazardous materials emergencies. Such emergencies in neighboring jurisdictions could prompt evacuations into the community as well.
- b. The County recognizes that it has ultimate responsibility for providing shelter and other mass care services to protect residents displaced from their homes and others who evacuate into the jurisdiction due to emergency situations.
- c. Mass care needs may range from very short-term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large numbers of evacuees where feeding, sleeping, and shower facilities are desirable, and a variety of assistance must be provided to evacuees.
- d. The American Red Cross (Red Cross) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress Act of January 5, 1905, and the Disaster Relief Act of 1974. The Red Cross also assumes primary agency responsibility under the National Response Framework to coordinate Federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including Red Cross relief operations.
- e. The Red Cross signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The Red Cross identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
- f. Disaster conditions are likely to require that domestic animals and livestock be evacuated and cared for. Animals (except for service animals) are not allowed in public shelters. Sheltering for animals is addressed in ESF 11 – Agriculture and Natural Resources.
- g. The County's response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements exceed local capabilities, mutual aid, State, and/or Federal assistance should be requested.

3.2 Assumptions

- a. Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- b. Widespread damages may necessitate the relocation of victims and the need for mass care operations.
- c. Some victims will go to shelters, while others will find shelter with friends and relatives. Some may stay with or near their damaged homes.
- d. Shelters may have to be opened with little notice. Until Red Cross personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- e. The demand for shelters may prove to be higher than what is available.
- f. If Red Cross services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the Red

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

Cross, while others may operate these facilities themselves and assume full responsibility for them.

- g. The County contracts with Community Chest Inc. to provide support to youth, homeless, indigent, and other at-risk populations in the County. Services include social services, library services, victims of domestic violence assistance and shelter, health/clinic resources, early-childhood and youth programs, etc. that the County would otherwise be responsible for.
- h. Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.
- i. Volunteer organizations that normally respond to emergency situations will assist in mass care operations.
- j. Large numbers of spontaneous volunteers may emerge, which will require planning and training before volunteers can be released to field operations.
- k. Emergency operations for most human services organizations (mass care, individual assistance, sheltering, access and functional needs) will be an extension of normal programs and services.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, Storey County Emergency Management is the primary agency responsible for coordinating emergency management activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- b. Requests for assistance with emergency management resources will be generated one of two ways: requests will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of emergency management resources.
- d. Emergency management support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the County Manager and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate care and shelter activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with care and shelter activities.

4.3 Access and Functional Needs Populations

Provision of care and shelter services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services**5.1 Responsibilities by Department****5.1.1 Storey County Emergency Management**

- a. Serve as coordinator of ESF 6 efforts.

5.1.2 Storey County, County Manager

- a. Provide policy and guidance for the County departments.

5.1.3 Storey County Senior Services

- a. Provide access to resources for seniors and coordination of shelters in emergencies.

5.1.4 Storey County School District

- a. Serve as support agency for ESF 6 by providing shelters and transit in emergencies.

5.1.5 Community Chest & American Red Cross

- a. Serve as support agency for ESF 6 by coordinating shelters & providing resources during emergencies.

5.2 ESF 6 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- b. Obtain the cooperation of facility owners for use as mass care facilities and protective shelters.
- c. Develop facility setup plans for potential shelters.
- d. Identify emergency feeding supplies.
- e. Recruit and train volunteers for mass care operations.
- f. Develop a liaison with other community service organizations for providing mass care to the public.
- g. Identify population groups requiring special assistance during an emergency (e.g., senior citizens, those with access and functional needs, etc.) and ensure that preparations are made to provide assistance.
- h. Appoint a representative to assist in the County EOC.
- i. Implement a public education campaign regarding the importance family disaster plans and 72-hour preparedness kits.
- j. Develop and test emergency plans and procedures.
- k. Participate in emergency management training and exercises.

5.2.2 Response

The following actions should be taken by the Red Cross and the appropriate State, County, and local agencies to support reception, sheltering, and mass care activities during a period of potential or imminent threat of disaster or emergency:

- a. Notify key personnel to allow immediate review and implementation of plans and checklists.

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

- b. Partially or fully activate the County EOC, if necessary.
- c. Open designated mass care shelters and begin to stock them with food, water, medical supplies, cots, blankets, and administrative supplies.
- d. Notify health officials of potential staff needs to assist Red Cross personnel at mass care shelters.
- e. Coordinate with local law enforcement for security at the shelter locations.
- f. Provide trained staff at appropriate at reception centers and shelter(s).
- g. Establish primary and back-up communications between the mass care shelters and the Red Cross District Office. Communications should be established with the EOC if the Red Cross District Office is affected by the emergency.
- h. Establish and coordinate appropriate traffic control measures on evacuation route to reception centers and mass care shelters.
- i. Coordinate the release of public information announcements and advisories regarding the need to evacuate, evacuation routes, reception center locations, and personal items to be brought to the shelters (pets are excluded from Red Cross shelters).
- j. Arrange transportation to shelters for those experiencing access and functional needs and for those without transportation.
- k. Alert hotels and motels in neighboring unaffected jurisdictions so that those facilities can prepare for an influx of evacuees not wishing to utilize public mass care shelters.

The following actions should be taken after the onset of a disaster or emergency:

- a. Take the actions listed above if they have not yet been accomplished.
- b. Maintain communications between reception centers, mass care shelters, and the Red Cross District Office.
- c. Advise the EOC of the number and condition of the evacuees housed in each shelter.
- d. Provide the following for those in the affected area who are not housed in mass care shelters:
 - 1. Emergency supplies of food, water, clothing, and first aid.
 - 2. Temporary congregate feeding facilities, if necessary.
- e. Provide food and water for emergency workers.
- f. Coordinate the release of public announcements concerning:
 - 1. The condition and whereabouts of persons in or evacuated from disaster areas.
 - 2. The availability of emergency supplies of food, water, and clothing.
 - 3. The locations of reception centers and mass care shelters.
- g. Assist with registration of evacuees and victims.

5.2.3 Recovery

- a. Activate family reunification systems, such as the Red Cross Safe and Well Website or FEMA's National Emergency Family Registration and Locator System, as soon as possible.

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

- b. Continue to utilize multiple means of communicating public information and education.
- c. Ensure the availability of mental and behavioral health professionals.
- d. Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- e. Provide public information regarding safe re-entry to damaged areas; assist evacuees in returning to their homes if necessary.
- f. Help provide temporary housing for those who cannot return to their homes.
- g. Deactivate shelters and mass care facilities and return them to normal use.
- h. Clean and return shelters to their original condition; keep detailed records of any damages.
- i. Consolidate mass care shelter(s) costs and submit these statements to the appropriate authorities for possible reimbursement.
- j. Coordinate Individual Assistance. Inform the public of any follow-up recovery programs that may be available.
- k. Form a long-term recovery assistance team to help ensure that individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- l. Return staff, clients, and equipment to regularly assigned locations. Provide critical payroll and other financial information for cost recovery through appropriate channels.
- m. Participate in after-action critiques and reports.
- n. Update plans and procedures based on critiques and lessons learned during an actual event.

5.2.4 Mitigation

- a. Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing, and human services function.
- b. Implement a public education campaign regarding the importance of having adequate homeowners and renters' insurance.
- c. Encourage shelter considerations in architectural design.
- d. Conduct training and education.
- e. Conduct practice drills.
- f. Convey public information in multiple formats and languages.
- g. Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.

6 ESF Annex Development and Maintenance

The Storey County Board of Commissioners will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support care and shelter operations in Storey County:

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

- a. Storey County Evacuation, Sheltering and Mass Care Plan.
- b. Nevada State Comprehensive Emergency Management Plan, ESF 6 – Mass Care, Housing, and Human Services

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 7
LOGISTICS MANAGEMENT AND RESOURCE
SUPPORT

Last Reviewed By:	
Date:	

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ESF 7 Tasked Agencies	
Primary Agency	Storey County Emergency Manager
Support Agencies	Storey County Comptroller Storey County Business & Community Resources
Lead State Agency	Department of Administration – Purchasing Division

1 Purpose and Scope

Emergency Support Function (ESF) 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the County or region. Formal pre-incident agreements (i.e., mutual aid agreements or memoranda of understanding) between government agencies, the private sector, and/or other nongovernmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities.

Procedures outlined in this support function include both medical and non-medical resources.

2 Policies

The following policies relating to resource management and logistics support operations in Storey County are currently in place:

- a. Storey County General Policy 07: Financial.

3 Situation and Assumptions

3.1 Situation

- a. Upon request, ESF 7 provides the operational support needed to establish the response capacity of local government. Resource management consists of local government departments providing assistance to each other as well as non-governmental and private-sector response efforts in the form of:
 1. Emergency relief supplies.
 2. Facility space.
 3. Office equipment and supplies.
 4. Telecommunications support.
 5. Contracting assistance.
 6. Transportation services.
 7. Personnel required to support immediate response activities.
 8. Support for requirements not specifically identified in other ESFs, including excess and surplus property.
 9. Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. ESF 7 does not stockpile supplies.

ESF 7 – Logistics Management and Resource

10. During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding, memorandums of agreement, and interagency agreements.

3.2 Assumptions

- a. Agencies' support of the response to the emergency or disaster event will be severely impacted.
- b. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- c. Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- d. If donated goods and services are provided, County Emergency Management should be responsible for managing these as part of ESF 7.
- e. The management and logistics of resource support is highly situational and requires flexibility and adaptability.
- f. The County's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources and implement mutual aid agreements under their own authorities.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, Storey County Emergency Management is the primary agency responsible for coordinating resource management activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- b. Requests for assistance with resource management will be generated one of two-ways: requests will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of resource management.
- d. Emergency management support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will coordinate EOC activations and request that representatives report to the EOC to coordinate resource management activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with resource management activities.

4.3 Access and Functional Needs Populations

Provision of logistics management and resource support services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Emergency Management

- a. Serve as EOC Director, overseeing ESF 7 operations.

5.1.2 Storey County Comptroller

- a. Serve as support agency for EOC by providing personnel.
- b. Manage logistics and resource tracking, finance, acquisition, agreements, and contracting.

5.1.3 Storey County Business & Community Resources

- a. Serve as support agency for EOC and provide personnel.
- b. Monitor and track grants; coordinating with the Comptroller for Federal reimbursements.

5.2 ESF 7 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Develop plans, procedures, and protocols for resource management in accordance with the National Incident Management System (NIMS) and include pre-positioning of resources to respond to an event efficiently and effectively.
- b. Establish plans and systems for resource identification, typing, and inventorying.
- c. Establish plans and systems for acquiring and ordering resources.
- d. Establish plans and systems for mobilizing and allocating resources.
- e. Establish plans and systems for resource recovery and reimbursement.
- f. Establish plans and procedures for coordinating with nongovernmental and private- sector organizations to obtain resources.
- g. Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.
- h. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- i. Participate in exercises and training to validate this annex and supporting plans and procedures.
- j. Ensure that all ESF 7 personnel are trained in their responsibilities according to departmental plans and procedures.

5.2.2 Response

- a. Establish communication between the Emergency Operations Center (EOC) and Incident Management Team to determine the resources needed to support incident response and operations.
- b. Identify internal, jurisdiction-specific resources available to support response and recovery operations.

ESF 7 – Logistics Management and Resource

- c. Decide regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- d. Provide logistical support for the operation and requests of the Incident Commander and EOC.
- e. Coordinate distribution of stockpile assets.
- f. Coordinate the handling and transporting of affected persons requiring assistance.
- g. Provide and coordinate the use of emergency power generation services at critical facilities.

5.2.3 Recovery

- a. Continue to render support when and where required if emergency conditions exist.
- b. Recover all deployed resources that are salvageable.
- c. Return resources to their issuing locations.
- d. Account for all resource use and expenditures.
- e. Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- f. Prioritize the repair and restoration of infrastructure so that essential services may be given priority.
- g. Ensure that all agencies involved in the recovery effort perform detailed cost accounting in the event of a declared disaster and that there is a potential for Federal and State assistance.
- h. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned and to revise plans as needed for future events.

5.2.4 Mitigation

- a. Develop internal Continuity of Operations Plans to identify resource needs and resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event. A Continuity of Operations plan for internal and external resources should include, but is not limited to, the following:
 - 1. Identify essential personnel and staffing for internal and external support requirements.
 - 2. Identify emergency supplies needed for personnel.
 - 3. Identify essential records, equipment, and office supply needs.
 - 4. Identify essential office space requirements.
 - 5. Identify additional transportation requirements in support of an emergency or disaster.

6 ESF Annex Development and Maintenance

Storey County Emergency Management will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support logistics management and resource support operations in Storey County:

- a. Storey County Resource Directory
- b. Nevada State Comprehensive Emergency Management Plan, ESF 7 – Resource Support

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 8
PUBLIC HEALTH AND MEDICAL
SERVICES

Last Reviewed By:	
Date:	

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ESF 8 Tasked Agencies	
Primary Agency	Storey County Board of Health
Support Agencies	Storey County Emergency Management Storey County Senior Services Community Chest Quad County Public Health Preparedness
Lead State Agency	Department of Health and Human Services – Health Division

1 Purpose and Scope

Emergency Support Function (ESF) 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities:

- a. Public health and sanitation
- b. Emergency medical, dental, and hospital services
- c. Crisis counseling and mental health services
- d. Animal and vector control
- e. Mortuary services

ESF 8 also refers to services, equipment, and personnel needed to protect the health of the public from communicable disease, contamination, and epidemics, including health and symptomatic monitoring, food and water inspections, immunization and mass prophylaxis delivery, laboratory testing, and animal health/disease management (as it pertains to potential or actual impacts on public health). Other essential tasks associated with this support function include providing professional personnel, services, and facilities to relieve victims and their families, first responders, and/or access and functional needs populations of trauma and mental health conditions caused or aggravated by an emergency/disaster or its aftermath. Depending on the nature and severity of an incident, services and resources may be needed for prolonged periods of time.

See ESF Annex 11 – Agriculture and Natural Resources for information regarding incidents/disasters potentially or impacting the health of livestock, wildlife, and other animals.

2 Policies

The following policies relating to public health and medical services in Storey County are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

- a. Local hazards could result in mass casualties or fatalities, disruption of food and/or water distribution and utility services; loss of water supply, wastewater, and solid waste disposal services; and other situations that could create potential health hazards or serious health risks.

- b. One of the primary concerns of public health officials is disease control. This involves the prevention, detection, and control of disease-causing agents; maintaining safe water and food sources; and continuation of wastewater disposal under disaster conditions.
- c. Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- d. The County does not have large-scale morgue storage capabilities.
- e. There are no public or private medical, health, or mortuary services located in the County.

3.2 Assumptions

- a. Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- b. Use of nuclear, chemical, or biological weapons of mass destruction could produce many injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
- c. Emergency health and medical services should be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- d. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and access and functional needs populations may be damaged or destroyed in major emergency situations.
- e. If hospitals and nursing homes are damaged, it may be necessary to divert significant numbers of patients to other comparable facilities elsewhere.
- f. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty because of personal injuries or damage to communications and transportation systems.
- g. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
- h. Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment such as dialysis, may have difficulty obtaining these medications and treatments in the aftermath of an emergency due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- i. In a major catastrophic event (including, but not limited to, epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
- j. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.

- k. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- l. The public may require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- m. Some types of emergency situations, such as earthquakes, hurricanes, and floods, may affect a large proportion of the County, making it difficult to obtain mutual aid from the usual sources.
- n. The damage and destruction caused by a natural or technological event may produce urgent needs for mental health crisis counseling for victims and emergency responders.
- o. Emergency responders, victims, and others affected by emergency situations may experience stress, anxiety, and other physical and psychological symptoms that may adversely affect their daily lives. In some cases, disaster mental health services may be needed during response operations.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Board of Health is the primary agency responsible for coordinating public health and medical activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with public health and medical services will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of public health and medical resources.
- d. Public health and medical support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Board of Health and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public health and medical activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public health and medical activities.

4.3 Access and Functional Needs Populations

Provision of public health and medical services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department ESF 8 – Public Health and Medical Services**5.1.1 Storey County Board of Health**

- a. Provide policy and guidance for County health and medical services.

5.1.2 Storey County Emergency Management

- a. Establish health and medical plans and agreements.
- b. Coordinate response efforts.

5.1.3 Storey County Senior Services

- a. Provide sheltering and resources to seniors.

5.1.4 Community Chest Inc.

- a. Contracted by the County to provide public health, mental health, counseling, youth, and other services.

5.1.5 Quad County Public Health Preparedness

- a. Support the County during planning, preparedness, and recovery phases. Coordinate resources during the response phase.

5.2 ESF 8 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Conduct planning with support agencies.
- b. Ensure that lead agency personnel are trained in their responsibilities and duties.
- c. Develop and implement emergency response and health and medical strategies.
- d. Identify population groups requiring special assistance during an emergency (e.g., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance for them.
- e. Maintain adequate medical supplies.
- f. Pre-position response resources when it is apparent that health and medical resources will be necessary.
- g. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency.
- h. Appoint a representative to assist in the County Emergency Operations Center (EOC).
- i. Participate in emergency management training and exercises.

5.2.2 Response

- a. Activate emergency plans and mobilize emergency health personnel.
- b. Conduct rapid assessments for immediate response objectives.
- c. Determine the number and type of casualties, request additional assistance, establish staging areas, and initiate triage procedures.

- d. Identify hospital and nursing home bed vacancies.
- e. Determine which normal activities and facility accommodations can be curtailed or shifted to allow for increased emergency capacity.
- f. Arrange for the provision of medical personnel, equipment, and supplies to health and medical facilities, as needed.
- g. Coordinate morgue operations as required and appropriate.
- h. Provide staff and services for monitoring public health conditions.
- i. Determine needs for health surveillance programs.
- j. Implement disease control and prevention measures.
- k. Coordinate lab testing and evaluations of community environmental health conditions and provide health advisories as required or appropriate.
- l. Coordinate prescription drug access for healthcare facilities and individuals needing medication refills.
- m. Partially or fully activate the EOC, if necessary.
- n. Assist with patient evacuation and post-event relocation.
- o. Provide nursing staff for functional needs shelters.
- p. Initiate on-site public education programs on the health problems associated with the emergency or disaster.
- q. Provide emergency public information on the health aspects of the situation in conjunction with EOC/Joint Information Center (JIC).
- r. Coordinate the release of public health information with County and State Public Information Officers.
- s. Monitor food and drug safety, as well as radiological, chemical, and biological hazards.
- t. Coordinate and monitor the potability of water, wastewater disposal, solid waste disposal, and vector control monitoring.
- u. Coordinate victim identification and mortuary services with the coroner.
- v. Coordinate mental health services as appropriate for victims and/or first responders.

5.2.3 Recovery

- a. Health authorities determine if a continuing health problem exists that requires an ongoing commitment of resources or if there is a potential for new problems to develop.
- b. Restore essential health and medical components of delivery systems and permanent medical facilities to operational status.
- c. Monitor environmental and epidemiological systems.

ESF 8 – Public Health and Medical Services

- d. Assist the Nevada Division of Environmental Protection in determining suitable sites and acceptable procedures for the disposal of hazardous materials.
- e. Monitor public and private food supplies, water, sewage, and solid waste disposal systems.
- f. Continue to provide public information on sewage and waste control, food and water supplies, and control of insect's rodents, and diseases.
- g. Continue to utilize multiple means of communicating public information and education.
- h. Support emergency services staff and operations until the local system is self-sustaining; maintain provision of long-term emergency environmental activities.
- i. Ensure the availability of mental and behavioral health professionals.
- j. Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- k. Restore pharmacy services to operational status.
- l. Inform the public of any follow-up recovery programs that may be available.
- m. Form a long-term recovery assistance team to help ensure that individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- n. Identify populations requiring event-driven health, medical, or social services after the event.
- o. Return staff, clients, and equipment to regularly assigned locations.
- p. Provide critical payroll and other financial information for cost recovery through appropriate channels.
- q. Participate in after-action critiques and reports.
- r. Update plans and procedures based on critiques and lessons learned during an actual event.
- s. Initiate financial reimbursement process for support services.

5.2.4 Mitigation

- a. Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- c. Survey and map all emergency medical services.
- d. Increase the use of geographical information systems to identify the location of all vulnerable sites or populations.
- e. Gather and evaluate intelligence regarding epidemics and assist in detection of communicable diseases.
- f. Administer immunizations.
- g. Conduct continuous health inspections.
- h. Promote and encourage the use of the blood donation program.

- i. Conduct normal public health awareness programs.
- j. Conduct training and education.
- k. Conduct practice drills.
- l. Convey public information in multiple formats & languages.

6 ESF Annex Development and Maintenance

The Storey County Board of Commissioners will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support public health and medical operations in Storey County:

- a. Storey County Mass Casualty Incident Plan.
- b. Nevada State Comprehensive Emergency Management Plan, ESF 8 – Public Health and Medical Services.

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

Last Reviewed By:	
Date:	

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ESF 9 Tasked Agencies	
Primary Agency	Storey County Sheriff's Office
Support Agencies	Storey County Jeep Posse
Lead State Agency	Nevada Division of Emergency Management

1 Purpose and Scope

The purpose of Emergency Support Function (ESF) 9 is to coordinate search and rescue operations and resources during emergency response and recovery. The ESF 9 Annex describes the use of resources in support of both urban and wilderness search and rescue during actual or potential emergencies. The scope of this function includes urban search and rescue challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and/or the extrication of accident victims.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. None currently.

2.2 Agreements

The following agreements are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

The following circumstances may initiate a search and rescue mission requiring field operations:

- a. Person(s) participating in recreational activity become victims of an accident, suffer a health problem, or become disoriented regarding direction.
- b. Persons have wandered from a facility, or a group organization activity designed to house, feed, care, and provide guidance for them.
- c. Passengers in a moving vehicle become submerged in water.
- d. Persons fall victim to drowning.
- e. Transitory persons are involved in a transportation-related accident.
- f. An aircraft has crashed or landed in an obscure region not normally or officially provided for landings.

3.2 Assumptions

- a. Search and rescue operations will continue to increase as population and recreational opportunities continue to grow.
- b. Operations may be overwhelmed during emergencies and disasters. Local search and rescue efforts may require technical assistance from other agencies, counties, and the State.
- c. Access to impacted locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- d. Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.
- e. Residents and unaffiliated volunteers may initiate activities to assist in search and rescue operations and will require coordination and direction.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Sheriff's Office is the primary agency responsible for coordinating search and rescue activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with search and rescue operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of search and rescue resources.
- d. Search and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.
- e. All volunteers are trained in their specialties, are familiar with Incident Command System (ICS)/National Incident Management System (NIMS) organization and have complete ICS/NIMS basic training.
- f. Plans and procedures will be developed for each type of mission performance that may require field operations. These procedures fall under the authority and responsibility of the Search and Rescue Coordinator.

4.2 Notifications

- a. The Emergency Management Director will notify the Sheriff's Office and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate search and rescue activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with search and rescue activities.

4.3 Access and Functional Needs Populations

Provision of search and rescue services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Sheriff's Office

- a. Coordinate search and rescue operations.

5.1.2 Storey County Jeep Posse

- a. Support search and rescue operations.

5.2 ESF 9 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Encourage active participation of inter-agency preparedness organizations, which collaborate in search and rescue activities on a regular basis.
- b. Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- c. Prepare and maintain plans and procedures, resource inventories, personnel rosters, and resource mobilization information necessary to implement search and rescue operations.
- d. Ensure that mutual aid agreements are in place with surrounding jurisdictions.
- e. Coordinate and participate in the development and presentation of training courses and exercises for search and rescue personnel.
- f. Maintain liaison with support agencies.
- g. Pre-identify typed search and rescue resources and identify resources from other agencies or capabilities that may assist with search and rescue, and plan to integrate such additional resources as necessary.
- h. Develop a management plan to manage uncertified volunteers.

5.2.2 Response

- a. Initiate mobilization procedures.
- b. Assemble personnel and equipment at a designated location.
- c. Transport the team, including personnel and equipment, to the incident scene.
- d. Collect and analyze incident information to help determine the need to deploy search and rescue operations.
- e. Plan and coordinate search and rescue operations at the incident site.
- f. Direct search and rescue resources according to NIMS, ICS, and team policies and procedures/guidelines.
- g. Deploy search and rescue representatives to the Emergency Operations Center (EOC).

ESF 9 – Search and Rescue

- h. Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.

5.2.3 Recovery

- a. Continue to render support when and where required if emergency conditions exist.
- b. Participate in after-action briefings and develop after-action reports.
- c. Make necessary changes to this ESF Annex and supporting plans and procedures.
- d. Initiate a financial reimbursement process for these activities when such support is available.

5.2.4 Mitigation

- a. Review the hazards most likely to affect the County and identify potential vulnerabilities in the search and rescue function.
- b. Develop plans to overcome identified vulnerabilities (e.g., new equipment, training, and mutual aid procedures).
- c. Ensure that all equipment is regularly checked and maintained for immediate deployment.

6 ESF Annex Development and Maintenance

The Storey County Sheriff's Office will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support search and rescue operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 9 – Search and Rescue

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 10
HAZARDOUS MATERIALS

Last Reviewed By:	
Date:	

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ESF 10 Tasked Agencies	
Primary Agency	Storey County Fire Protection District
Support Agencies	Storey County Sheriff's Office Quad County Hazardous Materials Response Team
Lead State Agency	Nevada Division of Environmental Protection

1 Purpose and Scope

Emergency Support Function 10 provides for response to and recovery from hazardous material releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials incidents potentially involving transportation corridors (railway, highway, marine); abandoned waste sites; pipelines; tank farms; and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, etc.).

2 Policies

The following policies relating to public health and medical services in Storey County are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

- a. Hazardous materials are transported through the County, creating a relatively high risk of potential hazardous materials incidents. An incident could occur anywhere and at any time throughout the County.
- b. Hazardous material incidents can threaten public health and safety, as well as the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources, and develop a site-specific emergency response plan.
- c. The commencement of emergency response operations of hazardous material incidents may require multiagency and multidisciplinary responses. Disciplines involved may include fire response, law enforcement, environmental containment and cleanup, fish and wildlife, emergency medical services, and environmental health, and others if needed.
- d. Some incidents may not have immediately obvious impacts on life, property, and the environment but may still have subtle long-term consequences for human health and the environment that will require further remediation.
- e. The Nevada Department of Environmental Protection has overall responsibility for 24- hour environmental pollution prevention, preparedness, and response within the State.

- f. The emergency field response to incidents including hazardous materials spills and releases is the responsibility of the Fire District or in the case of State highways, the Nevada Department of Transportation and/or Nevada State Police.

3.2 Assumptions

- a. A natural or technological disaster could result in one or more situations in which hazardous materials are released into the environment.
- b. Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites that produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- c. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.
- d. Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
- e. Emergency exemptions may be needed for disposal of contaminated materials.
- f. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Fire Protection District is the primary agency responsible for coordinating hazardous materials response activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with hazardous materials response operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of hazardous materials response support resources.
- d. Hazardous materials response support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Fire Protection District and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate hazardous materials response activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with hazardous materials response activities.

4.3 Access and Functional Needs Populations

Provision of hazardous materials response operations in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Fire Protection District

- a. Serve as primary agency for this activity within the County.
- b. Provide a hazardous materials qualified incident commander.
- c. Provide response and support services within their level of training and equipment.

5.1.2 Storey County Sheriff's Office

- a. Participate in the Unified Command.
- b. Conduct evacuations as needed and possible within training and equipment levels.
- c. Provide for law enforcement activities.

5.1.3 Quad County Hazardous Materials Team

- a. Provides hazardous materials response services.

5.2 ESF 10 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Develop and refine procedures to be used in hazardous materials assessments.
- b. Prepare and maintain plans and procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- c. Maintain liaison relationships with support agencies.
- d. Ensure that personnel are appropriately trained and equipped to deal with hazardous materials incidents.
- e. Conduct vulnerability analysis at critical facilities and make recommendations to improve the hazardous material storage.
- f. Pre-position response resources when it is apparent that hazardous materials response resources will be necessary.
- g. Conduct, coordinate, and participate in all exercises involving hazardous materials operations.
- h. Develop mutual aid procedures to support response to a hazardous substance incident.
- i. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- j. Participate in exercises and training to validate this annex and supporting plans and procedures.

ESF 10 – Hazardous Materials

- k. Ensure all hazardous materials personnel are trained in their responsibilities according to the departmental plans and procedures.

5.2.2 Response

- a. Establish an isolation area and move all people out of that area.
- b. Establish perimeter control/area security.
- c. Establish and identify command post and staging locations. Establish an Incident Command System.
- d. Take measures to protect the public and the safety of responders.
- e. Deploy appropriately trained personnel to the incident area.
- f. Seek assistance, when necessary, from mutual aid jurisdictions, the U.S. Environmental Protection Agency, and/or the state agencies.
- g. Ensure that public health departments are advised and incorporated into the command system.
- h. Establish adequate zones for decontamination.
- i. Ensure that personnel are adequately protected and equipped to handle hazardous material incidents.
- j. Monitor and direct hazardous materials resources and response activities.
- k. Participate in EOC briefings, Incident Action Plans, Situation Reports, and meetings.
- l. Coordinate with support agencies, as needed, to support emergency activities.
- m. Coordinate with other agencies to obtain resources and to facilitate an effective emergency response among all participating agencies.
- n. Once all local resources have been utilized and expended, coordinate with the Logistics Section to assist in locating additional support resources.
- o. Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the affected area.

5.2.3 Recovery

- a. Continue to provide support as required for the recovery phase of the incident through the appropriate Incident Commander.
- b. Continue to monitor personnel and the affected area for contamination.
- c. Support community recovery activities.
- d. Participate in after-action briefings and develop after-action reports.
- e. Initiate the financial reimbursement process for these activities when such support is available.
- f. Make necessary changes to this ESF Annex and supporting plans and procedures to improve future operations.

5.2.4 Mitigation

- a. Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.
- b. Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary throughout the year.
- c. Participate in the hazard identification process and identify and correct vulnerabilities in the County's abilities to identify hazards.
- d. Continue to train personnel for hazardous material incidents.
- e. Develop radiological awareness programs for responders, the public, and industry.
- f. Develop emergency preparedness programs for hazardous materials incidents.
- g. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on access and functional needs populations and/or minimize damage to critical facilities.

6 ESF Annex Development and Maintenance

The Storey County Fire Protection District will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support hazardous materials operations in Storey County:

- a. Storey County Hazardous Materials Response Plan
- b. Nevada State Comprehensive Emergency Management Plan, ESF 10 – Oil and Hazardous Materials

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 11
AGRICULTURE AND NATURAL
RESOURCES

Last Reviewed By:	
Date:	

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ESF 11 – Agriculture and Natural Resources

ESF 11 Tasked Agencies	
Primary Agency	Storey County Emergency Management
Support Agencies	Storey County Community Development Storey County Planning Department
Community Support Organizations	Virginia Range Wildlife Protection Association Virginia City Highlands Property Owners Association Highlands Ranches Property Owners Association
Lead State Agency	Nevada Department of Agriculture

1 Purpose and Scope

Emergency Support Function (ESF) 11 focuses on the protection of the food supply and ensures that victims of emergencies and disasters are provided with adequate nutrition. This support function also outlines procedures for control and eradication of disease or infestation potentially impacting plant and animal health while also introducing significant risk to the local economy (dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc.). ESF Annex 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy cattle, poultry, sheep, goats, horses, and other production species.

See ESF Annex 6 for procedures for evacuating and sheltering household pets and service animals.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. None currently.

2.2 Agreements

The following agreements are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

- a. Numerous plant and animal diseases exist that could impact the County through natural, accidental, or intentional introduction.
- b. The County has significant numbers of animals, ranging from household pets to commercial livestock operations. The vulnerability of these animals in the event of a disaster or emergency can have impacts at both the individual and commercial levels, with the potential for long-range effects on the local economy.
- c. A significant emergency may deprive substantial numbers of residents of access to safe and reliable supplies of food and water.
- d. An emergency may cause or be caused by the spread of a contagious disease through the food and water supply systems or from animals to people.

ESF 11 – Agriculture and Natural Resources

- e. Some animal diseases are very contagious (such as foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting both animals and people.
- f. Some plant diseases are highly infectious to other plants and can be very difficult to identify, isolate, control, and eradicate.
- g. Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.

3.2 Assumptions

- a. Livestock, wildlife, birds, plants, and crops may be affected by a disease or insect outbreak. Plants and animals may die of such an outbreak or need to be destroyed/depopulated.
- b. Production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of the County, State, and, possibly, the nation.
- c. The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a county and State via markets, product movement, and fomites (people, vehicles, etc.).
- d. The County's resources would be rapidly depleted if the outbreak involved multiple facilities or large areas.
- e. Positive and prompt actions by local, State, and (possibly) Federal authorities will be required to stop a highly contagious disease. Control and eradication of such a disease will involve many county, State, and Federal agencies, not just those involved with agricultural activities.
- f. Some landowners, individuals, or groups may strenuously object to depopulation of animals or destruction of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.
- g. First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.
- h. Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- i. An earthquake may break water distribution pipes, contaminating potable water systems.
- j. Displaced persons will be cared for in emergency shelters. Food and water inventories of these shelters will be quickly depleted. Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- k. Truck delivery of bulk supplies may be cut off. Distribution of non-local donated goods may not be possible.
- l. Emergency shelters will not have the facilities to care for household pets.
- m. Volunteers will want to help and can make a significant contribution to the effort.

4 Concept of Operations

4.1 General**ESF 11 – Agriculture and Natural Resources**

- a. In accordance with the Basic Plan and this ESF Annex, Storey County Emergency Management is the primary agency responsible for coordinating agriculture and natural resources activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with agriculture and natural resources related operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of agriculture and natural resources activities.
- d. Agriculture and natural resources support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify supporting agencies of EOC activations and request that representatives report to the EOC to coordinate agriculture and natural resources activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with agriculture and natural resources activities.

4.3 Access and Functional Needs Populations

Provision of agriculture and natural resources services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities**5.1 Responsibilities by Department****5.1.1 Storey County Emergency Management**

- a. Coordinate agriculture and natural resources operations.

5.1.2 Storey County Community Development Department

- a. Support agriculture and natural resources operations.

5.1.2 Storey County Planning Department

- a. Support agriculture and natural resources operations.

5.1.3 Community Support Organizations

- a. Provide resources and coordination for large domestic animals.

5.2 ESF 11 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Develop plans, procedures, and checklists to support agriculture and natural resources activities.

ESF 11 – Agriculture and Natural Resources

- b. Maintain an accurate roster and activation procedures of personnel assigned to perform agriculture and natural resources duties during a disaster.
- c. Maintain current food resource directories, including points of contact.
- d. Identify likely transportation needs and coordinate with appropriate agencies to meet these needs.
- e. Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
- f. Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- g. Establish an Animal/Agriculture Working Group and conduct meetings of this group as appropriate.
- h. Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations with personnel and equipment to support agriculture and natural resources response.
- i. Identify and schedule disaster response training for agriculture and natural resources personnel. Areas to be covered should include, but not be limited to, response protocol, Incident Command System (ICS), biosecurity, personal protection, quarantine, access control, depopulation, disposal, decontamination, and potential human impacts.
- j. Ensure that all agriculture and natural resources personnel are trained in their responsibilities according to departmental plans and procedures.
- k. Participate in exercises and training to validate this annex and supporting plans and procedures.

5.2.2 Response

- a. Activate plans.
- b. Establish an Incident Command Post and activate the local Emergency Operations Center (EOC).
- c. Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- d. Request appropriate declarations of emergency.
- e. Issue quarantines and establish movement control procedures.
- f. Initiate bio-security measures.
- g. Develop an incident-specific communications plan.
- h. Establish response personnel support needs and coordinate local support capabilities.
- i. Identify existing internal, jurisdiction-specific resources available to support response and recovery operations.
- j. Contact key collaborating agencies.
- k. Obtain equipment and supplies needed for operations.
- l. Complete notifications of response personnel and agency directors.

ESF 11 – Agriculture and Natural Resources

- m. Develop an incident action plan that includes at least the following functions: bio- security and decontamination, movement control and quarantine, depopulation and disposal, surveillance and epidemiology, personnel safety, demobilization and recovery, and inter/intra-agency communications. Develop public service announcements for release to the media.
- n. Identify appropriate locations for disposal and obtain appropriate permits for animal depopulation and crop operations.
- o. With the help of local public works services, identify the locations of public disinfection sites and roadblocks.
- p. Conduct on-site operations.
- q. Provide assistance to established pet shelters.
- r. Move, detain, or restrict the movement of animals, equipment, products, and personnel as necessary to control and eradicate animal or plant disease.
- s. Manage and direct the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
- t. Provide and/or receive appropriate mutual aid.
- u. Provide situation reports to the command structure on the status of operations.
- v. Coordinate donations and volunteers wishing to assist in operations.
- w. Respond to protestors who desire to interfere with or stop operations.
- x. Maintain records of all activities conducted, costs, and hours worked by paid and volunteer personnel.
- y. Ensure that communications lines are established, and participants are clear on what actions need to be taken if a highly contagious disease or insect is suspected or confirmed.

5.2.3 Recovery

- a. Provide immediate assistance as needed to landowners affected by an animal/plant health emergency.
- b. Assist in decontamination efforts and ensure that cleanup is completed.
- c. Help maintain movement restrictions as required by local, State, and Federal authority.
- d. Assist in issuing and tracking special permits and licenses.
- e. Work with producer groups to assist in recovery efforts.
- f. Submit necessary records and paperwork to local and State officials for tracking and reimbursing costs incurred by the County in handling the emergency.
- g. Participate in follow-up reports and critiques of the portion of the Emergency Operations Plan related to animal/plant health emergencies and make any necessary changes and improvements to the plan.
- h. Continue to render support when and where required if emergency conditions exist.
- i. Restore equipment and restock supplies to their normal state of readiness.

- j. Participate in after-action reports and meetings.
- k. Make changes to plans and procedures based on lessons learned.

5.2.4 Mitigation

- a. Provide surveillance for a foreign animal disease or an animal-borne poison or toxin that may pose a threat to animal-based industries, the economy, or public health.
- b. Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy, or public health.
- c. Organizations that will be operating shelters and providing food for the public during an emergency operation need to make agreements with the owners of the facilities from which they intend to operate and possibly pre-stock some supplies.
- d. Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals of the basic clinical signs of a highly contagious disease or other diseases or insects of concern.
- e. Develop a program to ensure that all personnel who may be involved in an animal/plant health emergency understand their responsibilities and expected actions.
- f. Provide training in biosecurity for those involved in livestock and crop enterprises.
- g. Enhance and expand bio-security measures on farms, ranches, feed lots, markets, mills, etc.
- h. Develop or enhance public information regarding highly contagious diseases or insects and other diseases of concern for producers, brokers, transporters, and other parties who may be involved in raising, selling, buying, or transporting livestock, poultry/birds, wildlife, or agricultural products.

6 ESF Annex Development and Maintenance

Storey County Emergency Management will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support agriculture and natural resources operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 11 – Agriculture and Natural Resources

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 12
ENERGY AND UTILITIES

Last Reviewed By:	
Date:	

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ESF 12 Tasked Agencies	
Primary Agency	Storey County Public Works
Support Agencies	Storey County Community Development Storey County Planning Department Storey County Information Technology Department
Lead State Agency	Governor's Office of Energy

1 Purpose and Scope

Emergency Support Function (ESF) 12 is responsible for the restoration of damaged energy and utility infrastructure and accompanying systems within the County following a disaster. This ESF Annex also considers the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. This function includes all forms of energy production and transmission and their associated infrastructure, as well as utilities such as water, sewer, and telephone services. Critical facilities may include primary and alternate Emergency Operations Centers (EOCs), designated shelters, agency operating centers (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Storey County will strive to provide for the effective use of fuel and energy resources required to meet the essential needs in the County during emergencies.
- Storey County will exercise broad lawful authority to provide for adequate fuel and energy supplies for emergency services to save lives and property, and to perform emergency functions during emergencies.
- All available appropriate County and mutual aid resources will be used.

2.2 Agreements

The following agreements are currently in place:

- None currently.

3 Situation and Assumptions

3.1 Situation

- Emergencies, both natural and human-caused, can have profound effects on public and privately owned utilities in the County. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.
- The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.

ESF 12 – Energy and Utilities

- c. The occurrence of a major disaster could destroy or disrupt all or a portion of the County's energy and utility systems.

3.2 Assumptions

- a. The occurrence of a major disaster could destroy or damage portions of the County's energy and utility systems and disrupt petroleum supplies.
- b. Widespread and possibly prolonged electric power failures could occur in a major disaster.
- c. The transportation, media, and telecommunications infrastructures will be affected.
- d. Delays in the production, refining, and delivery of petroleum-based products may occur because of transportation infrastructure problems and loss of commercial power.
- e. There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- f. There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- g. Natural gas lines may break, causing fire, danger of explosion, or health hazards such as inhalation to toxic substances.
- h. Water pressure may be low, hampering firefighting and impairing sewer system function.
- i. County Public Works, under an emergency proclamation, will require the authority to enter private property to evaluate and shut off utilities that jeopardize public and private property or threaten public health, safety, or the environment.
- j. Short-term and extended power outages will shut down County information technology, 911 Dispatch, and other communications systems.

4 Concept of Operations**4.1 General**

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Community Development Department is the primary agency responsible for coordinating energy and utility activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with energy and utility operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of energy and utility resources.
- d. Search and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Community Development Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate energy and utility activities.

ESF 12 – Energy and Utilities

- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with energy and utility activities.

4.3 Access and Functional Needs Populations

Provision of energy and utility services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities**5.1 Responsibilities by Department****5.1.1 Storey County Public Works**

- a. Coordinate energy and utility response.

5.1.2 Storey County Community Development

- a. Support energy and utility response.
- b. Provide mitigation measures during planning and development.

5.1.3 Storey County Planning Department

- a. Provide mitigation measures during planning and development.
- b. Provide access to mapping, ownership, and GIS data.

5.1.4 Storey County Information Technology Department

- a. Coordinate critical network and communications systems during energy and utility emergencies.

5.2 ESF 12 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Develop and maintain a complete directory of all utility services and products associated with this ESF.
- b. Ensure the availability of necessary equipment to support energy and utilities activities.
- c. Coordinate the establishment of priorities to repair damaged energy services and of the temporary, alternate, or interim sources of portable generators and other utilities.
- d. Promote mutual assistance agreements with the vendors of all utility services.
- e. Develop and maintain alert rosters, plans, policies, and procedures necessary to support the implementation of this annex.
- f. Identify, train, and assign personnel to execute missions in support of restoration of energy and utility systems.
- g. Participate in an exercise at least annually to validate this annex and supporting annexes.

5.2.2 Response

- a. Establish communication between the EOC and Incident Management Team to determine resource needs to support incident response and operations.

ESF 12 – Energy and Utilities

- b. Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- c. Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- d. Administer, statutory authorities for utility priorities, as needed.
- e. Apply local, State, and Federal resources as necessary, in accordance with established priorities to restore utility services.
- f. Provide emergency information, education, and conservation guidance to the public in coordination with the Public Information Officer.
- g. Assist local, State, and Federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- h. Coordinate with the Sheriff's Office for security and protection of supplies.

5.2.3 Recovery

- a. Continue all activities in coordination with the EOC, based on the requirements of the incident.
- b. Support restoration activities.
- c. Replenish supplies and repair damaged equipment.
- d. Participate in after-action briefings and develop after-action reports.
- e. Make necessary changes to this ESF Annex and supporting plans and procedures.

5.2.4 Mitigation

- a. Based on known hazards, identify and correct vulnerabilities in the energy and utility's function.
- b. When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- c. Implement a public awareness campaign regarding energy and utilities safety in emergencies.
- d. Develop internal Continuation of Operations Plans to identify resource needs and resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- e. The County Capital Improvement Plan (CIP) prioritizes projects that bolster and harden the County's critical infrastructures, network, and information technology systems.

6 ESF Annex Development and Maintenance

The Storey County Community Development Department will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support energy and utility operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 12 - Energy

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 13
PUBLIC SAFETY AND SECURITY

Last Reviewed By:	
Date:	

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ESF 13 Tasked Agencies	
Primary Agency	Storey County Sheriff's Office
Support Agencies	Mutual Aid Storey County Fire Protection District Storey County Emergency Management Storey County Public Works
Lead State Agency	Department of Public Safety

1 Purpose and Scope

Emergency Support Function (ESF) 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function is inclusive of general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County Emergency Operations Centers EOCs), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- The Storey County Sheriff will exercise broad lawful authority to save lives and property, and to enforce laws and emergency orders and regulations during emergencies.
- All available appropriate County, volunteer and mutual aid resources will be used.

2.2 Agreements

The following agreements are currently in place:

- None currently.

3 Situation and Assumptions

3.1 Situation

The County is susceptible to a multitude of natural and human-caused disasters. Depending on their magnitude, these disasters can damage infrastructure, structures, and lifelines that may rapidly overwhelm the capacity of County agencies to assess the disaster and respond effectively to meet basic and emergency human needs.

During any type of disaster or large-scale emergency, law enforcement officers may be faced with tremendous challenges in meeting the increased needs for public assistance and aid. Emergency situations may lead to increased call volume, impaired roadways and other infrastructure, high numbers of citizens with injuries and needing rescue, and looting and other violence. Such circumstances can cause fatigue and mental stress among officers and result in angry and upset victims who have high expectations of law enforcement's ability to manage and control the situation.

3.2 Assumptions

- a. General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.
- b. The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and State emergency management and mutual aid agreements.
- c. The availability of resources will have a profound effect on agencies' abilities to perform tasked activities.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Sheriff's Office is the primary agency responsible for coordinating public safety and security activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with public safety and security operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of public safety and security resources.
- d. Search and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Sheriff's Office and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public safety and security activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public safety and security activities.

4.3 Access and Functional Needs Populations

Provision of public safety and security services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Sheriff's Office

- a. Exercise broad lawful authority to save lives and property, and to enforce laws and emergency orders and regulations during emergencies.

5.1.2 Storey County Fire Protection District

- a. Support law enforcement efforts to minimize loss of life and property.

5.1.3 Storey County Emergency Management

- a. Coordinate law enforcement efforts with other agencies, departments
- b. Coordinate State and Federal resources
- c. Conduct planning and exercises for emergencies.

5.1.4 Storey County Public Works

- a. Support objectives with mitigation in buildings and grounds.

5.2 ESF 13 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Develop and maintain plans, procedures, and checklists to support emergency law enforcement operations.
- b. Ensure that emergency personnel call-up and resource lists are current and available to emergency management.
- c. Strive to ensure that all law enforcement personnel within the jurisdiction, including regulars and auxiliaries, are trained to the appropriate National Incident Management System (NIMS)/Incident Command System (ICS) level in traffic control and evacuation procedures and in search and rescue operations.
- d. Coordinate and maintain liaison with support agencies and State and Federal law enforcement agencies.
- e. Review plans and procedures and ensure that all law enforcement personnel are informed of existing or revised procedures.
- f. Ensure that mutual aid agreements with surrounding jurisdictions are current.
- g. Develop and maintain mutual aid agreements with local private-sector resources that could be used to augment local law enforcement capabilities.
- h. Ensure the availability of necessary equipment to support law enforcement activities.
- i. Participate in emergency management training and exercises.

5.2.2 Response

- a. Assist with the dissemination of warnings and notifications as time and resources allow.

ESF 13 – Public Safety and Security

- b. Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- c. Respond as required on a priority basis.
- d. Secure the prisoner population in the detention center during a disaster situation.
- e. Secure incident site(s).
- f. Activate mutual aid if needed.
- g. Support damage assessment activities.
- h. Coordinate activities with other responding agencies.
- i. Coordinate law enforcement agencies responding from outside the jurisdiction.
- j. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- k. Conduct other specific response actions as dictated by the situation.
- l. Document expenditures for disaster/emergency-related activities and report to the EOC.

5.2.3 Recovery

- a. Continue to render support when and where required if emergency conditions exist.
- b. Demobilize resources.
- c. Return equipment and vehicles to response-ready condition.
- d. Document costs and provide copies to the EOC.
- e. Review plans and procedures with key personnel and make revisions and changes.
- f. Participate in after-action briefings and develop after-action reports.

5.2.4 Mitigation

- a. Participate in the hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- b. Develop public safety programs that include disaster situations and present them to the public.
- c. Storey County Public Works provides buildings and grounds mitigation to prevent emergencies.
- d. Storey County Business & Community Resources works with the State Historic Preservation Office to ensure building modifications conform to historic requirements while providing for increased mitigation projects.

6 ESF Annex Development and Maintenance

The Storey County Sheriff's Office will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support public safety and security operations in Storey County:

ESF 13 – Public Safety and Security

- a. Nevada State Comprehensive Emergency Management Plan, ESF 13 – Public Safety and Security

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 14
RECOVERY

Last Reviewed By:	
Date:	

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ESF 14 Tasked Agencies	
Primary Agency	Storey County Community Development
Support Agencies	Storey County, County Manager Storey County Business and Community Resources Storey County Emergency Management
Lead State Agency	Department of Business and Industry – Division of Insurance

1 Purpose and Scope

This Emergency Support Function (ESF) Annex provides information regarding the coordination of long-term community recovery and mitigation efforts to return the County to its normal, pre-emergency state. For the purposes of this ESF, long-term recovery will consist primarily of some combination of damage assessment, identification of sources of recovery funding, performance of long-term recovery, and identification of opportunities for future risk reduction (mitigation).

County government is primarily responsible for providing assistance for recovery for public property in unincorporated areas of the County. County government also supports special purpose districts on a regional basis by coordinating recovery resources. Recovery for private property is not explicitly addressed by this ESF; however, estimates of damage to private property are used in the disaster declaration process, and assistance to private property owners is included in certain State and Federal disaster assistance programs.

This ESF Annex is not intended to address short-term recovery, which is the return of vital life-support systems to minimum operating standards. For the most part, short-term recovery is accomplished under the other emergency support functions and the immediate emergency response, e.g., the provision of emergency medical care (ESF 8); restoring interrupted utility and other essential services (ESFs 3 and 12); reestablishing transportation routes (ESF 1); and providing food and shelter for those displaced (ESF 6).

This ESF 14 works together with certain aspects of ESF 1 – Transportation, ESF 3 – Public Works and Engineering, and ESF 12 – Energy, which partially address damage assessments and restoration for those sectors.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. None currently.

2.2 Agreements

The following agreements are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

The County is vulnerable to several disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity. If such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.

The Stafford Act authorizes Federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. Most Federal disaster assistance programs are administered by State agencies.

3.2 Assumptions

- a. All appropriate disaster declarations will be made in a timely manner.
- b. Given the County's limited resources for recovery operations, State and Federal governments will play a major role in assisting with such operations, substantially supplementing the County efforts.
- c. Depending on the type and scope of the incident, Federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- d. Long-term shelter may be needed to house County citizens and other populations following a disaster.
- e. A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional and hazard-specific annexes and appendices to this plan, and the planning considerations addressed in this annex.
- f. Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- g. Many types of public, private, and volunteer assistance will be offered following an extreme emergency that will involve unique management challenges and test the County's sheltering and feeding capacities.
- h. Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific County department rather than an EOC section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
- i. Under certain conditions, such as a lengthy recovery from a flood or earthquake, the County will seek inclusion in a Presidential Declaration to qualify for assistance in the form of Federal emergency funds and equipment.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Community Development Department is the primary agency responsible for coordinating recovery activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with recovery operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of recovery resources.
- d. Search and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Community Development Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate recovery activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with recovery activities.

4.3 Access and Functional Needs Populations

Provision of recovery services in the County will consider populations with access and functional needs.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Community Development Department

- a. Coordinate recovery operations with County departments and local utilities for recovery objectives and to ensure safe operations.

5.1.2 Storey County, County Manager

- a. Support recovery operations with administrative oversight, policy, and guidance.
- b. Coordinate PIO operations.
- c. Liaise between departments, the public, and Commissioner's on recovery efforts.

5.1.3 Storey County Business and Community Resources Department

- a. Coordinate recovery operations with business & community stakeholders.

5.1.4 Storey County Emergency Management

- a. Support recovery operations with plans and coordination.

5.2 ESF 14 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Develop and maintain a liaison with County, State, and Federal agencies and organizations that can provide assistance in recovery and restoration activities.
- b. Develop and maintain procedures for recovering from emergencies and disasters, including documentation of disaster-related costs.
- c. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- d. Identify damage assessment team members. Ensure that all personnel are aware of their emergency responsibilities.
- e. Develop and maintain plans, procedures, and checklists to support recovery activities.
- f. Ensure that personnel notification and call-up lists are current.
- g. Include disaster recovery activity in exercises and training.

5.2.2 Response

- a. Identify all damages and losses and prepare an action plan for recovery activities.
- b. Activate the County EOC or other facility to coordinate recovery activities.
- c. Assemble and forward all necessary reports and requests for assistance to appropriate Federal and State agencies.
- d. Coordinate recovery and restoration activities among tribal, County, State, and Federal program representatives.
- e. Prepare relevant recovery and restoration instructions and information for public information distribution.
- f. Work with the private sector to ensure that the disaster-related needs of the business community are met.
- g. Conduct other specific response actions as dictated by the situation.

5.2.3 Recovery

- a. Continue to work with all individuals and organizations affected by the event.
- b. Support community recovery activities.
- c. Work with the State and Federal government to administer disaster recovery programs.
- d. Schedule after-action briefings and develop after-action reports.
- e. Develop and implement mitigation strategies.
- f. Make necessary changes in this ESF Annex and supporting plans and procedures.

5.2.4 Mitigation

- a. When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts.

- b. Investigate possible mitigation grant projects for reducing future disaster damage and losses.
- c. Develop and enforce adequate building codes.
- d. Develop and enforce adequate land use regulations.
- e. Develop hazard analysis.
- f. Develop potential mitigation measures to address the hazards identified in the analysis.

6 ESF Annex Development and Maintenance

The Storey County Community Development Department will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support recovery operations in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 14 – Community Recovery, Mitigation and Economic Stabilization

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 15
EXTERNAL AFFAIRS

Last Reviewed By:	
Date:	

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ESF 15 Tasked Agencies	
Primary Agency	Storey County, County Manager
Support Agencies	Storey County Emergency Management Storey County Business and Community Resources
State Agencies	Office of the Governor Department of Public Safety

1 Purpose and Scope

Emergency Support Function (ESF) 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. ESF 15 also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the public and community partners prior to a disaster or emergency incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction includes Internet, brochures, newspapers, community meetings, workshops, and schools.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. Storey County General Policy 03: Communications.

2.2 Agreements

The following agreements are currently in place:

- a. Storey County contracted public relations firm: The Abbi Agency.

3 Situation and Assumptions

3.1 Situation

The County is vulnerable to a variety of hazards. Media outlets exist that, if effectively employed, can be used to inform the population of the events that are occurring and how they may best act to them.

During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of

an emergency, the public is made aware of potential hazards and the protective measures that can be employed.

The Emergency Alert System is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public. The system is designed to provide a 24-hour warning point to the public for emergencies and disasters.

3.2 Assumptions

- a. Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- b. A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
- c. In an emergency, the public will demand information about the emergency and the protective actions being taken.
- d. Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster-related instructions for the public.
- e. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited, and incomplete information is anticipated from the disaster area until communications can be restored.
- f. Responding agencies will provide information to reduce public concerns about the incident and response activities.
- g. Sufficient numbers of trained support personnel will be available to help coordinate public information and interface with the media and appropriate agencies.
- h. Demands for information from media outside the jurisdiction will be significantly increased in a disaster.
- i. State-level news releases should be coordinated with the designated County Public Information Officer (PIO) and not conflict with local-level releases.
- j. Rumor control procedures directed by the designated County PIO should prevent incorrect information from affecting emergency response activities.
- k. The EOC PIO maintains listings of media contacts and Emergency Alert System networks and relies on those contacts and networks for the dissemination of emergency public information.
- l. In a disaster, Nevada Division of Emergency Management or the Federal Emergency Management Agency may assist in establishing and managing a Joint Information Center (JIC) to coordinate Federal, State, and local information.
- m. During a Countywide or large disaster, a JIC may be established to coordinate the dissemination of information about all County, State and Federal disaster response and recovery programs.
- n. Information is one of the first casualties of a disaster. Rumors often abound and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. The public may accept as valid rumors, hearsay, and inaccurate information that may cause unnecessary fear and confusion.

4 Concept of Operations

4.1 General

ESF 15 – External Affairs

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Board of Commissioners is the primary agency responsible for coordinating external affairs/emergency public information activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with external affairs/emergency public information operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the Coordination of external affairs/emergency public information resources.
- d. External affairs/emergency public information support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Business and Community Resources Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate external affairs/emergency public information activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with external affairs/emergency public information activities.

4.3 Access and Functional Needs Populations

Provision of external affairs/emergency public information in the County will consider populations with access and functional needs.

5 Roles and Responsibilities**5.1 Responsibilities by Department****5.1.1 Storey County, County Manager**

- a. Coordinate external affairs and public information for the County.
- b. Oversight of policy and procedure with the County.
- c. Maintain contract compliance with PR firm agreements. Ensure PR firm supports external affairs and public information dissemination.

5.1.2 Storey County Business and Community Resources Department

- a. Support external affairs and public information efforts through pre-disaster relationships with business and community stakeholders.

5.1.3 Storey County Business and Community Resources Department

- a. Support external affairs and public information efforts through pre-disaster relationships education and information.
- b. Prepare information before and during an emergency for public use.

5.2 ESF 15 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Develop plans, procedures, and policies for coordinating, managing, and disseminating public information effectively under all hazards and conditions.
- b. Develop plans, procedures, and policies for coordinating, managing, and disseminating alerts and warnings effectively under all hazards and conditions.
- c. Develop programs and systems to process the inflow of public-related information from all sources in a timely fashion.
- d. Develop plans, procedures, programs, and systems to rapidly control rumors by correcting misinformation.
- e. Develop community-based mechanisms to support the provision of prompt, accurate information to the public in the dominant languages of the community and in languages and format's appropriate for those with limited language competence, disabilities, cultural or geographic isolation, or vulnerabilities due to age.
- f. Develop emergency plans that are community-based and include outreach and education to the public, through community and faith-based organizations and other institutions, to promote individual preparedness based on the risks in their communities.
- g. Establish neighborhood pre- and post-disaster information centers at schools, the workplace, libraries, shopping centers, places of worship, and other community institutions to provide information on evacuations and the location of disaster assistance sites.
- h. Develop and implement public information, alert/warning, and notification training and exercise programs.
- i. Conduct planning with support agencies.
- j. Ensure that lead agency personnel are trained in their responsibilities and duties.
- k. Develop pre-scripted messages in multiple formats.
- l. Identify possible locations for a JIC and press conferences.
- m. Develop staffing procedures and checklists for the JIC.
- n. Develop and maintain a list of equipment needed to activate the JIC.
- o. Ensure that all departments have trained staff to support the JIC.
- p. Ensure that all local media outlets are pre-identified, and contacts established. Brief them regularly on emergency public information procedures.
- q. Ensure that emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
- r. Encourage media involvement in the exercise design process and planning.

5.2.2 Response

- a. Activate emergency plans and mobilize emergency personnel.
- b. Conduct rapid assessments for immediate response objectives.

ESF 15 – External Affairs

- c. Coordinate with the EOC and primary and supporting agencies to develop a flow of information, including situation reports, health advisories, and other public information releases concerning the response efforts.
- d. Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
- e. Provide evacuation instructions and shelter locations.
- f. In coordination with the EOC Team, release emergency information as dictated by the situation.
- g. Implement a proactive public information strategy to ensure that the media's needs are being met.
- h. Conduct media briefings on a regular basis.
- i. If the situation dictates, activate and staff the JIC.
- j. After coordination with the County PIO, release information regarding the emergency or disaster to other County departments and agencies, the media, and the public.
- k. Resolve any conflicting information and dispel rumors.

5.2.3 Recovery

- a. Provide public information on recovery efforts.
- b. Continue to utilize multiple means of communicating public information and education.
- c. Provide news releases with major emphasis on:
 - 1. Types and locations of emergency assistance available, including contacts, phone numbers, location (e.g., food and water points), information concerning disaster recovery centers, and trash debris disposal instructions.
 - 2. Public health notices.
 - 3. Restricted areas.
 - 4. Movement or travel restrictions.
 - 5. Contacts and phone numbers for missing persons information.
 - 6. Contacts and phone numbers for local non-emergency assistance.
 - 7. Public safety notices.
- d. Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- e. Coordinate with the appropriate agencies to deactivate the JIC.
- f. Inform the public of any follow-up recovery programs that may be available.
- g. Return staff, clients, and equipment to regularly assigned locations. Provide critical payroll and other financial information for cost recovery through appropriate channels.
- h. Participate in after-action critiques and reports.
- i. Update plans and procedures based on critiques and lessons learned during an actual event.
- j. Initiate financial reimbursement process for support services.

5.2.4 Mitigation

- a. Conduct hazard awareness programs.
- b. Conduct public information education programs.

6 ESF Annex Development and Maintenance

The Storey County Board of Commissioners will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support external affairs/emergency public information in Storey County:

- a. Nevada State Comprehensive Emergency Management Plan, ESF 15 – Emergency Public Information and External Communications

8 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 16
MILITARY SUPPORT

Last Reviewed By:	
Date:	

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ESF 16 Tasked Agencies	
Primary Agency	Storey County Emergency Management
Support Agencies	Storey County Sheriff's Office
State Agencies	Nevada National Guard

1 Purpose and Scope

Emergency Support Function (ESF) 16 is intended to create awareness regarding the State's coordination of military support to civil authorities in times of emergency.

Activities encompassed within the scope of ESF 16 include awareness of the Nevada National Guard (Guard) forces and military resources that may be called in to assist civil authorities with the protection of life and property, and to maintain peace, order, and public safety.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. None currently.

2.2 Agreements

The following agreements are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

The County is faced with several hazards that may require support to civil authorities by the Guard. Considerations that should be considered when planning for and implementing ESF 16 activities include:

- a. A significant disaster or emergency event may result in widespread damage to existing civil infrastructure and displace great numbers of people thus requiring a rapid, self-contained, self-sufficient deployment of skilled personnel and equipment.
- b. The National Guard is the only U.S. military force that operates across both state and federal responses, leveraging State Active Duty (SAD), Full-Time National Guard Duty (Title 32), and Active Duty (Title 10) personnel. While SAD, Title 32, and Title 10 are different statuses and roles, they provide mutually supporting capability.
- c. When Guard units are not under federal control, the Governor is the Commander-in-Chief of the State of Nevada. The Guard is supervised by the Adjutant General of the State who also serves as the Director or Commanding General of the State military forces.
- d. The Governor can activate National Guard personnel to SAD in response to natural or man-made disasters or Homeland Defense missions.

3.2 Assumptions

- a. Guard assets are available for State missions. It is understood that the Federal wartime mission of all Department of Defense (DoD) assets takes priority over State missions. If the Guard is federalized it will not be available for State tasking.
- b. Post-disaster impact/needs assessments are an ongoing process as needs cannot be fully determined in the initial response phase of a major disaster.

4 Concept of Operations

4.1 General

- a. All ESF 16 related activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

4.2 Notifications

- a. The Emergency Management Director will notify supporting agencies of EOC activations and request that representatives report to the EOC to coordinate response activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with response activities.

4.3 Military Support

The Nevada Office of Military is the headquarters for the Army and the Air National Guard and supervises all matters pertaining to personnel administration, support, and logistical support of the Guard, State Defense Force, NDEM, and all state-owned or leased armories, posts, camps, military reservations, and rifle ranges.

Guard units are trained and equipped to aid in providing law enforcement, medical care, traffic control, firefighting support, resource distribution, potable water transportation, mass feeding of disaster victims, establishing communications networks with fixed and mobile radios, providing aerial surveillance of a disaster area, and the provision of limited electric power from portable generators. The Guard may also assist in search and rescue, lifesaving, and air ambulance missions.

In peacetime, the Guard is under the command of the Governor with its active command and administration vested in the Adjutant General. When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in a state of Active-Duty status, with the State bearing financial responsibility for the committed forces to include wages, fuel, equipment maintenance, and other expenses.

It is the policy of the Governor and the Adjutant General to mobilize only those Guard resources necessary to respond to the emergency.

Specific emergency management restrictions:

- a. No State agency or local jurisdiction may employ Guard assets without the State EOC approval. The exception to this rule is that area Commanders may render immediate aid to save lives and protect property under circumstances outlined in National Guard Regulation (NGR) 500-1, Military Support to Civil Authorities.
- b. In general terms, Guard assets may be deployed under the following conditions:

ESF 16 – Military Support

- i. The situation is beyond the control of local authorities and formal assistance has been requested through the declaration process.
 - ii. Requested resources are not available from commercial sources and are deployed to supplement, not replace, local efforts.
 - iii. Assistance is limited to those tasks that the Guard can accomplish more effectively or efficiently than another State agency.
- c. Guard resources specifically requested by State agencies or local jurisdictions will generally be provided on a cost reimbursable basis.

5 ESF Annex Development and Maintenance

The Storey County Emergency Manager will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Supporting Documents

The following additional plans and procedures are in place to support military support in Storey County:

- a. None currently.

7 Appendices

None currently.

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION 17
CYBERSECURITY

Last Reviewed By:	
Date:	

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ESF 17 Tasked Agencies	
Primary Agency	Storey County Information Technology Department
Support Agencies	Storey County Sheriff's Office
Lead State Agency	Nevada Office of Cyber Defense Coordination

1 Purpose and Scope

This annex discusses the County's policies, organization, and responsibilities for a coordinated approach to prepare for, respond to, and recover from cyber-related incidents that impact County operations.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. Storey County General Policy 04: Information Technology

2.2 Agreements

The following agreements are currently in place:

- a. None currently.

3 Situation and Assumptions

3.1 Situation

The response to and recovery from a cyber-incident must consider existing challenges to the effective management of significant cyber incidents and the resulting physical effects of such cyber incidents and of cyber consequences of physical incidents. Such consideration allows resources to be appropriately channeled into resolving identified challenges.

3.2 Assumptions

- a. A cyber incident may occur at any time of day with little or no warning, may involve single or multiple geographic areas.
- b. A cyber incident will not be bounded by state or jurisdictional borders and may lack an easily identifiable signature. Cyber incidents alone, or in combination with other events, will present new and unique challenges to Storey County.
- c. The coordination with the State or Federal Government is dynamic and shaped by the nature of the event.
- d. A debilitating infrastructure incident could impede communications needed for coordinating response and recovery efforts. Flexible, secure, reliable communication systems are needed to enable public and private-sector entities to coordinate efforts if routine communications channels are inoperable.
- e. This annex is built on the premise that the following partners will work together to form a Unified Command utilizing the National Incident Management System (NIMS) to coordinate the actions necessary for rapid identification, information exchange, response, and remediation to mitigate the damage caused by a cyber-incident:

- i. County Information Technology Department.
 - ii. Law enforcement.
 - iii. Technology resources from the private and public sectors on a case-by-case basis.
- f. Cyberspace is largely owned and operated by the private sector; therefore, the authority of the County, State and Federal Government to exert control over activities in cyberspace is limited.

4 Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Department of Information Technology is the primary agency responsible for coordinating cybersecurity activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with cybersecurity will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of legal support resources.
- d. Cybersecurity requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Information Technology Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate cybersecurity activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with legal support activities.

4.3 Cyber Systems

- a. Business Systems – Mission essential systems that are used to manage or support common business processes and operations.
- b. Control Systems – used to monitor and control sensitive processes and physical functions.
- c. Safety, Security, Support, and Other Specialty Systems – used to manage physical access or for alerting and notification purposes.

5 Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Information Technology Department

- a. Working with appropriate private-sector organizations to maximize use of all available resources.
- b. Conducting situational and periodic readiness assessments.
- c. Analyzing cyber-vulnerabilities, exploits, and attack methodologies.
- d. Defending against the attack.
- e. Ensuring financial and property accountability for Cyber Annex activities.

5.1.2 Storey County Sheriff's Office

- a. Conduct criminal investigations into cyber attacks in the County.

5.2 ESF 17 Actions by Phase of Emergency Management

5.2.1 Preparedness

- a. Developing an organizational understanding to manage cybersecurity risk to systems, people, assets, data, and capabilities.
- b. Developing and implementing appropriate safeguards to ensure delivery of critical services.
- c. Developing and implement appropriate activities to identify the occurrence of a cybersecurity event.
- d. Providing indications and warning of potential threats, incidents, and attacks.
- e. Maintaining plans and procedures related to cybersecurity.

5.2.2 Response

- a. Developing and implementing appropriate activities to act regarding a detected cybersecurity incident.
- b. Working with appropriate private-sector organizations to maximize use of all available resources.

5.2.3 Recovery

- a. Develop and implement appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity incident.

5.2.4 Mitigation

- a. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

6 ESF Annex Development and Maintenance

The Storey County Information Technology Department will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following additional plans and procedures are in place to support cybersecurity activities:

- a. [Framework for Improving Critical Infrastructure Cybersecurity, National Institute of Standards and Technology](#) (April 2018)

8 Appendices

None currently.

Storey County, Nevada

EMERGENCY OPERATIONS PLAN



SUPPORT ANNEX A

DAMAGE ASSESSMENT GUIDE

Last Reviewed By:	
Date:	

RECORD OF REVIEW

The Guides should be reviewed at least annually and must be updated periodically. Record reviewer information for Part 2, Emergency Management Guides, in the table below.

- a. Make proposed corrections/additions/changes in pen and ink on the applicable pages.
- b. Include any information/instructions on the amendments that are necessary.
- c. Forward the proposed changes to the Storey County Office of Emergency Management.
- d. Enter reviewer information in the table and sign the entry.

Review Date	Reviewer	Signature
Aug 2023	Adam Wilson, Emergency Management	

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1 Damage Assessment Responsibilities Matrixes

The matrixes on the following pages summarize various agencies' damage assessment responsibilities. County agency damage assessment responsibilities are shown in the first table. County agency damage assessment responsibilities during different hazard specific emergencies are shown in the second table.

Matrix	Page
County Agencies Emergency Management Functions	1.3
County Agencies – Management Responsibilities by Hazard	1.4

1.1 County Agencies – Damage Assessment Functions

Damage Assessment Functions	COUNTY DEPARTMENTS, AGENCIES AND ORGANIZATIONS													
	Assessor	Assistant to Board of Commissioners	Board of Commissioners	Community Development	Central Dispatch	Clerk/Treasurer	County Manager	District Attorney	Emergency Management	Fire District	Public Works	Recorder/Auditor	School District	Sheriff's Office
Damage Assessment Team	P			P					S	S	P		S	S
Initial Assessment	P			P	S				S	P	P		S	P
Rapid Assessment	P			P					S	S	P		S	S
Local Damage Assessment	P			P					S	S	P		S	S
Preliminary Damage Assessment (State)	S			S					S		S		S	
Federal Damage Assessment	S			S					S		S		S	

P Department/Agency may have **primary responsibilities** for this function.

P/S Department/Agency may have **primary and/or support responsibilities** for this function.

S Department/Agency may have **support responsibilities** for this function.

1.2 Basic Checklists and Guidelines

The Basic Checklists and Guidelines provide a quick reference for and summary of general damage assessment actions, considerations, and information. Additional checklists and guidelines are located within the different sections of this Guide. Detailed information on specific functions and procedures are contained in individual department/division and agency emergency plans.

Checklist	Page
Manager's – Basic Information Needs	2.3
Manager's – Immediate Management Actions	2.4
Manager's – Personal Action Reminders	2.5
Common Responsibility Reminders	2.6
Manager's - Coordination / Management Considerations	2.7
Manager's - Coordination / Management Tasks	2.8

1.2.1 Emergency Levels and Damage Assessment Team Notifications

Emergency Level Determination and Required Notifications			
Level	Description	Criteria	Notifications and Activations
1	MINOR EMERGENCY – may be handled <u>within the normal day-to-day organization and procedures of the County.</u>	Can be handled <u>within capabilities of initial responders.</u>	<ul style="list-style-type: none"> ▪ Appropriate County Department(s), as needed based on situation and expertise required. ▪ Appropriate insurance carrier(s). ▪ Notifications per specific plans/procedures.
2	MODERATE EMERGENCY -- has <u>special characteristics, affects large numbers of people, or affects a large area</u> requiring resources outside the County's normal emergency response organization.	More complex, usually <u>requires significant resource commitment and/or expertise beyond normal capabilities of County response agencies.</u>	<ul style="list-style-type: none"> ▪ Assessment Team members as needed. ▪ Assessor's Office. ▪ Business Development. ▪ Public Works. ▪ County Emergency Management. ▪ NV Division of Emergency Management. ▪ County EOC personnel as needed. ▪ Other personnel and agencies as needed.
3	MAJOR EMERGENCY -- significantly exceeds local capabilities, affects sizeable portion of the County's population or area, has, or is expected to have considerable impact on lives, property, the environment, and/or public health.	Most complex, usually requires major resource commitment beyond normal local/mutual aid response capabilities, and/or State and Federal agency intervention.	<ul style="list-style-type: none"> ▪ (Per Levels 1 & 2). ▪ NV Div. of Emergency Management. ▪ State Preliminary Damage Assessment team. ▪ County EOC personnel. ▪ Special resources as requested. ▪ Federal Damage Assessment team(s) as needed. ▪ Other personnel and agencies as needed.

NOTE:

- Agency having jurisdiction is responsible for determining the initial emergency level.
- Incident Commander/EOC responsible for ensuring mandatory notifications are made.

1.2.2 Damage Assessment Team Activation

Emergency Level	Event/Situation	Activation	Members
Minor	Developing situation or event that may eventually cause significant damage or require the response of Damage Assessment Team members.	By Emergency Management Director or Damage Assessment Team member.	As requested or needed.
	Incident requiring limited assessment and/or support assistance; normal day-to-day response.	As requested by Incident Commander or Department Head.	As requested or needed.
Moderate	Situation where there is a likelihood of significant damage or need for the Damage Assessment Team.	By Emergency Management Director, Damage Assessment Team member, or Incident Commander.	As requested or needed.
	To assist the EOC, Board of Commissioners or Incident Commander with advice, analysis, information and coordinated damage assessments.	By the EOC Manager, Emergency Management Director, or Incident Commander.	As requested or needed.
Major	Situation where there is significant damage and need for Local Damage Assessment.	By the EOC Manager, or Emergency Management Director.	As requested or needed.
	To assist the EOC, Board of Commissioners with coordinated damage assessments (Rapid and Local), advice, analysis, technical information, and assessment information needed for State and federal assistance.	By the EOC Manager.	As requested or needed.

1.2.3 Damage Assessment Levels and Components

Level	Primary Assessment Components	Basic Purpose/General Function	Staffing
Initial	Incident size-ups “Windshield” surveys	Undertaken during the initial response and/or first few hours of an emergency to: <ul style="list-style-type: none"> ▪ Determine severity of the emergency ▪ Identify immediate response needs ▪ Document impact ▪ Provide guidance for assistance requests. 	Response personnel Other County Personnel as needed: <ul style="list-style-type: none"> ▪ Assessor’s Office ▪ Business Development ▪ Public Works ▪ Incident/EOC personnel
Rapid	County Damage Assessment	Typically conducted within the first 24 hours of an emergency to: <ul style="list-style-type: none"> ▪ Size-up the situation ▪ Determine the extent of harm and/or damage to people, property, infrastructure, the economy, and the environment 	County Damage Assessment Team: <ul style="list-style-type: none"> ▪ Assessor’s Office ▪ Business Development ▪ Public Works ▪ Response personnel ▪ Incident/EOC personnel
Local Damage Assessment	County Damage Assessment	Typically conducted after Rapid Assessments have been done to: <ul style="list-style-type: none"> ▪ Verify the accuracy of initial and rapid assessments ▪ Refine estimates of monetary losses ▪ Provide detailed data for the State ▪ Provide data for planning recovery operations 	County Damage Assessment Team: <ul style="list-style-type: none"> ▪ Assessor’s Office ▪ Business Development ▪ Public Works ▪ Incident/EOC personnel
Preliminary	State Preliminary Damage Assessment	When a local emergency has been declared and State assistance requested to: <ul style="list-style-type: none"> ▪ Conduct more thorough damage assessments ▪ Help determine assistance needs and eligibility ▪ Seek a Governor’s and Presidential Declaration 	County Damage Assessment Team Personnel: <ul style="list-style-type: none"> ▪ Assessor’s Office ▪ Business Development ▪ Public Works ▪ State PDA team(s)
Federal	FEMA Damage Assessment	When a Presidential Declaration is obtained to: <ul style="list-style-type: none"> ▪ Conduct more thorough damage assessments ▪ Establish eligibility for Federal aid ▪ Acquire Federal assistance 	County Damage Assessment Team Personnel: <ul style="list-style-type: none"> ▪ Assessor’s Office ▪ Business Development ▪ Public Works ▪ FEMA and other Federal personnel

1.2.4 Basic Information Needs

(Generic for all emergencies)

GATHER THE FOLLOWING INFORMATION WHEN NOTIFIED OF AN EMERGENCY:

Notified by: _____

Time: _____

Date: _____

Type of emergency: _____

Where are you supposed to be:

location you are to report to: _____

how can you get there?

open routes: _____

means of transportation: _____

Incident/event size-up:

type of emergency: _____

magnitude (how bad?): _____

best/worst case: _____

Damage:

injuries ☐deaths ☐property damage ☐other impacts ☐

AREA (size): _____

Resources:

incident/departamental ☐command/management ☐internal/external resources committed ☐internal/external resources required ☐

Status:

Department ☐EOC ☐

Notifications (other authorities, depts., personnel, etc.) _____

1.2.5 Personal Action Reminders

(Generic for all levels of management)

- TELL FAMILY YOUR DESTINATION AND HOW TO CONTACT YOU.
- TAKE MEDICATIONS, TOILETRIES, CLOTHES AND CASH.
- TAKE LIST OF IMPORTANT PHONE NUMBERS AND PEERS TO CONTACT FOR ADVICE.
- REMEMBER YOUR ROLE AND DEPARTMENTAL ROLES AND RESPONSIBILITIES.
- REMEMBER TO:
 - COMMUNICATE.
 - COLLABORATE.
 - COORDINATE.
 - COOPERATE.
- OTHER THINGS TO REMEMBER:
 - TAKE BREAKS.
 - DRINK WATER OR JUICES (NOT COFFEE OR TEA).
 - EAT HEALTHY FOODS.
 - STAY IN CONTACT WITH FAMILY.

1.2.6 Common Responsibility Reminders

(Generic for all levels of management)

- RECEIVE YOUR ASSIGNMENT
 - REPORTING LOCATION AND TIME?
 - LIKELY LENGTH OF ASSIGNMENT?
 - DESCRIPTION OF ASSIGNMENT?
 - TRAVEL INFORMATION?
 - COMMUNICATION METHODS?
- TAKE SPECIALIZED SUPPLIES OR EQUIPMENT REQUIRED FOR YOUR JOB.
- UPON ARRIVAL
 - FOLLOW CHECK-IN PROCEDURES.
- OBTAIN BRIEFING FROM YOUR IMMEDIATE SUPERVISOR (BE SURE YOU UNDERSTAND YOUR ASSIGNMENT!)
- ACQUIRE NECESSARY WORK MATERIALS.
- LOCATE AND SET UP YOUR WORKSTATION.
- ORGANIZE AND BRIEF ANY SUBORDINATES ASSIGNED TO YOU.
- BRIEF YOUR RELIEF AT THE END OF EACH OPERATIONAL PERIOD AND, AS NEEDED, AT THE TIME YOU ARE DEMOBILIZED.
- COMPLETE REQUIRED FORMS AND REPORTS AND GIVE THEM TO YOUR SUPERVISOR OR TO THE DOCUMENTATION UNIT BEFORE YOU LEAVE.
- DEMOBILIZE ACCORDING TO PLAN.

1.3 Roles and Responsibilities

This section outlines general damage assessment responsibilities of significant agencies and entities. More specific information is outlined in later sections of this Emergency Management Guide.

Policies	Page
Assessor's Office	3.3
Community Development	3.4
Central Dispatch	3.5
Fire District	3.5
Public Works	3.5
School District	3.6
Sheriff's Office	3.7

1.3.1 Assessor's Office

- a. Damage Assessment Team – Member.
- b. Participate in damage assessment teams.
- c. Provide property and improvement information.
- d. Property information.
- e. Determinations of loss to tax base.
- f. Assist with preparing damage assessment reports.
- g. Initial Assessment
 1. Provide size up and situation information on impacts as appropriate.
 2. Conduct windshield damage survey(s).
 3. Provide information as requested.
- h. Rapid Assessment
 1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.
 5. Assist with preparing rapid assessment reports.
- i. Local Damage Assessment (County)
 1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.

5. Assist with preparing damage assessment reports.
- j. Preliminary Damage Assessment (State)
 1. Provide qualified and knowledgeable personnel to accompany State PDA team as necessary.
- k. FEMA Damage Assessment (Federal)
 1. Provide qualified and knowledgeable personnel to accompany FEMA team as necessary.

1.3.2 Community Development

- a. Damage Assessment Team – Member
 1. Participate in damage assessment teams.
 2. Provide zoning information.
 3. Provide mapping services.
 4. Provide other property related information.
 5. Building inspections.
- b. Determinations of structural damage.
- c. Assist with preparing damage assessment reports.
- d. Initial Assessment
 1. Provide size up and situation information on impacts as appropriate.
 2. Conduct windshield damage survey(s).
 3. Provide information as requested.
- e. Rapid Assessment
 1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.
 5. Assist with preparing rapid assessment reports.
- f. Local Damage Assessment (County)
 1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.
 5. Assist with preparing damage assessment reports.

g. Preliminary Damage Assessment (State)

1. Provide qualified and knowledgeable personnel to accompany State PDA team as necessary.

h. FEMA Damage Assessment (Federal)

1. Provide qualified and knowledgeable personnel to accompany FEMA team as necessary.

1.3.3 Central Dispatch

a. Damage Assessment - Support

b. Initial Assessment

1. Records size-up and situation information from first responders as appropriate.
2. Provides support compiling initial damage information as requested.

1.3.4 Fire District

a. Damage Assessment - Support

b. Initial Assessment

1. Provide size up and situation information as appropriate.
2. Conduct windshield damage survey(s) as requested.
3. Provide information as requested.

c. Rapid Assessment

1. Participate in County Damage Assessment efforts as needed
2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation if requested.
3. Provide information as needed.

d. Local Damage Assessment (County)

1. Support County Damage Assessment team(s) as needed.

1.3.5 Public Works

a. Damage Assessment Team - Member

1. May act as lead agency as situations dictate.

b. Initial Assessment

1. Provide size up and situation information on impacts as appropriate.
2. Conduct windshield damage survey(s).
3. Provide information as requested.

c. Rapid Assessment

1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.
 5. Assist with preparing rapid assessment reports.
- d. Local Damage Assessment (County)
1. Participate in County Damage Assessment team(s).
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation.
 3. Provide information as needed.
 4. Participate in analysis, calculations.
 5. Assist with preparing damage assessment reports.
- e. Preliminary Damage Assessment (State)
1. Provide qualified and knowledgeable personnel to accompany State PDA team as necessary.
- f. FEMA Damage Assessment (federal)
1. Provide qualified and knowledgeable personnel to accompany FEMA team as necessary.

1.3.6 School District

- a. Damage Assessment - Support
- b. Initial Assessment
1. Provides size up and situation information on impacts to schools as appropriate.
 2. Provides windshield damage survey information on school damage as requested.
- c. Rapid Assessment
1. Participate in Damage Assessment of schools.
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation to assist County personnel.
 3. Provide information as needed.
- d. Local Damage Assessment (County)
1. Participate in County Damage Assessment of schools.
 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation to assist County personnel.
 3. Provide information as needed.

- e. Preliminary Damage Assessment (State)
 - 1. Provide qualified and knowledgeable personnel to accompany State PDA team as necessary.
- f. FEMA Damage Assessment (Federal)
 - 1. Provide qualified and knowledgeable personnel to accompany FEMA team as necessary.

1.3.7 Sheriff's Office

- a. Damage Assessment - Support
- b. Initial Assessment
 - 1. Provide size up and situation information as appropriate.
 - 2. Conduct windshield damage survey(s) as requested.
 - 3. Provide information as requested.
- c. Rapid Assessment
 - 1. Participate in County Damage Assessment efforts as needed.
 - 2. Provide qualified and knowledgeable personnel appropriate for damage/emergency situation to assist County personnel.
 - 3. Provide information as needed.
- d. Local Damage Assessment (County)
 - 1. Support County Damage Assessment team(s) as needed.

2 Initial Damage Assessment

Initial damage assessment activities typically occur during the initial response to emergencies. The assessments include those actions necessary to size up and document the initial situation, immediate resource needs, area(s) affected and initial damage estimates. *It is imperative that all agency and incident assessment efforts and information be coordinated so an effective initial assessment can be created.*

Windshield surveys or expedient damage assessments may be required in during the initial response to emergencies. These cursory assessments are designed to give preliminary information for initial response activities, resource needs, planning and assistance requests. Fire District, Sheriff's Office, and Public Works personnel, and Building inspectors may perform these assessments.

Guideline	Page
Initial Assessments	4.3

2.1 Initial Assessments

An initial impact and situation assessment usually undertaken during the initial response and/or first few hours of an emergency to: determine the severity of the emergency, identify immediate response needs, document impact, and provide guidance for assistance requests.

a. PURPOSE

1. Incident/Emergency "Size-Up."
2. Initial situation documentation.
3. Initial estimate of harm and damage to people, property, and infrastructure.
4. Determination of initial impact.
5. Forms basis for County emergency notifications, activations, and management activities.
6. Establishes initial information for County damage assessment activities.

b. ESTIMATE INITIAL RESPONSE ADEQUACY AND NEEDS

1. Life Safety.
2. Property Protection.
3. Evacuation.
4. Mass Care.
5. Utility Restoration.
6. Transportation.

c. ESTIMATE / DETERMINE AREA AFFECTED

1. Community Name(s).
2. Geographic Location(s).

3. Size and/or area.
4. Population.
5. Types of Land Use.

d. ESTIMATE CASUALTIES

1. Rescued.
2. Injured.
3. Hospitalized.
4. Deceased.

e. ESTIMATE EXTENT OF DAMAGE

1. Life.
2. Property:
 - i. Private.
 - ii. Public.
3. Business & Industry.
4. Public Infrastructure.
5. Utilities.

3 Rapid Damage Assessment

Rapid damage assessments are typically conducted within the first 24 hours of an emergency. These are undertaken to size-up the situation and determine the extent of harm and/or damage to people, property, infrastructure, the economy, and the environment. The information obtained becomes the supporting data for requesting assistance from the State and declaring a local disaster. These assessments may need to be undertaken on a periodic basis throughout the emergency. Private and volunteer organizations, such as the American Red Cross and Voluntary Organizations Active in Disasters, may be able to provide damage assessment information on individual homes, and businesses, sheltering information, and information on mass care and displaced persons.

If state assistance is requested, information compiled in the assessment is forwarded to the State to provide the basis for determining the need for State preliminary damage assessment team activation.

Guideline	Page
Rapid Assessment	5.3

3.1 Rapid Assessments

An impact and situation assessment usually undertaken during the first 24 hours of an emergency to determine needs, document impact and provide guidance for assistance requests. This type of assessment may be repeated as needed to provide data for needs and situation analysis.

a. PURPOSES

1. “Size-Up” the emergency.
2. Document the situation.
3. Determine the extent of harm and damage to people, property, and infrastructure.
4. Determine or estimate the impact.
5. Information for County Emergency Declaration decision and process.
6. Provides information for State assistance requests.

b. ACTIONS

1. DETERMINE INITIAL RESPONSE ADEQUACY

- a. Life Safety.
- b. Property Protection.
- c. Evacuation.
- d. Mass Care.
- e. Utility Restoration.
- f. Transportation.

2. DETERMINE AFFECTED AREA(S)

- a. Community Name(s).

- a. Geographic Location(s).
- b. Size.
- c. Population.
- d. Land Use.

2. ESTIMATE / DETERMINE CASUALTIES

Assess adequacy of care facilities and medical supplies

- a. Rescued.
- b. Injured.
- c. Hospitalized.
- d. Deceased.

1. DETERMINE EXTENT OF DAMAGE

- a. Life.
- b. Property:
 - i. Private.
 - ii. Public.
- c. Business & Industry.
- d. Public Infrastructure.
- e. Utilities.

2. ESTIMATE COSTS / ECONOMIC IMPACTS

- a. Life.
- b. Property:
 - i. Private.
 - ii. Public.
- c. Business & Industry.
- d. Public Infrastructure.
- e. Utilities.
- f. County Government.

Record all information and notes for quick reference. This information will help to determine further needs and in requesting help from other sources.

4 Local Damage Assessment (County)

The County normally conducts local damage assessments after rapid assessments have been done. The objectives of these assessments are to verify the accuracy of initial and rapid assessments, refine estimates of monetary losses, to provide detailed data for submitting to the State, and to provide data for planning recovery operations. The information obtained becomes the supporting data for requesting State preliminary damage assessments and basis for State damage surveys. The data become the foundation for the preparation of documentation for further State assistance, and for negotiations with the State and Federal governments regarding damage.

Private and volunteer organizations, such as the American Red Cross and Voluntary Organizations Active in Disasters, may be able to provide damage assessment information on individual homes and businesses, shelters, mass care and displaced persons.

Guideline	Page
County Damage Assessment Teams	6.3
County Damage Assessment Guidelines	6.4
Local Damage Information Assessment	6.6

4.1 County Damage Assessment Teams

Purpose: To gather essential information required to identify, describe, document, and estimate damage at disaster sites:

- a. Verify the accuracy of initial rapid assessments.
- b. Refine estimates of monetary losses.
- c. Provide detailed data for planning recovery operations.
- d. Team composition:
 1. At least two members.
 2. From departments knowledgeable in areas of specific observation assignment.
- e. Agencies that may assist in providing Damage Assessment information:

<input type="checkbox"/> Assessor's Office	<input type="checkbox"/> American Red Cross
<input type="checkbox"/> Community Development	<input type="checkbox"/> Agricultural Extension
<input type="checkbox"/> Public Works	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Fire District	<input type="checkbox"/> Real Estate agents
<input type="checkbox"/> Public Utilities	<input type="checkbox"/> Small Businesses
<input type="checkbox"/> Sheriff's Office	
- f. Team equipment:
 1. Vehicle.
 2. Communications.
 3. Preprinted forms such as a "Damage Assessment Worksheet."

4. Still or video camera.
5. Pen and paper.
6. List of Work Categories.

4.2 County Damage Assessment Guidelines

The following guidelines are suggested for estimating losses:

- a. Log descriptive locations of observed damage:
 1. Describe specific locations (e.g., parcels, individual properties, etc.).
 2. Use Assessor's Parcel Number, street names, street address, building names, historical names, business names, commonly known names, etc.
 3. Use coordinate devices (e.g., GPS) if possible, for latitude and longitude.
 4. Describe areas containing damage.
- b. Create pictorial record:
 1. Photograph, video record or sketch visual damage at sites.
- c. **DO NOT ENTER ANY AREA WHERE THE DAMAGE MAY BE HAZARDOUS!**
- d. Print or voice record all damage legibly and clearly:
 1. Identify recorder on documents and recordings for future testimony.
- e. Enter market values by using the following sources:
 1. The average market value for low, medium, and high-cost homes and multiple dwellings is assigned on the advice of the Assessor's Office:
 - i. Example of a typical formula is derived from the average cost of homes in the disaster area; the average cost of low range housing; the average cost of medium range housing; and the average cost of high range housing, multiplied by the number of homes damaged in each category, multiplied by the damage index described below.
 - ii. Damage Index:
 1. Destroyed - A structure will be considered to be destroyed if the damages sustained are such that it is no longer economically repairable, e.g., the cost of repairs is more than 75% of its value, or in accordance with local ordinance. **Value = 0.90.**
 2. Major Damage - A structure will be considered to have received major damage if the cost of the repair is greater than 10% of its value, yet it is still economically feasible to repair. **Value = 0.45.**
 3. Minor Damage - A structure is considered to have minor damage if the cost to repair is 10% or less, e.g., "Affected but habitable". **Value = 0.10.**
 - iii. Example: If the market value of a low range home is \$18,000, and 100 homes were damaged, and damage index is 0.90, the compilation would be $(\$18,000 \times 100 \times 0.90 = \$1,620,000)$.

- f. The average value of businesses destroyed should be derived from the advice and records of the local Small Business Administration and/or the Chamber of Commerce.
- g. The average value of farm and agricultural properties will be assigned on the advice of the County Agriculture Extension Office, Farmers Home Administration, and the US Department of Agriculture.
- h. Ordinarily, the same formula and percentages that are used in determination of damage to homes and multiple dwellings will be applied for losses to agricultural properties and businesses.

4.3 Local Damage Information Assessment

The assessment is based upon a factor of \$2.50 per capita of the County's population. This factor is compared to the dollar figure compiled in the local damage assessment. The calculations are used to determine if the local jurisdiction qualifies for State assistance.

The dollar figure derived from the damage assessment must be greater than 2.5 dollars per capita of uninsured damages to qualify for State resource and/or financial assistance. This formula has been established by the Federal Emergency Management Agency for use as a base guideline for assistance qualification.

Where private property accounts for most of the damage, insurance, Federal programs, and volunteer organization programs are the primary means for obtaining assistance in lieu of a State declaration.

Examples:

For a jurisdiction with estimated population of 200,000, the formula would be:

$$200,000 \times \$2.5 = \$500,000$$

If the jurisdiction's preliminary damage assessment equals or is greater than \$500,000 of total damage ($200,000 \times \$2.5$), a request for a State declaration is warranted. This will qualify the jurisdiction for State resource support, and where there is extensive damage to public property, State financial assistance may be made available through 1997 Senate Bill SB 218.

If the jurisdiction's preliminary damage assessment is less than \$500,000 for public property damage, a request for a State declaration is generally not warranted. However, other factors may be considered when determining a jurisdiction's ability to recover (i.e., budget surpluses or deficit, damage to tax base, elimination of essential business/industry, effects to the government, etc.).

5 Preliminary Damage Assessment (State)

Preliminary Damage Assessment (PDA) teams may be requested from the Nevada Division of Emergency Management where a local emergency has been declared and State assistance requested. These teams, with the participation and assistance of the County, will conduct more thorough damage assessments to help determine assistance needs and eligibility, and to seek a Governor's and Presidential Declaration.

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5.1 State Preliminary Damage Assessment

The State may form a team consisting of State representatives and a local representative to prepare estimates of damage and work to be done.

The team will consist of primarily State representatives who will conduct inspections for estimating reimbursement of qualified damages.

The Nevada Division of Emergency Management (NDEM) has primary responsibility for assembling and activating Preliminary Damage Assessment (PDA) teams to perform damage assessment for affected jurisdictions.

The information gathered from PDA assessments provides the Governor's Office, the State Board of Examiners, the Interim Finance Committee as well as other State officials with information on the extent of damage and is necessary to:

- a. Coordinate and deploy State resources for providing assistance.
- b. Assess potential financial assistance to help a jurisdiction return to pre-disaster conditions.
- c. Seek a Governor's (State) or a Presidential Declaration.

The team may provide technical assistance for both response and recovery issues. The

NDEM appoints a team leader, and provides clerical, financial and staff support.

The American Red Cross may be invited to be a part of the PDA Team to provide the following information:

- a. Damage Assessment on Individual Homes.
- b. Damage Assessment on Businesses.
- c. Sheltering Information, displaced victims, and mass care information.

Federal Agencies may also accompany the PDA Team to provide technical and resource support.

The mission of a State PDA team is not to dispute damage costs nor to decide if a local jurisdiction is eligible for State or Federal assistance programs. Rather, it is deployed to observe and record damages while estimating the cost for repair, reconstruction, demolition and replacement of structures, facilities, and systems.

The information gathered from the PDA assessment will provide information on the extent of damage, which includes the impact and magnitude of damage, the resulting unmet needs of individuals, businesses, the public sector, and the community, as well as emergency, and recovery needs within effected communities.

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The PDA team will inspect every damaged facility and review all applicable records to determine the extent of the disaster damage, the scope of work, and the estimated cost of that work. The inspection team will not randomly search for damaged facilities. The applicant must identify all damages ahead of time and be prepared to guide the team to each site.

5.2 County Steps for Preliminary Damage Assessment

PURPOSE - To expedite the damage survey process.

BEFORE ARRIVAL OF STATE PDA TEAM

- a. Assign knowledgeable person(s) to accompany the PDA Team(s)
- b. Possible persons:
 1. Public Works Director or representative.
 2. Building Official or inspector.
 3. Engineer.
 4. Other appropriate representative.
- c. Person(s) must have knowledge of:
 1. Work already done.
 2. All damaged facilities needing work.
- d. Appointed individuals will coordinate with the team:
 1. Prior to dispatch.
 2. Upon arrival at the scene.
- e. Provide more than one local representative for larger scale emergencies.
- f. Prepare a list of damages to include:
 1. Debris Clearance.
 2. Protective Measures.
 3. Road System.
 4. Water Control Facilities.
 5. Buildings and Equipment.
 6. Public Utility Systems.
- g. Identify all damage sites before the inspectors arrive.
- h. Map damage locations.
 1. Mark damage locations on a suitable map.
 2. Develop a route of travel to each site.
- o. Segregate damage/work activities into SEVEN categories:
 1. A - DEBRIS CLEARANCE (roads, streets, public buildings, private property (health hazard only), stream clearance, and other*).
 2. B - PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police, and fire, emergency health measures).
 3. C - ROAD SYSTEMS (town or county roads, culverts, and bridges).

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4. D - WATER CONTROL FACILITIES (town or county-owned dikes, dams, levees, drainage channels, irrigation works, and other*).
 5. E1 - PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT (town or county buildings, supplies, inventory, vehicles, and equipment).
 6. E2 - SCHOOLS AND SCHOOL PROPERTY (public schools only).
 7. F - PUBLIC UTILITY SYSTEMS (water, sanitary-se wage, storm drains, lights, power, and other*).
 8. G - OTHER (town or county park facilities, recreational facilities and other*).
- p. Prepare pictorial/graphic information for each damage site:
1. Photographs.
 2. Site sketches.
 3. Drawings.
 4. Especially where work has already been performed.
- q. Compile detailed breakdown of personnel and labor costs:
1. Disaster response related overtime and fringe benefits.
 2. Equipment and material costs for each location where work has been done.
 3. Contract costs for emergency or permanent restorative work in progress or completed.
 4. Separate all costs by work site.
- r. Provide Force Account equipment use and mileage records:
1. Cars.
 2. Pickups.
 3. Vans.
- s. Provide hourly use records for other types of equipment:
1. Categorize and describe compatible with the State Schedule of Equipment Rates.
- t. Keep damaged equipment and parts for review and inspection by the PDA Team.
- u. Provide insurance coverage and policy information:
1. Include proceeds received or contemplated.
- v. List items lost as a result of the emergency/disaster:
1. Equipment.
 2. Materials.
 3. Inventory.
 4. Provide evidence to verify loss values or replacement cost:
 - a. Estimates.
 - b. Bids.
 - c. Purchase orders.
 - d. Invoices.
 - e. Inventory records.

- f. Other substantiating documentation.
- w. If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide inspectors with copies of appropriate standards.

Be aware that a statement of nonconcurrence must be attached to any damage survey report (DSR) in which the local representative does not agree with the proposed scope of work.

AFTER STATE PDA DISASTER SURVEY

- x. If additional damage is identified:
 - 1. Notify the State as soon as possible, but no later than 60 days from the date of the initial inspection.

5.2 General Damage Eligibility Requirements

Ownership - A local government or eligible private nonprofit organization must own damaged facilities (For gubernatorial State-only disasters, a local government must own the damaged facility.). When a leased facility is damaged, the lease must specify that the applicant has repair responsibility. Attach a copy of the lease to the Disaster Survey Report (DSR).

Responsibility - Mutual aid and service agreements between jurisdictions may provide for the jurisdiction receiving aid to reimburse a jurisdiction providing assistance. An agreement may provide for an initial period of unpaid assistance before the receiving entity reimburses the providing entity. In such cases, only payments specified in the agreement are eligible for reimbursement. The agreements must apply uniformly in declared major disasters and other emergency situations.

Location - The damaged facility must be located within the designated area.

Time of Damage - The damage must have been caused by the disaster.

Cost Minimum - Each damaged site must exceed \$1,000 in repair cost.

Facility Use - At the time it was damaged the facility must have been in active use.

General Insurance - Disaster repair costs covered by insurance are not eligible. Total repair costs will be reduced by the amount of insurance coverage. Deductible and depreciation are eligible.

Flood Insurance - Flood damages to an insurable structure that occur within the 100-year floodplain are reduced by the amount of flood insurance coverage or by the maximum amount of coverage that would have been available if insured.

Insurance Commitment - General hazard insurance commitment is required in an amount equal to the damages when repair costs exceed \$10,000.

Other Federal Agencies - Damage is not eligible for State funding when covered by other State/Federal programs.

Maintenance - Normal or heavy maintenance, such as potholes, routine filling of ditches, and minor gravel replacement are not eligible.

Negligence - Damage caused by negligence of the applicant is not eligible.

Labor Eligibility - Regular hours (straight time) of in-house (force account) laborers are not eligible for reimbursement in categories 1. (debris removal) or 2. (emergency protective actions). Overtime hours expended on these two categories are eligible.

5.3 State Preliminary Damage Assessment Team Activities

THE STATE PDA TEAM WILL:

- a. Meet with the individual who is coordinating the local Preliminary Damage Assessment (PDA)
 1. Obtain:
 - i. List of the areas to be inspected.
 - ii. Local contacts.
 - iii. Local damage estimates.
 - iv. The State will provide the initial contact information.
 2. Obtain:
 - i. County's annual budget.
 - ii. County's current budget status normally reflected in the monthly budget report.
 - iii. Maps illustrating damage sites.
 - iv. Complete Part 1, Applicant Information, on the Preliminary Damage Assessment Summary form (Summary Sheet).
- b. Visually inspect:
 1. All major damage sites.
 2. A representative sample of other damage locations to the extent necessary to develop an accurate preliminary damage estimate.
 3. Typically, it is necessary to develop a sample to project the damages.
 - i. A random sample must be taken to make this projection.
 4. If time permits, visually inspect all damage sites.
- c. Record on the Preliminary Damage Assessment Site Estimate Sheet for each damage site:
 1. Damage category.
 2. Location.
 3. Description of damage.
 4. Damage estimate.
 - i. Develop the damage estimate using unit price or lump sum estimates.
 5. Impact information.
 6. Status of repair work.
- d. Take photographs of all major damage sites and other sites inspected.
- e. Obtain information from local officials on:
 1. Status of recovery.
 2. Impact of damages to community health, safety, and economic activities.
- f. Upon completion of the visual inspection:
 1. Total the damages inspected.
 2. Develop a method for projecting total damages:

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- i. Total damages equal the sum of the major damage sites plus the representative sample damage estimates divided by the percentage of damage sites visited.
 - ii. Describe the sampling method used to project total damages by category.
- g. Record summaries of the site impact information on the Summary Sheet:
 - 1. Identification of health and safety threats.
 - 2. Population affected by the disaster.
 - i. Itemize the population affected by category or by a specific large loss of public service.
 - 3. Impact to business and commerce.
- h. Assess local government capability to effectively recover from the disaster:
 - 1. Inquire as to how local officials intend to repair the damage.
 - 2. Schedule for accomplishing the work.
 - 3. Source and availability of funds.
 - 4. Describe the effect that disaster costs will have on other projects in progress and scheduled maintenance projects if funds reserved for these projects will be used for disaster related repair work.
- i. Call the State office at the end of each inspection day and report findings.
- j. After completing assigned inspections:
 - a. Submit all completed forms and supporting documentation:
 - i. Maps.
 - ii. Budgets.
 - iii. Photographs.
 - iv. Other pertinent material that may be available.
- k. Preliminary damage assessments should be conducted with extreme care and professional judgment.
- l. Appeals demand more detailed information, and damage survey reports may be required.

5.4 Damage Survey Report – Data Sheet

SEE THE FORMS SECTION OF THIS GUIDE FOR THE BLANK FORM.

When properly completed, DSRs (FEMA Form 90-91) describe:

- a. the location of the facility
- b. the extent of its damage
- c. the scope of the eligible work
- d. an estimate of the cost of the proposed work

Work is approved and audits are based on individual DSRs for damages of properties.

5.5 Notice of Interest

The Notice of Interest is used by States to schedule damage surveys.

The mechanism by which categories of damages that are eligible for public assistance may be listed so that

local jurisdictions may “check off” the types of damages incurred in each category.

Information needed by the State to coordinate damage surveys and administer infrastructure support.

General Instructions for Completing the Notice of Interest.

General Information:

1. Complete the form using information obtained from damage surveys of public facilities and structures.
2. Fax or send the completed copy and any attachments to the Nevada Division of Emergency Management (NDEM).
3. Upon receipt of the information NDEM will contact you to schedule a joint preliminary damage survey, obtain more information, or discuss your assistance requirements.

Damage Information

1. Under each of the categories check the box(es) that apply to the damages incurred.
2. To add required additional information (such as number and type of culverts, size of bridge, type of bridge, number and size of buildings, number of electrical poles down, etc.), write the information next to the checked box.
3. Attach details on a separate sheet of paper if the form's space is not sufficient.

Applicant Information

1. Give the complete name of your jurisdiction or organization and indicate if yours is a nonprofit organization.
2. Provide your jurisdiction's county name. If any of the damaged facilities are in a different county, include the applicable county names.
3. Give the name and the title of the person whom the State office can contact to schedule damage surveys or to obtain additional information.
4. Provide the business address and telephone number, and the home telephone number, of the contact person. Provide additional contact numbers such as pager, cellular phone, and alternate work numbers if available.
5. Leave the declaration number and project application number blank.
6. Date and sign the form next to the Notice of Interest date.

6 Federal Damage Assessment

If an emergency is of such a magnitude that a Presidential Declaration is obtained, further damage assessments by Federal Emergency Management Agency and other Federal personnel are likely. County personnel will be required to assist in these Federal assessments.

Guideline	Page
County Steps for Federal Damage Assessment	8.3
Damage Survey Report – Data Sheet	8.6

6.1 County Steps for Federal Damage Assessment

PURPOSE - To expedite the Federal (FEMA) damage survey process.

BEFORE ARRIVAL OF THE FEMA TEAM

- a. Assign knowledgeable person(s) to the FEMA Team(s).

1. Possible persons:
 1. Public Works Director or representative.
 2. Building Official or inspector.
 3. Engineer.
 4. Other appropriate representative.
2. Person(s) must have knowledge of:
 1. Work already done.
 2. All damaged facilities needing work.
3. Appointed individuals will coordinate with the team:
 1. Prior to dispatch.
 2. Upon arrival at the scene.
4. Provide more than one local representative for larger scale emergencies.
- b. Provide appointed person(s) with copies of previous damage surveys and supplemental information for the applicable sites:
 1. State PDA Damage Survey Reports.
 2. County Local Damage Survey Reports.
 3. Other County Damage Assessment information.
- c. If previous damage surveys have not been done, provide the appointed person(s) with the following:
 1. A list of damages for each applicable site to include:
 1. Debris Clearance.
 2. Protective Measures.
 3. Road System.
 4. Water Control Facilities.
 5. Buildings and Equipment.
 6. Public Utility Systems.
- d. Identify all damage sites before the inspectors arrive.
- e. Map damage locations.
 1. Mark damage locations on a suitable map.
 2. Develop a route of travel to each site.
- f. Segregate damage/work activities into seven categories:
 1. A - DEBRIS CLEARANCE (roads, streets, public buildings, private property (health hazard only), stream clearance, and other*).
 2. B - PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police, and fire, emergency health measures).
 3. C - ROAD SYSTEMS (town or county roads, culverts, and bridges).
 4. D - WATER CONTROL FACILITIES (town or county-owned dikes, dams, levees, drainage channels, irrigation works, and other*).

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5. E1 – PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT (town or county buildings, supplies, inventory, vehicles, and equipment).
 6. E2 – SCHOOLS AND SCHOOL PROPERTY (public schools only).
 7. F – PUBLIC UTILITY SYSTEMS (water, sanitary-sewage, storm drains, lights, power, and other*).
 8. G - OTHER (town or county park facilities, recreational facilities and other*).
- g. Provide pictorial/graphic information for each damage site:
1. Photographs.
 2. Site sketches.
 3. Drawings.
 4. Especially where work has already been performed.
- h. Compile detailed breakdown of personnel and labor costs:
1. Disaster response related overtime and fringe benefits.
 2. Equipment and material costs for each location where work has been done.
 3. Contract costs for emergency or permanent restorative work in progress or completed.
 4. Separate all costs by work site.
- i. Provide force account equipment use and mileage records:
1. Cars.
 2. Pickups.
 3. Vans.
- j. Provide hourly use records for other types of equipment:
1. Categorize and describe compatible with the State Schedule of Equipment Rates.
- k. Keep damaged equipment and parts for review and inspection by the FEMA team.
- l. Provide insurance coverage and policy information.
- i. include proceeds received or contemplated.
- m. List items lost because of the emergency/disaster:
1. Equipment.
 2. Materials.
 3. Inventory.
 4. Provide evidence to verify loss values or replacement cost:
 - i. Estimates.
 - ii. Bids.
 - iii. Purchase orders/
 - iv. Invoices.
 - v. Inventory records.
 - vi. Other substantiating documentation.
- n. If damaged facilities are to be restored different from the original construction in accordance with

adopted codes or standards, provide inspectors with copies of appropriate standards.

Be aware that a statement of nonconcurrence must be attached to any damage survey report (DSR) in which the local representative does not agree with the proposed scope of work.

AFTER FEMA DISASTER SURVEY

o. IF ADDITIONAL DAMAGE IS IDENTIFIED:

1. Notify the State as soon as possible, but no later than 60 days from the date of the initial inspection.

6.2 Damage Survey Report – Data Sheet

SEE THE FORMS SECTION OF THIS GUIDE FOR THE BLANK FORM

When properly completed, DSRs (FEMA Form 90-91) describe:

- a. the location of the facility.
- b. the extent of its damage.
- c. the scope of the eligible work.
- d. an estimate of the cost of the proposed work.

Work is approved and audits are based on individual DSRs for damages of properties.

7 Supplemental Information

This section provides a description of and information on functions that are particularly important for Storey County to obtain resources and funding during and after emergencies.

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Emergency Classifications for State Assistance	9.3
Definitions	9.5
Categories of Work	9.7
Flood Damage Description Examples	9.15

7.1 Emergency Classifications for State Assistance

The State of Nevada uses the following emergency classifications and characteristics to help determine if a local government needs external resources and for State declarations of emergencies.

- a. USE THE APPROPRIATE CLASSIFICATION FOR REQUESTS TO THE STATE.
- b. EMERGENCY:
 1. “Any occasion or instance which, in the determination of the Governor for disasters which are declared by the State, where assistance is needed to supplement local efforts and capabilities in saving lives, in protecting property, in assuring public health and safety, and to lessen or avert the threat of a major or catastrophic disaster.”
 2. Characteristics:
 - i. Beyond local resource capabilities.
 - ii. Supplementary emergency assistance is needed.
 - iii. Not to exceed State existing budgeted resources.
 - iv. Generally, does not warrant a State declaration.
- c. MAJOR DISASTER:
 1. “Any natural catastrophe including any storm, high water, wind-driven water, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, any fire, flood, or explosion in any part of the State of Nevada which in the determination of the Governor causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of local government, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”
 2. Characteristics:
 - i. Beyond State budgeted resources and local capabilities.
 - ii. Supplementary to available resources of State/local governments, disaster relief organizations, and insurance.
 - iii. Local government must declare an emergency proclamation and petition the State for help.
 - iv. Nevada Division of Emergency Management coordinates State declaration with the Governor.
- d. CATASTROPHIC DISASTER:
 1. “The term implies an incident that produces severe and widespread damage resulting in the need for significant resources from outside the affected area to provide the necessary

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response. For example, whether a given earthquake qualifies as catastrophic depends on the combined effect of geological parameters (e.g., magnitude, duration, or type of earth movement); environmental parameters (e.g., location, time of occurrence, or existing weather conditions); sociological parameters (e.g., preparedness of the population, warning, or enhanced building construction); and destructive parameters (e.g., building damage and collapse or damage to infrastructure and systems). For the purpose of State and local response, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private-sector capabilities to begin and sustain response activities.”

2. Characteristics:

- i. Beyond State and local capabilities.
- ii. Supplementary to available resources of State/local governments, disaster relief organizations, and insurance.
- iii. Requires outside resources from the federal government.
- iv. Requires State declaration.

7.2 Definitions

Damage repair: Includes the repair of damaged components only. The cost shall include all the work necessary to return the facility to its pre-disaster condition utilizing modern materials and methods for the repairs.

Facilities Under Construction: The eligibility of facilities under construction follows the basic eligibility criterion that an item of work must be the responsibility of the applicant to be eligible. Generally, a facility under construction is the responsibility of the contractor until the owner accepts it. Since a private contractor is not an eligible applicant, that portion of the facility under contractor responsibility is not eligible for State assistance. The entire facility could be eligible if the contract places the responsibility on the applicant during the construction period.

Hazard Mitigation: Cost effective measures (where the benefits of the measure exceed the costs) taken to reduce or eliminate the potential for future damage from a disaster.

Improved public and private property: A structure, facility or item of equipment that was built, constructed, or manufactured. It does not include land improved for agricultural use.

Public facilities: Includes non-Federal-aid or non-State-owned streets, roads or highways, water or flood control facilities, buildings, and equipment (including vehicles), utility systems and parks and recreational facilities.

Relocation: An applicable standard or a State requirement indicating that a facility be relocated if, in the State’s opinion, it is and will be subject to heavy repetitive damage because of its location. In both situations, approval of the relocation may be granted if other provisions within State regulations do not bar the approval and the overall project is cost effective. When relocation is required, eligible work includes removal of the old facility, construction of a new facility, land acquisition, and ancillary facilities such as roads and utilities, all of which must be considered in determining if the project is cost effective. The damages prevented by moving away from the hazardous location will be on the benefit side. Generally, the project will only be cost effective if the damages are severe enough that the facility qualifies for replacement.

Replacement cost: Replacement of the same size or designed capacity and function of the facility to include all applicable codes. The calculation shall not include the costs of demolition, site work and applicable soft costs.

7.3 Categories of Work

7.3.1 Emergency Work

7.3.1.1 Category A - Debris Removal

Debris that may be eligible for clearance and removal includes trees, sand, gravel, building wreckage, vehicles, personal property, etc. for State assistance, such removal must be necessary to do one of the following:

- a. Eliminate immediate threats to lives, public health and safety.
- b. Eliminate immediate threats of significant damage to improved public or private property.
- c. Ensure economic recovery of the affected community to the benefit of the community-at-large.

Debris removal from private property is generally the responsibility of the individual property owner aided by insurance settlements and assistance from volunteer agencies. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, the actual removal of debris from the private property may be eligible.

Debris removal from drainage structures must meet the following criteria:

Reservoirs: Removal of disaster-related debris from reservoirs may be eligible in accordance with the criteria for Engineered Channels and Debris Basins below. Not all reservoirs are cleaned out on a regular basis, and evidence of such maintenance must be provided to the State. In addition, removal of debris that poses an immediate threat of clogging or damaging intake or adjacent structures may be eligible.

Natural Streams: Debris removal from natural streams is not normally eligible for assistance. Only debris that causes a threat to lives', public health and safety, or damage to improved property from a 5-year flood event, is eligible. Work to protect improved property must have a favorable ratio of benefits to costs. Any work in natural streams must also be closely reviewed and monitored to minimize undesirable environmental effects.

Engineered Channels and Debris Basins: Debris removal from engineered channels, lined or unlined, and debris basins may be eligible. The State must be able to determine from maintenance records, the pre-disaster level of debris. The Pre-disaster level of debris in the channel or basin is of particular importance to determine the amount of disaster-related debris. Such facilities must have had a regular schedule of debris removal to be eligible as an actively used and maintained facility.

Parks and Recreational Areas: The removal of debris from parks and recreational areas used by the public is eligible when it affects public health or safety or proper utilization of such facilities. Trees frequently constitute a large part of debris in these areas and some special guidance is appropriate as detailed below:

- a. Trees in wilderness or forested areas that does not pose a health or safety threat are not eligible.
- b. Hazardous trees within a naturalized area of parks or golf courses that are unstable and leaning into the areas used by the public are eligible for removal only, not replacement.
- c. Normally, trees requiring removal are flush cut at the ground.
- d. Generally, stump removal should not be considered eligible for reimbursement except if it is determined that the stump itself would be a hazard, as when the tree has been uprooted. When eligible, stump removal will be accomplished by the most economical means.

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- e. A tree with more than 50 percent of the tree crown destroyed or damaged, a split trunk or broken branches that expose heartwood, or that has been tipped over or uprooted, is eligible for removal; especially if it is in a location approximate to or within public use areas.
- f. Should the applicant choose to attempt to save a tree the expense will be the applicants. Eligibility for funding in that case will be for removing the hazardous limbs only.
- g. Hazardous limbs are limbs greater than 2 inches in diameter that are still hanging in the tree and are threatening a public use area such as a trail, sidewalk, road, golf cart path, etc.

7.3.1.2 Category B - Emergency Protective Measures

Emergency protective measures are those activities undertaken by a community before, during, and following a disaster to:

- a. Eliminate or reduce an immediate threat to life,
- b. Protect public health and safety, or
- c. Eliminate or reduce an immediate hazard that threatens significant damage to improved public or private property.

Generally, those prudent actions taken by a community to warn residents, reduce the disaster damage, ensure the continuation of essential public services, and protect lives and public health and safety, are eligible for assistance.

The following are examples of activities that may be eligible:

- a. Search and rescue.
- b. Emergency medical care, to the extent that a local government is responsible.
- c. Emergency mass care and shelter when such cannot be provided by volunteer agencies. If the applicant's facilities are used by the volunteer agency to provide this care, actual expenses incurred by the applicant, such as supplies, cleanup labor, etc.
- d. Security in the disaster area including warning the public of dangers by setting up barricades or other warning devices. Labor, equipment, and materials used in these activities.
- e. Provision of food, water, medicine, and other essential needs at central distribution points for use by local citizens.
- f. Expenses for providing temporary facilities for essential community services. Temporary recreational facilities generally would not be eligible. If assistance for temporary facilities is eligible, assistance for moving to those facilities is also eligible. The eligible duration of time for the provision of temporary facilities will be a reasonable period of time for the completion of the approved work.
- g. Activation of a Local Emergency Operations Center (EOC) to coordinate and direct the response to a disaster or emergency. Applicants must be careful in estimating and claiming these costs to cover only the period that the EOC was used to coordinate and direct the response activities. Only overtime is eligible.
- h. Demolition and removal of damaged public and private buildings and structures that pose an immediate threat to the safety of the public. The threat must be identified by local officials and verified by state officials. Buildings that were condemned as a safety hazard before the disaster are not eligible.
- i. Removal of health and safety hazards which may include such activities as the following:
 - 1. Disposal of dead animals,

2. Pumping of trapped flood waters,
 3. Pumping of flooded basements if there is a widespread need affecting numerous homes and businesses in the community,
 4. Pumping of Septic tanks or decontamination of wells if there is a widespread pollution problem, and
 5. Insect vector control when there is a serious health hazard (not when there is merely a nuisance situation). Verification of the health hazard by the State Health Division is required.
- j. Construction of emergency protective measures to protect lives or improved property such as:
1. Temporary levees or dikes, sandbagging by itself or on top of a levee.
 2. Buttressing, bracing, or shoring of a damaged structure to protect against further damage to the structure or to protect the public.
 3. Emergency repairs made to protective facilities damaged by the disaster (eligible work may be limited to that which would provide protection from a five-year event or the pre-disaster level, whichever is less).
 4. Protection of an improved property from waves and flooding by placing sand on a beach. (The same criteria regarding the level of protection, as discussed above, apply to this work).
- k. If a privately owned access (driveway, road, bridge) is damaged, and it is not the direct responsibility of an eligible applicant for repair or maintenance, it may be eligible for some assistance. For the lack of access to be eligible for repair or replacement, the work must economically eliminate the need for temporary housing assistance for those households served by the facility and must be performed by an eligible applicant. The extent of the eligible work is limited to that which would allow the facility to remain passable after a five-year storm. The State would not be obligated for any assistance beyond this one-time repair.
1. Emergency Communications:
- The cost for the establishment of a temporary emergency communications system may be eligible. Such a system would most often take the form of mobile radios or cellular telephones and is meant to supplement the portion of the community's communications that remains operable, not to replace the entire system. The community is expected to repair the damaged system on an expedited basis so that the assistance can be terminated when there is no longer an emergency need.

7.3.2 Permanent Work

7.3.2.1 Category C – Roads and Bridges

The PDA team may request pre-event bridge inspection reports to determine if it was damaged prior to the disaster to evaluate what assistance is needed.

Only locally owned and maintained roads are eligible for assistance. Allowable costs for road repairs will be for restoring roads to the pre-disaster condition and to the codes and standards in effect at that time.

7.3.2.2 Category D - Water Control Facility

Water control facilities include dams, levees, lined and unlined engineered drainage channels, shore protective devices and pumping facilities. These facilities owned by the eligible applicant may be eligible for repair assistance; however, the U.S. Army Corps of Engineers has primary authority for the repair of flood control works, whether constructed with Federal or non-Federal funds.

7.3.2.1 Category E - Buildings and Equipment

When a building is eligible for replacement, the eligible capacity of the replacement facility may not

Damage Assessment Guide

exceed the designed capacity of the original facility including designed changes. However, applicable standards may have changed regarding space per occupant so that the eligible replacement would be larger than the original or the new square foot requirement per occupant times the designed number of occupants. These must be mandatory standards imposed by a Federal agency, the State Health Division, or the State Education Department, and not those practices that merely have become usual or normal in an industry or profession.

The costs to fulfill requirements for access to buildings by persons with disability are eligible costs. Facilities covered by the existing regulations are any building or facility that is accessible to the public, or in which persons with disability may be residing or employed.

When publicly owned museums are involved in disasters, frequently the objects on display, as well as the building itself, are damaged. Art objects in a museum, by their very nature, are generally one of a kind and thus cannot be replaced.

When equipment, including vehicles, are not repairable, the cost will be computed using the current price of used items that are approximately the same age and condition.

Category F - Utilities

Privately owned utilities are usually not eligible for assistance. Increases in operating expenses, even if it is the result of the disaster, are not eligible.

Identifying the existence of damages to facilities is the responsibility of the applicant.

Category G - Parks, Recreational and Other

Public buildings, roads, utilities, etc., located in parks or similar areas, will be evaluated under criteria for those types of facilities. Facilities including playground equipment, swimming pools, boat docks, piers, bath houses, tennis courts, picnic tables, and golf courses will generally be eligible.

Trees and shrubs are generally not eligible for replacement. Grass and sod may be eligible only when necessary to stabilize slopes and/or to minimize sediment runoff.

7.3 Flood Damage Descriptions Examples

SUMMARY TITLE	DAMAGE DESCRIPTION
CATEGORY A	DEBRIS REMOVAL
Sediments on public Property	Flood debris, rocks, sand, gravel, logs) was deposited on roads, in parks, and other public property.
Wind generated debris on public property	Wind generated debris consisting of building materials, trees and personal property was deposited on public property.
Discarded personal property	Damaged personal property consisting of clothing, furniture, appliances and other materials were placed by residents at the curb or other designed area for pick up.
Sandbag levee removal	Applicant placed sandbag levees to protect community property and public health and safety. These levees are a safety hazard and interfere with the resumption of public services.
Emergency earthen levees removal	Applicant placed emergency earthen levees to protect community property and public health and safety. These levees are now a health and safety hazard and interfere with the resumption of public services.
Debris at bridges	Debris consisting of rock, sand, trees, stump, and other material is significantly reducing the waterway opening.
Minor road slides	Heavy rains have caused the back slope to slide into the ditch and on to the road.

Damage Assessment Guide

Human-made channel clearance.	Floodwaters deposited sediments in the channel, which significantly reduces channel capacity. The total amount of debris is computed to completely clean channel to design grade. The applicant's share is deducted from the total where applicable.
Timber debris removal along levees and roadways.	Flood waters deposited tree limbs, branches, and other floatable debris on riverward face of levee or road embankment.
Demolition	Structures were damaged beyond economic repair and represent a health and safety threat to the public.

CATEGORY B	EMERGENCY PROTECTIVE MEASURES
Security patrols, search and rescue	Emergency operations in damaged areas required the use of personnel, equipment and supplies for search and rescue. Traffic control and security.
Sandbag levee	Emergency sandbag levees were constructed to protect property or to raise or strengthen existing levees.
Emergency pumping (temporary)	Flooding required the use of temporary pumps to provide additional pumping capability.
Emergency pumping (fixed installations).	Flood elevations required the operation of the pumping facilities of a local protection projects. Excess pumping consists of power and labor for the emergency phase of the operation.
EOC operations	Operations during EOC activation are eligible to include labor overtime plus fringe benefits and supplies consumed.
Sheltering	Provide shelter and food for people forced from their homes by severe weather.
CATEGORY C	ROAD AND BRIDGE
Aggregate road surface	Roadway surface washed out by flood waters, includes fill, washout embankment, ditches.
Gravel road embankment failure	Disaster caused embankment failure and loss of road material.
Chip and seal failure	Chip and seal oil surface was damaged by flood waters.
Bituminous surface and embankment failure	Pavement has washed out and failed. Subgrade and ditches scoured.
Road and culvert washout	Flood damage to road surface, culvert, and ditches.
Concrete box culvert washout	High velocity flow destroyed concrete box culvert.
Stream crossing approach Washout	High water has washed out the approaches to a stream crossing including the loss of surface material and rip rap base and left mud and debris.
Timber wing walls	Bridge abutments were undermined, and wing walls and existing rip rap washed out.
Curb, gutter, and sidewalk damage	Curbs, gutters, and sidewalks were damaged by uprooted trees and/or construction equipment.
Bridge destroyed/damaged	Flood waters severely damaged/destroyed bridge.
Soil road washout	Roadway surface was washed out by flood waters.
Road, shoulder, embankment failure	Shoulder and embankment were damaged by flood waters.
CATEGORY D	WATER CONTROL FACILITIES
Levee damage	High-water damaged levee.
Erosion damage at draining and outlet structures	High velocity flow scoured material from behind drainage or outlet structures.
Gabion bank damaged	Flood waters damaged gabion protection and caused erosion.
Rip rap damaged	Flood waters damaged stone slope protection.
CATEGORY E	BUILDINGS AND EQUIPMENT
Public building clean up	Flood waters and floatable debris were deposited throughout the interior of the building.

Building destroyed	Tornado/flood waters damaged the building to the point that it is not feasible to repair (cost of the repair is greater than 50% of the cost of replacement).
Public building/contents damaged.	High winds/flood waters damaged building and contents throughout the interior of the building. Include costs to protect and secure the site.
CATEGORY F	PUBLIC UTILITIES
Sewer blocked/broken	Sewer lines blocked with debris and/or broken or collapsed.
Utility line (water, sewer, gas) washed out	
Pipeline river crossing washed out	High 'velocity river flows eroded stream banks and bottom to expose and damage pipeline.
Electrical transmission lines damaged	Winds/flood/ice caused electrical transmission lines to be damaged.
CATEGORY G	PARK/RECREATION/OTHER

8 Forms

This section provides forms used in damage assessment activities that are particularly important for Storey County to document information and request assistance.

Forms	Page
Local Damage and Injury Assessment	10.3
Notice of Interest	10.5
Damage Survey Report – Data Sheet	10.7

8.1 Local Damage and Injury Assessment

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, agency, etc.):		County:
Area Affected (northeast, west side, etc.):		
Information Provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS CLEARANCE (roads, streets, public buildings, private property (health hazard only), stream clearance, and other*)	
B	PROTECTIVE MEASURES (sandbagging, barricades, signs, extra law enforcement, and fire, emergency health measures)	
C	ROAD SYSTEMS (town or county roads, culverts, and bridges)	
D	WATER CONTROL FACILITIES (town or county-owned dikes, dams, levees, drainage channels, irrigation works, and other*)	
E1	PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT (town or county buildings, supplies, inventory, vehicles, and equipment)	
E2	SCHOOLS AND SCHOOL PROPERTY (public schools only)	
F	PUBLIC UTILITY SYSTEMS (water, sanitary-sewage, storm drains, lights, power, and other*)	
G	OTHER (town or county park facilities, recreational facilities, docks, wharfs, and other*)	
TOTAL PUBLIC DAMAGE		

* if "Other," please explain on a separate sheet

CALL or FAX THIS INFORMATION to the NEVADA DIVISION of EMERGENCY MANAGEMENT AS SOON AS POSSIBLE (BEFORE MAILING)	
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Local Damage and Injury Assessment Abbreviated Instructions

Reasonable estimates are acceptable.

Information should be reported by your Emergency Management Agency or Emergency Operations Center within 24 hours of a request for information by the State. *Even if you consider damage in your area to be insignificant, please file this report.* A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay to submit this information may result in delay or loss of State and Federal assistance for your County and community.

Only sections needing further explanation are included in the following directions. If you need further assistance, contact the Nevada Division of Emergency Management.

GENERAL INFORMATION

Original or Revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively (i.e., first revision #1, second revision #2, etc.).

Type of Disaster: Enter "Flooding," "Winter Storm," "Earthquake," etc.

Information provided by: Person who should be contacted for more information.

PUBLIC DAMAGE

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property unless local government has a legal responsibility to do so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. Protective Measures: These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.).

D. Water Control Facilities: Facilities owned, operated, controlled, or maintained by the local unit of government.

E1. Public Buildings, Facilities, and Equipment: This should include any equipment directly damaged by the disaster (not any damaged during response), replacement or broken windows, damaged roofs, etc.

E2. Schools and School Property: Separate public schools, supplies, and school property from other public facilities and equipment. Do not include private, nonprofit schools. They are included under Individual Damage.

F. Public Utility Systems: Enter all costs to repair damages to town-owned or county-owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

G. Other.

Total Public Damage: Add totals in all public categories.

8.2 Notice of Interest

NOTICE OF INTEREST IN APPLYING FOR State DISASTER ASSISTANCE Nevada Division of Emergency Management		
DECLARATION NUMBER	PROJECT APPLICATION NUMBER	NOI DATE
The purpose of this form is to list damages to property and facilities so that inspectors may be approximately assigned for a formal survey.		
REQUIREMENTS FOR State DAMAGE SURVEYS		
A. DEBRIS CLEARANCE		
B. PROTECTIVE MEASURES		
<input type="checkbox"/> On Public Roads & Streets including ROW <input type="checkbox"/> Other Public Property <input type="checkbox"/> Private Property (when undertaken by Govt. forces) <input type="checkbox"/> Structure Demolition	<input type="checkbox"/> Life and Safety <input type="checkbox"/> Property <input type="checkbox"/> Health <input type="checkbox"/> Stream/Drainage Channels	
C. ROAD SYSTEM		
<input type="checkbox"/> Roads	<input type="checkbox"/> Streets	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Other		
D. WATER CONTROL FACILITIES		
<input type="checkbox"/> Dikes <input type="checkbox"/> Levees	<input type="checkbox"/> Dams <input type="checkbox"/> Irrigation Works	<input type="checkbox"/> Bridges <input type="checkbox"/> Culverts <input type="checkbox"/> Drainage Channels <input type="checkbox"/> Other*
E. BUILDINGS AND EQUIPMENT		
F. PUBLIC UTILITY SYSTEMS		
<input type="checkbox"/> Building and Equipment <input type="checkbox"/> Supplies or Inventory <input type="checkbox"/> Vehicles or other Equipment <input type="checkbox"/> Transportation Systems <input type="checkbox"/> Other*	<input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Light/Power	
G. OTHER		<input type="checkbox"/> Will work weekends <input type="checkbox"/> Will not work weekends
<input type="checkbox"/> Park Facilities		
<input type="checkbox"/> Recreational Facilities		
<input type="checkbox"/> Other*		
* Indicates type of facility. NOTE: If <u>Private Nonprofit</u> , provide name of facility and/or Private Nonprofit Owner.		
NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT	PRIVATE NONPROFIT? <input type="checkbox"/> Yes <input type="checkbox"/> No	COUNTY
AGENT/TITLE		
BUSINESS ADDRESS (Including Zip Code)		
BUSINESS TELEPHONE (Include Area Code and extension)	HOME TELEPHONE (Include Area Code)	

Notice of Interest

The Notice of Interest is used by the State to schedule damage surveys. It provides the mechanism by which categories of damages that are eligible for public assistance may be listed so that local jurisdictions may “check off” the types of damages incurred in each category. It also provides information needed by the State to coordinate damage surveys and administer infrastructure support, including the applicant's name, address, and phone numbers.

General Instructions for Completing the Notice of Interest**General Information:**

1. Complete this form using information obtained from damage surveys of public facilities and structures.
2. Fax or send the completed copy and any attachments to the Nevada Division of Emergency Management (NDEM).
3. Upon receipt of the information NDEM will contact you to schedule a joint preliminary damage survey, obtain more information, or discuss your assistance requirements.

Damage Information (Top of Form)

1. Under each of the categories check the box(es) that apply to the damages you have incurred.
2. To add required additional information (such as number and type of culverts, size of bridge, type of bridge, number and size of buildings, number of electrical poles down, etc.), write the information next to the checked box.
3. You may attach details on a separate sheet of paper if the form's space is not sufficient.

Applicant Information

1. Give the complete name of your jurisdiction or organization and indicate if yours is a nonprofit organization.
2. Provide your jurisdiction's county name. If any of the damaged facilities are in a different county, include the applicable county names.
3. Give the name and the title of the person whom the State office can contact to schedule damage surveys or to obtain additional information.
4. Provide the business address and telephone number, and the home telephone number, of the contact person. Provide additional contact numbers such as pager, cellular phone, and alternate work numbers if available.
5. Leave the declaration number and project application number blank.
6. Date and sign the form next to the Notice of Interest date.

8.3 Damage Survey Report – Data Sheet

DAMAGE SURVEY REPORT – DATA SHEET						1. DECLARATION NO.		2. DSR NO.		SUPP TO DSR NO.			
PART I – PROJECT DESCRIPTION													
APPLICANT NAME/COUNTY							3. PA IDENTIFICATION NO.						
10. PROJECT TITLE							4. INSPECTION DATE		5. PROJECT NO.				
11. DAMAGED FACILITY							6. % COMPLETE		7. WORD ACCOM BY				
12. FACILITY LOCATION							8. FINAL DR YES <input type="checkbox"/>		9. CATEGORY				
13. DAMAGE DIMENSIONS/DESCRIPTION/SCOPE OF ELIGIBLE WORK DIMENSIONS DESCRIPTORS													
14 INSP NO.		NAME OF County INSPECTOR				16. AGENCY CODE		RECOMMENDATION		ATTACHMENTS			
17. NAME OF LOCAL REPRESENTATIVE (<i>Print</i>)								CONCUR Y N		ATTACHMENTS			
PART II – ESTIMATED COST OF PROPOSED WORK													
ITEM	CODE	MATERIAL AND/OR DESCRIPTION (a)				UNIT OF MEAS (b)	QUANTITY (c)	QUANTITY (d)	COST (e)				
1													
2													
3													
4													
5													
6													
7													
8													
18. EXISTING INSURANCE TYPE-F: \$ G: \$									19. TOTAL \$				
PART III – FLOODPLAIN MANAGEMENT/HAZARD MITIGATION REVIEW													
20. IN OR AFFECTS FLOOD- PLAIN OR WETLAND N F W		21. FLOODPLAIN LOC 1 2 3 4 5			22. DAMAGE % 1 2 3 4		23. DISASTER HISTORY Y N U		24. LAND USE U1 2 3 4 – D1 2 3 4		25. FPM REC 1 2 3 4 5 6 7		
PART IV – County USE ONLY													
FIRST REVIEW (Signature) _____						DATE _____			SECOND REVIEW (Signature) _____			DATE _____	

Damage Survey Report - Data Sheet

When properly completed, DSRs (FEMA Form 90-91) describes the location of the facility, extent of its damage, scope of the eligible work and an estimate of the cost of the proposed work.

Examples of Typical Eligible Disaster Related Work and Public Facility Damages	
A. DEBRIS REMOVAL <ul style="list-style-type: none"> a. On streets and Right of Way (ROW) b. In parks - discarded personal property on ROW c. In drainage channels d. At culverts and bridges 	E. PUBLIC BUILDINGS & EQUIPMENT (Deduct insurance coverage) <ul style="list-style-type: none"> a. Buildings owned by the government or eligible private nonprofit organization b. Supplies and inventory c. Vehicles and equipment
B. EMERGENCY PROTECTIVE MEASURES <ul style="list-style-type: none"> a. Evacuation efforts b. Security patrols c. Search and rescue d. Emergency Pumping e. Emergency access 	F. PUBLIC UTILITIES (Only those owned by government or eligible private nonprofit organizations) <ul style="list-style-type: none"> a. Water supply systems b. Sanitary Sewers systems c. Treatment plants d. Storm drain systems e. Power supply systems
C. ROADS AND BRIDGES <ul style="list-style-type: none"> a. Bridges b. Culverts c. Road surfaces and embankments d. Traffic signs and lights e. Related structures in ROW 	G. PARKS, RECREATION, OTHER <ul style="list-style-type: none"> a. Owned by governments or eligible b. Private nonprofit organizations
D. WATER CONTROL FACILITIES <ul style="list-style-type: none"> a. Improved and maintained drainage channels b. Dams and watershed structures c. Irrigation works 	

Storey County, Nevada
EMERGENCY OPERATIONS PLAN



SUPPORT ANNEX B
FINANCE & PURCHASING

Last Reviewed By:	
Date:	

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SA-B Tasked Agencies	
Primary Agency	Storey County Comptroller
Support Agencies	Storey County Clerk/Treasurer Storey County, County Manager
State Agencies	TBD

1. Purpose and Scope

ESF 16 provides a plan to account for and compensate for the use of human and material resources needed to deal with an emergency or disaster within Storey County.

2. Policies and Agreements

2.1 Policies

The following policies are currently in place:

- a. Storey County General Policy 07: Financial.

2.2 Agreements

The following agreements are currently in place:

- b. None currently.

3. Situation and Assumptions

3.1 Situation

The resources and personnel of Storey County may not be adequate to respond to all needs during an emergency. This may require the purchase of additional supplies and services.

3.2 Assumptions

- a. Shortages in Storey County response resources may occur very quickly in certain types of disasters or in any disaster that lasts longer than 24 hours.
- b. Private contractors and volunteer agencies will be willing and able to assist the community during an emergency or disaster.
- c. Support is available through requests to State and Federal agencies once local

capacity to respond is exhausted.

4. Concept of Operations

4.1 General

- a. In accordance with the Basic Plan and this ESF Annex, the Storey County Comptroller is the primary agency responsible for coordinating finance and purchasing activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- b. Requests for assistance with finance and purchasing operations will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- c. The County EOC will provide guidance for the coordination of finance and purchasing resources.
- d. Finance and purchasing support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

4.2 Notifications

- a. The Emergency Management Director will notify the Comptroller and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate finance and purchasing activities.
- b. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with finance and purchasing activities.

4.3 Access and Functional Needs Populations

Provision of finance and purchasing activities in the County will consider populations with access and functional needs.

5. Roles and Responsibilities

5.1 Responsibilities by Department

5.1.1 Storey County Comptroller

- a. Coordinate finance and purchasing activities during an emergency.

5.1.2 Storey County Clerk/Treasurer

- a. Support finance and purchasing activities and oversight of public funds.

5.1.3 Storey County, County Manager

a. Support finance and purchasing activities through administrative oversight, policy, and guidance.

5.2 ESF 16 Actions by Phase of Emergency Management**5.2.1 Preparedness**

- a. Implement emergency purchasing procedures.
- b. Maintain a list of applicable web sites.
- c. Maintain a list of Finance and Audit staff Phone numbers.

5.2.2 Response

- a. Obtain project number to track expenditures.
- b. Obtains petty cash for incidental EOC needs.
- c. Communicate Emergency Purchasing Procedures to all ECC staff.
- d. Follow County policy for emergency purchasing.
- e. Ensure records are maintained of emergency related expenditures.
- f. Help set priorities and coordinate available resources.
- g. Review FEMA procedures and requirements.
- h. Develop staffing availability and schedule.

5.2.3 Recovery

- a. Assess recovery costs.
- b. Prepare and ensure appropriate cost records are maintained.

5.2.4 Mitigation

- a. Follow County policy for emergency purchasing.
- b. Analyze resource requirements and costs.

6. ESF Annex Development and Maintenance

The Storey County Comptroller will be responsible for coordinating regular review and maintenance of this ESF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7. Supporting Documents

The following additional plans and procedures are in place to support finance and purchasing activities in Storey County:

- a. None currently.

8. Appendices

- a. None currently.

IA 1 - DROUGHT

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the County Emergency Operations Plans and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
	<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	
	<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandum of Understandings with those private businesses.	
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
	<input type="checkbox"/> Ensure that County maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> When deemed necessary, implement the Emergency Operations Plan when drought and other water shortage incidents pose a threat.	
	<input type="checkbox"/> Activate the EOC and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	- Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify command staff, support agencies, adjacent jurisdictions, Emergency Support Function leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among the EOC, other EOCs and the State EOC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
	<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
	<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
	<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a Joint Information Center and designate a lead Public Information Officer for the jurisdiction.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead Public Information Officer, with support from Tribal liaison(s) prior to dissemination to the public.	

Drought Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Incident Commander/EOC manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Make recommendations to County government regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOC and command posts.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 2 - EARTHQUAKE

NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the Emergency Operations Center to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the Sheriff's Department and the Fire District. After the initial assessment to determine the extent of damage, injury, and loss of life, the Incident Command System/Operations Section lead may transition to the fire service. As emergency response transitions from rescuing casualties to recovery of deceased victims, the Public Works Department may be expected to assume the role of lead department in the Incident Command System/Operations Section for the County's earthquake response. The Public works Department efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the Emergency Operations Plan and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes.	
	- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as needed.	
	<input type="checkbox"/> Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County Emergency Operations Center.	
	<input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Inform Emergency Management Director of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with planning department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
	- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures, while also updating appropriate mitigation plans.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	<input type="checkbox"/> Activate the Emergency Operations Plan when earthquake and/or seismic incidents pose threats.	
	<input type="checkbox"/> Activate the appropriate Emergency Operations Center and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The County Emergency Operations Center may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	- Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify command staff, support agencies, adjacent jurisdictions, County Emergency Support Function leads/coordinators, and liaisons of any situational changes.	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> - Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among local and County Emergency Operations Center, other Agency Operations Centers, and the State EOC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among County ESF 1 – Transportation; ESF 5 – Information & Planning; ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services; and ESF 15 – Public Information and External Affairs.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>

Earthquake Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC and designate a lead Public Information Officer for the jurisdiction.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead Public Information Officer prior to dissemination to the public.	
	<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Incident Commander/Emergency Operations Center Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners, as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	

Earthquake Incident Checklist

Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 – Demobilization Plan</i>
	<input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize Emergency Operations Center, Agency Operations Centers, and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 3 - MAJOR FIRE

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by County Emergency Management and Fire District.	
	<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the County Emergency Operations Center.	
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the County Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting fire services agencies.	
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the County Emergency Operations Center for support.	
	<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among the County Emergency Operations Center and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	

Major Fire Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Fire Chief directs resources for fires within the County. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County Emergency Operations Center.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (<i>recurring</i>).	
	<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public.	
	<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All	<i>Emergency Operations Center Planning Section</i>

Major Fire Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with the private sector partners as needed.	
RECOVERY/ DEMobilization	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center.	
	<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing	

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	website.	

IA 4 - FLOOD (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
	<input type="checkbox"/> Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the County Emergency Operations Center.	
	<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Annually review and update the Emergency Operations Plan and Standard Operating Procedures, as needed.	
	<input type="checkbox"/> Review flood prone areas.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance</i>
	<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	
	<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
	<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other County agencies and private contractors relevant to multiple agency response to floods.	
RESPONSE PHASE	<input type="checkbox"/> The Incident Commander will provide overall guidance for the deployment of resources.	
	<input type="checkbox"/> Activate mutual aid agreements.	
	<input type="checkbox"/> Activate the County Emergency Operations Center and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the Emergency Operations Center for coordination of specific response activities.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	

Flood Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for County Emergency Operations Center, Incident Action Plan</i>
	<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	
	<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the Emergency Operations Center, as the situation requires.	
	<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	
	<input type="checkbox"/> Request the American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	
	<input type="checkbox"/> Record all Emergency Operations Center activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in Emergency Operations Center logbooks.	<i>Existing ICS and Emergency Operations Center forms, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County Departments.	
	<input type="checkbox"/> Assist with in coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ■ Storm drains ■ Bridge viaducts ■ Main arterial routes ■ Public rights-of-way ■ Dams (via established liaisons at the County Emergency Operations Center) ■ Other structures, as needed 	
	<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
	<input type="checkbox"/> Coordinate with County Sheriff's Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	
	Collect and chronologically file records and bills generated during the incident in order to ensure timely	

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	submittal of documents for reimbursement.	
RECOVERY PHASE	<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center. Deactivate mutual aid resources as soon as possible.	<i>ICS Form 221 – Demobilization Plan</i>
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	
	<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	<input type="checkbox"/> Participate in After Action Reports and critiques.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

IA 5 - SEVERE WEATHER (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County Emergency Operations Plan and supporting procedures/plans.	
	<input type="checkbox"/> Monitor weather and flood reports.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	<input type="checkbox"/> Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	<input type="checkbox"/> Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management in coordination with lead agencies and coordinators.	
	<input type="checkbox"/> Participate in County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County Emergency Operations Center.	
	<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the County planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	<input type="checkbox"/> Implement the County Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the County.	
	<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The County Emergency Operations Centers may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (recurring).	ICS Form 203: Organization Assignment List
	<input type="checkbox"/> Notify supporting agencies as well as the County Manager and County Board of Commissioners.	
	<input type="checkbox"/> Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	ICS Form 209: Incident Status Summary
	<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings.	Incident Action Plan
	<input type="checkbox"/> Confirm or establish communications links among local and County Emergency Operations Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	

Severe Weather Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	
	<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a Joint Information Center and designate a lead Public Information Officer for the County.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (recurring).	
	<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer before dissemination to the public.	
	<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>

Severe Weather Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Centers, Agency Operations Centers, and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 6 - VOLCANO

Volcano Incident Checklist

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	
	<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> ■ Implement a public outreach program on volcano hazards. ■ Review public education and awareness requirements. 	
	<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	<input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the County Emergency Operations Center.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting County, State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance</i>
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the County Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the Emergency Operations Center for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Implement the County Emergency Operations Plan.	
	<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> ■ Identify local, regional, and State agencies that may be able to mobilize resources and staff to the County Emergency Operations Center for support 	
	<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	
	<input type="checkbox"/> Support a Regional Operations Center, if necessary.	
	<input type="checkbox"/> Establish a Joint Information Center. <ul style="list-style-type: none"> ■ Provide a Public Information Officer for the Joint Information Center. ■ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (<i>recurring</i>). 	
	<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners,	

Volcano Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	County, State, and/or Federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County Emergency Operations Center, and State EOC; confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
	<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the American Red Cross activate and implement local sheltering plans.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate Emergency Support Function (ESF) liaisons to the County Emergency Operations Center, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> ▪ ESF 1 - Transportation ▪ ESF 2 - Communications ▪ ESF 13 - Public Safety and Security ▪ ESF 15 – External Affairs 	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through the County Emergency Operations Center (<i>recurring</i>).	

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	
	<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and EOC forms</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the EOC log.	<i>Existing EOC forms/templates</i>
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement elements of the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	
DEM OBILI ZATI	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	

Volcano Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	Deactivate/demobilize the County Emergency Operations Center.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g., landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 7 - HAZARDOUS MATERIALS INCIDENT (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management, the Fire District, and the County Emergency Support Function (ESF)-10 Lead.	
	<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County Emergency Operations Center.	
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In most incidents, the Fire District will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Hazardous Materials Team.	
	<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
	<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
	<input type="checkbox"/> If the situation warrants, request activation of the County Emergency Operations Centers via the IC.	

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate the County Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify hazardous materials supporting agencies.	
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources to the County Emergency Operations Center for support.	
	<input type="checkbox"/> Assign liaisons to the County Emergency Operations Center representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, County Emergency Operations Center, and the State EOC. Confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> For incidents occurring on State highways, ensure that the Nevada Department of Transportation has been notified.	
	<input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	<input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services and appropriate State agencies.	<i>ESF 11 Annex of the County EOP</i>

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> A lead Public Information Officer will be designated by the Emergency Management Director. The Public Information Officer will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
	<input type="checkbox"/> Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	
	<input type="checkbox"/> Based upon the incident's size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	
	<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	ICS Resource Tracking Forms
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish the Joint Information Center, as needed.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses using "one message, many voices" concepts (<i>recurring</i>).	

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ■ Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer before dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> ❑ Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<ul style="list-style-type: none"> ❑ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the Emergency Operations Center log. 	
	<ul style="list-style-type: none"> ❑ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the Incident Commander/Emergency Operations Center Director and staff will assemble a Situation Report. 	
	<ul style="list-style-type: none"> ❑ Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<ul style="list-style-type: none"> ❑ Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>). 	
	<ul style="list-style-type: none"> ❑ Coordinate with private sector partners, as needed. 	
	<ul style="list-style-type: none"> ❑ Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer. 	
	<ul style="list-style-type: none"> ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County Emergency Operations Center, the responsible party (if known), and appropriate State agencies. 	
RECOVERY/ DEMobiliz ATION PHASE	<ul style="list-style-type: none"> ❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	
	<ul style="list-style-type: none"> ❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners. 	
	<ul style="list-style-type: none"> ❑ Release mutual aid resources as soon as possible. 	

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 8 - PUBLIC HEALTH INCIDENT

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in training and exercises, as determined by County Emergency Management.	
	<input type="checkbox"/> Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
	<input type="checkbox"/> Engage the State Public Health Division, Centers for Disease Control and Prevention, and Federal Emergency Management Agency in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
	<input type="checkbox"/> Inform Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Monitor and report the presence of contagious infections within the County.	
	<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
	<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with the Sanitarian to ensure drinking water quality.	<i>Water District Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with the Sanitarian to provide safe wastewater and sewage disposal.	<i>Water District Standard Operating Procedures</i>
	<input type="checkbox"/> Storey County Fire Protection District will initially respond, assume initial Incident Commander responsibilities, and determine the level of Emergency Operations Center activation necessary to manage the public health threat.	
RESPONSE PHASE	<input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, Emergency Support Function coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. 	

Public Health Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<input type="checkbox"/> Ensure that area hospitals have been notified.	
	<input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with Quad County Public Health and the Nevada State Public Health Division.	
	<ul style="list-style-type: none"> ▪ If the pathogen or agent requires laboratory analysis, Quad County Public Health may request analytical assistance from the Nevada State Public Health Laboratory. 	
	<ul style="list-style-type: none"> ▪ If animal health and vector control is required, these services are to be requested through Emergency Management or from Extension Services. 	
	<ul style="list-style-type: none"> ▪ Coordinate sanitation activities and potable water supply provisions. 	
	<ul style="list-style-type: none"> ▪ Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. 	
	<input type="checkbox"/> If quarantine is in place, establish access control to the area through the Sheriff's Office.	
	<input type="checkbox"/> Collect and report vital statistics.	
	<input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
	<ul style="list-style-type: none"> ▪ Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. 	
	<input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems.	
	<input type="checkbox"/> Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through their County Emergency Operations Center.	
	<input type="checkbox"/> Activate the County Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Post, and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify all other supporting agencies of the response, requesting additional support as necessary.	
	<ul style="list-style-type: none"> Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the County Emergency Operations Center for support. 	
	<input type="checkbox"/> Assign a liaison to other County Emergency Operations Centers to facilitate resource requests.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other Emergency Operations Centers, and the State Emergency Communications Center. Confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> The County Emergency Management Director, in collaboration with Quad County Public Health, designates a County Public Information Officer representative. The Public Information Officer will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among Emergency Support Function (ESF)-1 (Transportation), ESF-5 (Information & Planning), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	
	<input type="checkbox"/> Establish treatment area(s).	

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Establish a Joint Information Center, as needed.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	<ul style="list-style-type: none"> Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> Develop and disseminate public information programs regarding personal health and hygiene. 	
	<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County Emergency Operations Center for transmittal to Quad County Health as soon as it is available.	
	<input type="checkbox"/> For handling of fatalities, coordination between Quad County Health and County Emergency Operations Center is needed for medical examiner services.	
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 9 - TERRORISM

This annex can be applied to incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The County Sheriff's Office has the lead role in terrorism crisis management within the County. The lead agencies for the State and Federal government are Nevada State Police and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the Federal government provides assistance as required. The County Emergency Operations Center typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but Quad County Health will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Nevada State Division of Emergency Management and Federal Emergency Management Agency are the State and Federal consequence management leads.

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the County Emergency Operations Plan and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
	<input type="checkbox"/> Participate in County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County Emergency Operations Center. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	
	<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the County and for the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
	<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of fire-fighting equipment, etc.).	
	<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the County Sheriff's Office. Unified Command may consist of County, regional, State, and Federal crisis management, and consequence management agencies.	
	<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
	<input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard Incident Command System forms may be necessary.	ICS Form 209: Incident Status Summary
	<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
	<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	<input type="checkbox"/> Draft an Incident Action Plan. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Maintain communication between field response crews, local/County Emergency Operations Centers, Regional Emergency Operations Center, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
	<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
	<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
	<input type="checkbox"/> Determine if any advisories should be issued to the public.	
RESPONSE PHASE	<input type="checkbox"/> If an explosive device is found, clear the immediate area, and notify appropriate first responders.	
	<input type="checkbox"/> Be cognizant of any secondary devices that may be on site.	
	<input type="checkbox"/> Be cognizant that CBRNE agents may be present.	
	<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
	<input type="checkbox"/> Implement the County Emergency Operations Plan.	
	<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During terrorism incidents, local and/or County Emergency Operations Centers may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Establish an Incident Command Post near the incident location. The Incident Command Post should be located uphill and upwind of the incident location.	
	<input type="checkbox"/> Notify supporting agencies (dependent on the type of incident) and the County Board of Commissioners.	
	<input type="checkbox"/> Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support.	
	<input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Notify the regional Hazardous Materials Team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including Federal Bureau of Investigation), and Emergency Support Function leads/coordinators of any situational changes. 	
	<ul style="list-style-type: none"> ▪ Verify that the hazard perimeter and hazard zone security have been established. 	
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
	<ul style="list-style-type: none"> ❑ Determine whether the threat level for the affected area should be elevated and inform appropriate agencies. 	
	<ul style="list-style-type: none"> ❑ Disseminate appropriate warnings to the public. 	
	<ul style="list-style-type: none"> ❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes. 	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
	<ul style="list-style-type: none"> ❑ Confirm or establish communications links among primary and support agencies, the County Emergency Operations Center, and State Emergency Operations Center. Confirm operable phone numbers and backup communication links. 	
	<ul style="list-style-type: none"> ❑ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status. 	
	<ul style="list-style-type: none"> ▪ Notification to the Nevada State Police and the Federal Bureau of Investigation is required for all terrorism incidents. 	
	<ul style="list-style-type: none"> ▪ If an incident occurs on State highways, ensure that the Nevada Department of Transportation has been notified. 	

Terrorism Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ■ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> ■ If agricultural areas and livestock are potentially exposed, contact local Extension Services, and appropriate State agencies, as applicable to situation. 	<i>ESF 11 Annex to the County EOP</i>
	<ul style="list-style-type: none"> ❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. 	
	<ul style="list-style-type: none"> ❑ Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures. 	
	<ul style="list-style-type: none"> ❑ Obtain current and forecasted weather to project potential Hazardous Materials vapor plumes (<i>recurring</i>). <ul style="list-style-type: none"> ■ Note: Vapor plume modeling support may be obtained through regional Hazardous Materials Teams and/or through State, and/or Federal environmental protection agencies. 	
	<ul style="list-style-type: none"> ❑ Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. <ul style="list-style-type: none"> ■ Note: Refer to the United States Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	
	<ul style="list-style-type: none"> ❑ Determine the need for and activate emergency medical services (<i>recurring</i>). 	
	<ul style="list-style-type: none"> ❑ Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). 	
	<ul style="list-style-type: none"> ❑ Submit a request for emergency/disaster declaration, as applicable. 	
	<ul style="list-style-type: none"> ❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. 	

Terrorism Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials or health and medical teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	<input type="checkbox"/> Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners.	
	<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in log-books.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners, as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the appropriate state agencies. Support from the Environmental Protection Agency may be necessary.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 10 - TRANSPORTATION ACCIDENTS

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the County would not normally constitute a major emergency under the Emergency Operations Plan unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. The Fire District and County Sheriff's Office will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is National Transportation Safety Board policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the Federal Aviation Administration may respond to the scene instead of the National Transportation Safety Board. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Management Director.	
	<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the County Emergency Operations Center.	
	<input type="checkbox"/> Inform the County Emergency Management Director of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Management Director and Fire District.	
	<input type="checkbox"/> Assess the County's transportation infrastructure (e.g. roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
	<input type="checkbox"/> Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County Emergency Operations Center, Nevada Department of Transportation, and other road owners.	

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Notification of the occurrence of a transportation incident will come through the 911 Dispatch Center or observance by field personnel.	
	<input type="checkbox"/> Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazardous materials response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>IA 4. Hazardous Material Incident Annex</i>
	<input type="checkbox"/> Develop alternate routes based on assessment of damages to County transportation infrastructure and based on input from the County Emergency Operations Center, Nevada Department of Transportation, and other road owners. Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> County personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
	<input type="checkbox"/> The County Sheriff's Office has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	<input type="checkbox"/> Contact the National Transportation Safety Board (Safety Office, 844-373-9922, 24 hours) prior to removing deceased victims or moving aircraft wreckage.	
	<input type="checkbox"/> For railroad accidents, the Incident Commander should contact the railroad company's emergency response center, as well as the National Transportation Safety Board prior to removing any victims or wreckage.	
	<input type="checkbox"/> Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
	<input type="checkbox"/> Activate the County Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> If appropriate, the EOC Director (or designee) will activate the Emergency Alert System by contacting the National Weather Service to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	ICS Form 203: Organization Assignment List
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the County Emergency Operations Center for support.	
	<input type="checkbox"/> Notify supporting emergency response agencies, Nevada Department of Transportation, National Transportation Safety Board, and Federal Aviation Administration if the accident involves an aircraft.	
	<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Confirm or establish communications links among the County Emergency Operations Center, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> For incidents occurring on State highways, ensure that the Nevada Department of Transportation has been notified.	
	<input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	<input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services and state agencies as appropriate.	ESF 11 Annex of the County EOP
	<input type="checkbox"/> Appoint a Public Information Officer to formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (<i>recurring</i>).	

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	❑ Public information focusing on transit access points, control, and traffic control will be reviewed by the Sheriff (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public.	
	❑ If necessary, establish a Joint Information Center staffed by Public Information Officers from various agencies.	
	❑ Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	❑ Advise the County Emergency Operations Center and Nevada Department of Transportation of road restrictions and resource/support needs.	
	❑ Coordinate provision of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
	❑ Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, National Transportation Safety Board, and Federal Bureau of Investigation.	
	❑ Submit a request for emergency/disaster declaration, as applicable.	
	❑ If necessary, determine the need to conduct evacuations and sheltering activities.	
	❑ Coordinate with the American Red Cross to provide Shelter and Family Referral Services through the Emergency Operations Center.	
	❑ Determine the need for additional resources and request as necessary through appropriate channels.	
	❑ Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map
	❑ Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	<i>ICS Form 209: Incident Status Summary</i>
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Coordinate with the American Red Cross to assist families affected by the transportation incident	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 - Demobilization Plan</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> If necessary, provide critical incident stress management to first responders.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center.	
	<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 11 - UTILITY FAILURE

Note: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	❑ Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
	❑ Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
	❑ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
	❑ Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.	
	❑ Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.	
	❑ Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as "What to do When the Lights Go Out."	
	❑ Ensure the public is informed to contact their electric utility to report outages.	
	❑ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
	❑ Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	
RE-SPONSE PHASE	❑ Establish incident command.	
	❑ Identify immediate action or response requirements.	
	❑ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate the EOC as appropriate.	
	<input type="checkbox"/> Organize or establish the Emergency Operations Center, based on operational procedures.	
	<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	
	<input type="checkbox"/> Establish communications with responding agencies.	
	<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
	- General boundary of the affected area.	
	- The general extent of power or other utility disruption.	
	- Immediate needs of response forces or utilities.	
	- Estimated time of repair or duration of outage.	
	- Estimated population affected.	
	<input type="checkbox"/> Evaluate overall situation.	
	<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)	
	<input type="checkbox"/> Establish communications with the State.	
	<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
	<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
	<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
	<input type="checkbox"/> On order, evacuate effected areas using available response forces.	
	<input type="checkbox"/> Conduct first staff briefing as soon as practical after EOC activation.	
	<input type="checkbox"/> Activate or establish rumor control through the public information officer (Public Information Officer).	
	<input type="checkbox"/> Establish a schedule for briefings.	
	<input type="checkbox"/> Brief County/agency/utility executives.	
	<input type="checkbox"/> Provide Public Information Officer with updated information.	
	<input type="checkbox"/> Provide response forces with updated information, as appropriate.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Release causal information, via the public information officer (Public Information Officer) as soon as practical.	
	<input type="checkbox"/> If appropriate, establish a Joint Information Center with the utility.	
	<input type="checkbox"/> Issue action guidance as appropriate.	
	<input type="checkbox"/> Establish 24/7 duty roster for the Emergency Operations Center and or command post.	
	<input type="checkbox"/> Develop and post any required maps or diagrams.	
	<input type="checkbox"/> Activate an events log.	
	<input type="checkbox"/> Review and follow resource procurement procedure.	
	<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	
	<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
	<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
	<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
	<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
	<input type="checkbox"/> Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map
	<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	ICS Form 209-Incident Status Summary
	<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
	<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
	<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
	<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
	<input type="checkbox"/> Activate local Unmet Needs Committee, if appropriate.	
	<input type="checkbox"/> Gather financial information from the Finance Officer.	
	<input type="checkbox"/> As appropriate, gather additional information to include:	
	- Personnel that responded, and the time involved in the response.	
	- Time sheets or time logs.	
	- Supplies used.	
	- Contracts issued.	
	- Purchase orders issued.	
	- Additional expenditures.	
	- Damages to public buildings, equipment, utilities, etc.	
	- Loss of life of any public servant.	
	- Documents regarding economic impact.	
	<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
	- Federal Emergency Management Agency.	
	- State.	
	- County executives.	
	- Others requiring or requesting reports.	
	<input type="checkbox"/> Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.	
	<input type="checkbox"/> Establish donations management based on policy and procedure.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
	<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
	<input type="checkbox"/> Ensure that the public is made aware, through the Public Information Officer, of the assistance application process, if applicable.	
	<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
	<input type="checkbox"/> Review agency and self-performance.	
	<input type="checkbox"/> Review and correct any weaknesses in the plan.	
	<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
	<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	



Board of Storey County Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 10 min.

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of the Storey County Safety Committee's Safety Manual by the Storey County Board of County Commissioners.
- **Recommended motion:** I (commissioner), move to approve the Storey County Safety Committee's Safety Manual.
- **Prepared by:** Adam Wilson

Department: **Contact Number:** 7756347443

- **Staff Summary:** At the direction of the Storey County Safety Committee, the Storey County Director of Emergency Management prepared a Safety Manual that includes safety policy, responsibilities, training communications, evacuations and other such procedures relating to worker and workplace safety of county employees. This plan has been substantially updated in all sections by the Director of Emergency Management. The plan has been reviewed by the Safety Committee and approved for submission to the Storey County Board of County Commissioners.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County Safety Committee



SAFETY MANUAL

Adopted: _____

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1. Safety Program Policy Statement

In an effort to reduce the incidents of on-the-job injuries, the 1993 legislature changed the law to require every employer doing business in the State of Nevada to establish and carry out the requirements of a written safety program.

Employers who do not establish and carry out the requirements of a written safety program will be cited by the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations of the Nevada Department of Business and Industry. Storey County's Board of County Commissioners have endorsed and mandated a committee that includes all department heads, or designated representatives, to comprise the Storey County Safety Committee. It is the duty and responsibility of this committee to receive workplace safety concerns, research validity, and cause appropriate changes as required to mitigate safety issues. The Board of County Commissioners shall appoint a chairperson and vice chairperson. Upon appointment the committee leadership positions shall be seated for a term of two (2) years from date of appointment. Each 2-year appointment of the chairperson and vice chairperson shall be documented in Addendum "A" of this manual. Annually every department head shall submit a list to the Chairperson indicating the department's designated representative and alternate. This group shall be named the Storey County Safety Committee.

The following is a written safety program developed by the safety Committee of Storey County and adopted by the Storey County Commissioners.

PLEASE READ IT CAREFULLY AND COMPLY WITH ITS CONTENTS.

Recognizing our obligation to provide the safest possible working conditions for our employees, this safety program is written. All employees are expected to follow the provisions set forth in this program as a condition of continued employment. Changes and additions may be added in the future, dependent upon requirements by local, state, and federal regulations.

Commission Chairman

Date

2. Safety Responsibilities

The Workplace Safety Program in Storey County is designed to increase the efforts of all employees in having an injury and illness free workplace. All department heads and employees are expected to familiarize themselves with the requirements of the Safety Program and make contributions to ensure success.

While all department heads and employees are ultimately responsible for safety and health in the workplace, the Storey County **Emergency Manager** is responsible for coordination of all safety issues for the County and shall hold the position as Safety Director.

Some of the responsibilities of the Safety Director include:

- Draft policy for approval by the County Board of Commissioners.
- Establish all subcommittees, assign specific tasks to individuals, and reply to individuals who may have safety concerns.
- Review and evaluate results of the safety program, training programs, and new employee training. (The Human Resources Director plays the key role in delivering safety training to new employees.)
- Provide active leadership by participation, example, and a demonstrated interest in the health and safety of all Storey County personnel.
- Maintain and aid in compliance with up-to-date information on local, state, and federal standards, laws, regulations, and best management practices.
- Maintain all required safety posters, a list of the required posters for each building, where to post them, and when to update them. This information will be provided by Storey County Human Resources Director.
- Plan, organize, and coordinate safety and health training. There should be an initial meeting to identify, list, and facilitate all required training sessions. After that the Safety Committee will establish short- and long-term reoccurring training sessions. This may be done as a subcommittee assignment.
- Ensure that policies for the medical treatment of injured employees are followed; this includes first aid equipment, designated trained first aid providers, and procedures to provide additional medical treatment. This information shall be clearly identified as part of evacuation plans for each facility.
- Coordinate training to department head level positions on the proper process to follow when a workers' compensation injury occurs. This should include an

Commented [HM1]: As discussed in 9/13/22 safety committee meeting, I have removed the Safety Committee Chair and have inserted Emergency Manager, pending approval.

overview of the appropriate forms, how to complete them, and who receives them when completed.

- Assist as needed in injury and "near miss" investigations.
- Assist as needed in conducting inspections.
- Investigate employee reports of hazardous conditions and recommend corrective action.
- Ensure that incidents which resulted in injuries are corrected after an injury occurs.

The Safety Director may and should use committees and technical experts to carry out the above requirements. It is not the intention of this plan to mandate that the Safety Director personally carry out each of these duties. It is however up to the Safety Director to ensure that tasks are being accomplished within a given time frame and within specific criteria to address safety concerns and/or issues.

DEPARTMENT HEADS

Department Heads or their qualified appointed representative are responsible to attend all monthly scheduled Safety Committee meetings. Department Heads are responsible for:

- Ensuring that all safety policies and procedures are followed by everyone under his/her jurisdiction.
- Making every effort to allow personnel to attend training sessions while on duty.
- Ensuring that all newly hired personnel go through identified training upon their initial hire. It is also their responsibility to train subordinate staff on any and all specialized equipment in which they may be operating.
- Working closely with Human Resources and the Safety Committee to ensure that training documents are up to date in personnel files.
- Investigating accidents and identifying the corrective action necessary to prevent a similar accident from occurring.
- Completing the "**Notice of Injury or Occupational Disease**" form in the event of accident. All departments shall have exposure report forms, C-1 and C-3 forms provided to them. The Safety Director shall assure that all supervisory and management staff is trained on this process.
- Enforcing the rules set forth in this safety program.
- Encouraging employee input to report hazardous conditions and correct these problems.
- Conducting routine inspections of the workplace, and in adherence to forms provided within this document, assessing hazardous conditions.
- Conducting safety training in accordance with local, state, and federal requirements.
- Investigating all injuries and "near miss" accidents.

EMPLOYEES

All employees are expected to take a direct interest in workplace safety. Some responsibilities for employees include the following:

- Stay informed about safety and health regulations impacting the workplace.
- Ensure each task assigned can be completed in a safe manner.
- Ensure that machines and equipment are maintained in safe operating condition and report all such items that may be unsafe to their supervisor or Department Head.
- Make sure fellow employees follow all safety and health regulations and work practices, including the use of required personal protective equipment.
- Immediately report to Department Heads any unsafe, unhealthful, or hazardous conditions. Forms shall be made available to all departments and the Safety Committee shall ensure that all staff knows how to complete them and to whom to submit them upon completion.
- Assist, when applicable, fellow employees in completing a "**Notice of Injury or Occupational Disease**" form in the event of accident. All departments shall have exposure report forms, C-1 and C-3 forms provided to them. The Safety Committee shall ensure that all staff is trained on this process.
- Comply with this safety program.
- Attending training sessions held by the County.
- Immediately reporting injuries and accidents which do not result in injuries ("near misses") to Department Heads.

Commented [HM2]: Should this really be part of employee responsibility?

3. Safety Training

As part of the Safety Program, the County will provide several different types of safety training for all employees:

- A general safety orientation for all new employees, provided by Human Resources upon hire. This training shall be documented in each employee's personnel file.
- Specific training on how to safely perform assigned duties shall be provided by respective Department Heads and/or supervisors. Documentation of completed training shall be forwarded to Human Resources.
- Special training when working with hazardous materials or complex types of machinery or other equipment shall be provided by respective Department Heads and/or supervisors. Documentation of completed training shall be forwarded to Human Resources.
- Special training in areas where there have been recurring injuries, OSHA reportable injuries, shall be tracked by Human Resources as reported to him/her through submitted C-1 and C-3 forms.
- Training on how to use any personal protective equipment provided (e.g., respirators, hearing protection, etc.) shall be provided by respective Department Heads and/or supervisors. Documentation of training shall be completed and forwarded to Human Resources.

These requirements are based upon the assumption that when employees know how to do their jobs properly and know the hazards of the job, they will work safely.

Safety education and training for employees should commence at the time of employment. Prior to staff beginning any assigned task, supervisors must ensure that employees are provided the following instruction during New Employee Orientation:

- An explanation of the County's Safety Manual.
- Familiarization with the SAFETY RULES of the County and enforcement policies.
- The requirement for immediate reporting of all injuries and completing a **NOTICE OF INJURY OCCUPATIONAL DISEASE** form.
- The necessity and manner for reporting all unsafe conditions to Department Heads (**SAFETY ACTION REQUEST FORMS** are included).
- A clear statement that no employee should attempt to do a job or work with equipment that appears to be unsafe.
- A listing of the names and addresses of all medical providers under contract to treat employees injured on the job.

After an employee is assigned a job, the responsibility for safety training passes to the immediate supervisor or Department Head and the following must be discussed and documented:

- The safety rules of the department in which the employee will work.
- The correct procedure for the employee to follow in any job. It also should be emphasized that doing the job incorrectly may hurt people or damage equipment or supplies.
- How to use any personal protective equipment required.
- All information pertinent to the area regarding hazardous materials.

The initial training is to be documented on the **EMPLOYEE SAFETY ORIENTATION FORM** and signed by the employee and returned to Human Resources to be retained in his/her personnel file.

It is most desirable to follow this initial training with a complete review within 30 days after assignment to the job. This will assure that the new employee fully understands the information given at the time of employment and at the time of assignment to the job. Another Employee Safety Orientation Form should be completed after the review and maintained in their personnel file.

Additional training should be provided whenever the employee's job changes, new hazardous materials are introduced, new machines/tools are used, new safety protection equipment is needed, or if there are incidents of recurring injuries. Any employees that do not seem to understand proper safety procedures should be retrained. The **SAFETY TRAINING DOCUMENTATION** form must be used to document any of these types of training.

Whenever personnel are used from a temporary employment service, Department Heads must provide them specialized training for the jobs they will be performing **before** they actually begin work or as soon as possible thereafter. This training al needs to be recorded with a **SAFETY TRAINING DOCUMENTATION** form.

Effective safety training will result in the following benefits to the County:

- Reduction in injuries
- Reduction in damage to property and supplies
- Reduction in retraining time

- Reduction in liability
- Encourage asking for help when it is needed
- Increase in production
- Increase in morale
- Decrease in absenteeism
- Healthier employees

The Safety Director is responsible to see that training is completed. Training will be done routinely and may include the following topics:

- Emergency Action Plan
- Safe Lifting
- Hazard Communication
- Hazard Recognition, Evaluation and Control
- First Aid/CPR
- Heat Stress
- Hand Safety
- Ergonomic Workstation Design
- Housekeeping
- Fire Extinguisher Usage
- Eye Protection
- Holiday Safety

4. Safety Rules and Discipline

Best Business Practices dictates that we have "a method for ensuring that employees comply with safe rules and work practices." Safe rules are a basic part of the Workplace Safety Program and are also part of disciplinary procedures. The point of having safety rules, however, is not to discipline, but rather to ensure a safe working environment. All employees need to know and follow these Safety Rules and all Department Heads must enforce them.

- Recognizing (rewarding) safe performance.

It is important that Department Heads recognize correct job performance and compliment employees for it. Putting a citation in writing and making it a part of an employee's personnel record is but one means of recognizing safety excellence.

- Correcting (changing behavior through discipline if necessary) unsafe behavior

Unsafe job procedures will not be tolerated. Any Department Head observing unsafe job behavior is expected to bring it to the attention of the employee's Department Head who then is expected to take steps immediately to correct the behavior.

The following safety rules are representative:

1. Employees must immediately report to their Department Head all accidents, injuries, unsafe and/or unhealthful conditions in the workplace, any near miss incidents, including defective tools or other equipment.
2. Established safe job procedures must be followed by all employees as defined by regulations for respective work areas. Changes in regular job procedures require the approval of Department Heads.
3. Employees who are unsure how to operate a machine or perform any assigned task that they are required to do, must ask their supervisor or Department Head before proceeding. The Department Head will also note all training that occurs and assure that it is placed into the employee's personnel file located in the Human Resources Department. This includes, but is not limited to, routine training processes that occur in the field.
4. Employees must not tamper with, remove, destroy, or otherwise interfere with the use of any safety device or safeguard provided for protection of employees or customers.
5. Personal protective equipment must be provided by the County and worn or used in any area where it is required.

6. Employees must use only the proper tool for the job. If the proper tool is not available, contact their Department Head.
7. Employees are required to get help lifting any item which is bulky, awkward, or heavy which they feel they cannot lift safely.
8. If a repetitive task causes employees discomfort, or they feel it is unsafe or unhealthy, they must report this condition to their Department Head immediately.
9. Horseplay, including fighting or throwing articles, is forbidden.
10. If an employee is suspected of using alcohol and/or other drugs in the workplace, this will be investigated and, if necessary, disciplinary measures will be taken. See appropriate County Policy regarding this issue.

The four-step procedure outlined below would normally be followed for violations of safety rules. However, each case may be considered in light several factors e.g., employee's length of service, seriousness of the incident, other mitigating factors, and appropriate Collective Bargaining Agreement (CBA) language. In conjunction with the appropriate (CBA), the County reserves the right to invoke any level of discipline at any point and an employee may be terminated for the first instance of a serious safety violation.

1. The first time an infraction is noted; the Department Head should discuss the behavior with the employee and make sure the employee understands the nature of the violation and the consequences that would result if there is a repeat violation. This verbal warning should be documented and signed by the employee and then placed in the employee's personnel file. This counseling session should also include what training was provided to the employee, what training they have been required to attend, and how the employee will perform differently the next time they do the same function.
2. The second violation should be treated as a disciplinary action under applicable Human Resources Policy and/or CBA.
3. The third violation should result in the employee being placed on an unpaid disciplinary suspension. This action must be reviewed first with the Department Head.
4. A fourth safety violation may result in the employee being terminated. This action must be reviewed first by the Department Head.

These steps are not necessarily followed if the safety violation is a serious hazard either to the employee or to the County. In the case of a serious safety violation, the County may elect to immediately proceed to a higher step. When there is a CBA in place, the Department Head shall follow those steps regarding chain of progressive disciplinary action.

General Safety Rules:

1. Do not run in the workplace or parking lot.
2. Always follow prescribed safety practices.
3. Do not use machinery if it is not properly guarded.
4. Report hazardous conditions as described in this program.
5. Do not try to lift more than you feel comfortable with — get help.
6. Maintain safe housekeeping standards in your work area.
7. Do not eat or drink in assigned first-aid areas.
8. Wear appropriate personal protective equipment when at jobs where this is required.
9. Report all injuries and near misses immediately.
10. Comply with all safety instructions given.
11. Horseplay is prohibited and may result in termination.

Department Heads are responsible to enforce these general safety rules, as well as more specific safety policies included in other written programs.

The County maintains a progressive disciplinary policy.

All disciplinary action will be documented by using the appropriate forms as indicated in County Policy or applicable Collective Bargaining Agreements.

5. Identifying and Evaluating Workplace Risks

To comply with manufacturer's recommendations, best management practices, local, state, and federal regulations, the County conducts regular and frequent inspections of the workplace. To maintain a safe and healthy environment for employees, there needs to be a way to identify hazards in the workplace.

Inspection of the workplace is the primary tool to identify unsafe conditions and practices. This includes the totality of the employee's work environment. This may include buildings/offices, but should be all inclusive of equipment, apparatus, vehicles, specialized small motors, hand tools, personal protective equipment, etc. Department Heads are responsible for routinely inspecting all work areas and need to document their inspections of the workplace by using the SUPERVISOR'S SAFETY INSPECTION FORM. This form should be completed on a quarterly basis and forwarded to the Safety Director.

Department Heads must routinely check for:

- Violations of safety rules
- Machinery or other equipment without the necessary guards
- Unsafe use or storage of chemicals, including flammables
- Obvious violations of good housekeeping practices
- Personal protective equipment not being used where required or being used improperly
- Machinery, hand tools or other equipment in poor condition or being used improperly
- Areas where there have been recurring injuries
- Any other deviation from accepted safe practices
- Fire Extinguishers
- Automated External Defibrillators (AED's) in buildings that have such
- Trip and fall potentials
- Weather related hazards

6. Safety Communication

Unless a system for communicating safety throughout the County is established, employees may not understand policies and intentions, and Department Heads may not get unfiltered communication from the employees about safety hazards or their needs.

We expect Department Heads to encourage and welcome suggestions. Employees may submit their safety suggestions on a **SAFETY ACTION REQUEST FORM**.

The Safety Director will respond — in writing — to the employee submitting a Safety Action Request Form, indicating what action has been taken.

Department Heads need to bring to the attention of employees all types of safety communication, including the safety suggestion box, safety memos, safety posters, safety banners, paycheck inserts, articles relating to safety, etc.

7. Emergency Situations

In case of an emergency, dial 911 and be prepared:

1. To give your name, location, and phone number
2. To state the nature of the emergency and the assistance required
3. To give the location of the incident/injury, including the building address and which part of the building.
4. To have someone meet emergency vehicle in front of the building.
5. To call or notify the injured employee's Department Head to report the information about the emergency if it occurs during business hours.
6. To carefully document the event and give it to the Department Head as soon as possible if the event occurs during non-business hours. Additionally, the Human Resources Director should be immediately made aware of all workers' compensation injuries.

8. Emergency Evacuation

Management and all employees must become familiar with the evacuation routes for their work areas. Part of the orientation with new employees should include a discussion of emergency evacuation procedures. Management is responsible for the safe evacuation of all personnel in an emergency. This includes development, implementation and posting of primary and secondary evacuation routes in the event of an emergency. These shall be posted in a conspicuous location that is visible to the public as well as internal staff. The location of fire extinguishers shall also be identified on the evacuation plans.

Evacuations of all buildings shall be done at least annually to assure staff remains current on the plan. These evacuation drills should include not only full evacuations but also should address what will be done in a hostile environment. This is commonly called in place secured sheltering. In addition, what will occur in the event of an earthquake and sheltering locations for such.

All employees and management alike have a responsibility for securing their own buildings. This - includes how to turn off the power, locate and shut down a propane tank and general safety considerations specific to that building.

To be prepared for an evacuation, locate the nearest appropriate exit and assembly area. Make sure all employees know the appropriate exits and assembly areas. Remind employees to walk, not run.

If evacuation is necessary:

1. In an urgent situation it is important to get out of the building quickly. Do not wait around and become entrapped or unable to escape.
2. If possible, inspect the area to ensure all employees have been safely evacuated.
3. Shut — but do not lock — doors and assemble with your co-workers in the nearest designated assembly area and verify that all employees are there. Notify employees when it is safe to return to the building.

In place sheltering in the event of violence:

- This will be used when an immediate safety risk exists to the staff or customers. An example is a hostile person threatening to take action but has not arrived to the building yet.
- Secure and lock all doors and windows.
- Cover windows whenever possible.

- Stay away from windows and doors.
- Attempt to find a location that the person cannot see you.
- Do not open the door/windows until law enforcement has arrived on scene.

In place sheltering in the event of external nonviolence — such as a hazardous materials release :

- Close all windows and doors.
- Place clothing or something around any door seals or duct tape around doors and windows.
- Turn off any forced air heat or air conditioning that draws from the outside of the structure.

9. Hazard Identification and Control

Department Heads or the Safety Director will conduct monthly inspections, using the checklist contained at the end of this manual. Problems will be noted in the checklist under the "satisfactory" column, and corrective action will be noted under the "comments" column. The Safety Director will maintain these completed checklists for five years from the date of inspection.

Employees are to report hazardous conditions by using the Employee Hazardous Condition report form, turning them into their Department Heads. The Safety Director will recommend corrective action to be followed up on by Department Heads. This will be written on the Employee Hazardous Condition Report form, which will be maintained by the Safety Director for five years.

10. Accident Investigations

All injuries are to be reported immediately by filling out a C-1 to management. An investigation is to begin immediately by the Department Head of the injured person. The Injury Investigation form is to be completed by the Department Head.

The C-1 and the Injury Investigation Form are to be turned in to Human Resources to ensure corrective action is taken to reduce the probability of an injury recurring.

Near misses are to be reported by the Near Miss Form The process for investigating and correcting the problem is the same as described above.

11. ADDENDUM "A"

Appointment Of Officers

Per Storey County Commissioner's Meeting date: October 2022

Safety Committee Officers appointed for terms beginning on date: October 2022

and ending on date: October 2024

Are as follows;

Chairman: Bryan Sandoval

Signature: _____

Contact info:

Cell phone 775-431-6793

e-mail bsandoval@storeycounty.org

Vice Chair: Cory Wood

Signature: _____

Contact info:

Work phone 775-847-1133 ext.110

e-mail cwood@storeycounty.org

Safety Inspection Checklist

Safety Inspection Checklist

	Yes	No	Comments
1. All exits unblocked	<input type="checkbox"/>	<input type="checkbox"/>	
2. No tripping hazards present.	<input type="checkbox"/>	<input type="checkbox"/>	
3. No obstructions in passageways.	<input type="checkbox"/>	<input type="checkbox"/>	
4. All electrical boxes covered/closed.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Personnel wearing proper PPE.	<input type="checkbox"/>	<input type="checkbox"/>	
6. First aid supplies available and adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Fire extinguishers charged.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Exits clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Flammable materials stored in metal cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Hazardous materials containers labeled.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Emergency evacuation route maps on board.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Employees lifting properly.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Combustible material not stored near	<input type="checkbox"/>	<input type="checkbox"/>	
14. Low clearance marked appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Equipment in use being used properly	<input type="checkbox"/>	<input type="checkbox"/>	
16. Equipment in use in safe condition.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Fire extinguishers clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	
18. All moving parts and pinch points guarded.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Electrical cords in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
20. No slip hazards present.	<input type="checkbox"/>	<input type="checkbox"/>	
21. No sharp edges present.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Other.	<input type="checkbox"/>	<input type="checkbox"/>	

Signature

Date

Hazardous Condition Report

Hazardous Condition Report

Date: _____ Name (Optional): _____

Hazardous Condition:

Suggested Solution:

Investigation of Safety Director:

Corrective Action Taken (completed by Safety Director):

Employees are protected by NRS 618.383 against retribution from management for completing this form to report unsafe conditions.

Injury Investigation Form **(To be completed by Supervisor)**

Employee Name: _____
Employee Number: _____
Job Position: _____
Date and Time of Injury: _____
Location of Accident: _____
Location of Injury: _____
Date and Time of Injury Reported: _____
Witnesses: _____

First Aid given: _____

How did injury occur? _____

What were causes of injury? _____

What recommendation do you have to prevent reoccurrences? _____

Corrective Action Taken (completed by Safety Director) _____

Department Head Signature

Safety Director Signature

Near Miss Report Form **(To be completed by Employee)**

Employee Name: _____

Employee Number: _____

Job Position: _____

Date and Time of near miss: _____

Witnesses:

Describe what happened:

How do you think this can be prevented in the future?

Corrective Action (to be completed by Safety Director):

Employee Signature Date

Department Head Signature Date

[illegible]

Trainer: _____ Date: _____

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Employee Safety Communication Form

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:

Location where unsafe conditions exists:

Causes or other contributing factors:

Employee's suggestion for improving safety:

Has this matter been reported to the area supervisor? ☐ Yes ☐ No

Employee Name (optional): _____

Department: _____ Date: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take action against an employee in reprisal for exercising rights to participate in communication involving safety.



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 5 mins

Agenda Item Type: Discussion/Possible Action

- **Title:** Approval for unbudgeted item in the amount of \$5750.00 to renew a contract with Civic Plus to enhance website hosting and provide for more timely content updates and functionality.
- **Recommended motion:** I, Commissioner _____ move to approve the unbudgeted amount of \$5750.00 to return County website hosting and services to Civic Plus pending final legal review.
- **Prepared by:** James Deane

Department: _____ **Contact Number:** 775-847-1152

- **Staff Summary:** After much feedback from commissioners, staff and the public the County has determined our current host Revize does not meet the standard for content hosting, problem resolution and required revisions.
- **Supporting Materials:** See attached
- **Fiscal Impact:** YES
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name: _____

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-52250-1

10/6/2023 9:12 AM

12/5/2023

Client:

STOREY COUNTY, NEVADA

Bill To:

STOREY COUNTY, NEVADA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kenee Toolin		toolin@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee: https://www.storeycounty.org	Renewable
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain: https://www.storeycounty.org	Renewable
1.00	48 Month Redesign Ultimate Annual - CivicEngage Central	48 Month Redesign Ultimate Annual - CivicEngage Central	Renewable

List Price - Year 1 Total	USD 8,750.00
Total Investment - Initial Term	USD 5,750.00
Annual Recurring Services - Year 2	USD 6,037.50

Initial Term & Renewal Date	Beginning on 10/1/2023 and ending 9/30/2024. Renewal Term: October 1st of year calendar year.
Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on Renewal Date
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Board of Storey County Commissioners

Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 30 min.

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval accepting property appraiser Mark Stafford Real Estate Appraisers and _____ as a qualified appraiser from the list of Storey County appraisers to provide second appraisal of property located at 175 North C Street, Virginia City, Nevada, which the county has expressed interest in purchase and/or trade for the purpose of constructing and expanding Fire Station 71.
- **Recommended motion:** I (commissioner) motion to approve accepting property appraiser Mark Stafford Real Estate Appraisers and _____ as a qualified appraiser from the list of Storey County appraisers to provide second appraisal of property located at 175 North C Street, Virginia City, Nevada, which the county has expressed interest in purchase and/or trade for the purpose of constructing and expanding Fire Station 71.
- **Prepared by:** Austin Osborne
Department: _____ **Contact Number:** 775.847.0968
- **Staff Summary:** The Storey County Fire Protection District expressed interest and has caused the initiation of expanding and/or rebuilding Fire Station 71 in Virginia City. Storey County, which owns Fire Station 71, received approximately \$3.75 million in federal appropriations for this project. The total project is estimated to be \$6-7 million. The project is contingent on securing a vacant parcel which abuts the north boundary of the current fire station parcel. The county approached the owner of the vacant parcel and executed a certified appraisal by Anthony J. Wren and Associates, the only certified appraiser on the county's list of appraisers at the time. Since then, the county has added Mark Stafford Real Estate Appraisers and _____ to the list of appraisers pursuant to Storey County Code 2.22, and the board is asked to certify this appraiser to perform a second appraisal for comparison of the subject vacant parcel. The Storey County Fire Protection District will reimburse Storey County the costs of expanding and/or reconstructing Fire Station 71 pursuant to an interlocal agreement between the parties.
- **Supporting Materials:** See attached
- **Fiscal Impact:** Yes
- **Legal review required:** TRUE

- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



STOREY COUNTY COMMISSIONERS' OFFICE

Storey County Courthouse
26 South "B" Street
P.O. Box 176 Virginia City, Nevada 89440
Phone: 775.847.0968 - Fax: 775.847.0949
commissioners @storeycounty.org

October 31, 2023

Re: Request for Qualified List of Professional Appraiser Services

Storey County requests Statements of Qualifications (SOQ) for Professional Appraiser Services for the following appraisal types: residential appraisal, general and commercial and/or industrial appraisal, ranch appraisal, open space appraisal, and water rights appraisal. The purpose is to establish an on-call list for various appraisal disciplines in Storey County.

Two lists of appraisers will be established. One list of appraisers will be compiled to apply to properties located within the Comstock Historic District (e.g., Virginia City, Gold Hill, American Flat, and surrounding areas), and a second list of appraisers will be compiled to apply to properties located outside of the Comstock Historic District.

Interested parties must:

1. Hold a general appraiser certificate from the Nevada Real Estate Division.
2. Submit a separate SOQ for each area of the county (Comstock Historic District and/or areas outside of the Comstock Historic District) that the appraiser wishes to perform appraisal services.
3. Have 5 or more years of experience in appraising real property in northern Nevada. To be placed on the list for the Comstock Historic District the appraiser must have 5 or more years of experience appraising real property within the Comstock Historic District or communities with similar historic mining district challenges and characteristics.
4. Provide a SOQ describing the appraiser's qualifications, certifications, years of experience, and professional expertise.
5. Provide an estimation of the time it will take for the appraiser to complete appraisal projects.
6. Provide a list of fees to be charged by the appraiser.
7. Provide a copy of, and maintain a policy of, professional liability insurance as required by Storey County.
8. Be willing to indemnify Storey County for errors, omissions, and negligence.
9. Meet any other criteria the Board of Storey County Commissioners determines to be necessary.

Please respond with a letter of interest by November 3, 2023, if you wish to be included on the County's list of appraisers. Please reach me anytime with questions or concerns.

Sincerely,
Storey County Manager's Office



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 0-5

Agenda Item Type: Discussion/Possible Action

- **Title:** For consideration and possible approval of business license second readings:
- A. Burnett Electric Inc. – Contractor / 1215 Kleppe Ln # 10 ~ Sparks, NV
- B. Dennis Miller Concrete & Construction LLC – Contractor / 595 W. A St. ~ Fallon, NV
- C. Gutter Perfection LLC – Contractor / 3415 Gulling Rd. ~ Reno, NV
- D. Joe’s Roofing LLC – Contractor / 199 Kirman Ave. ~ Reno, NV
- E. Nevada Fence LLC – Contractor / 508 N. Curry St. Unit B ~ Carson City, NV
- F. Rabine Paving America LLC – Contractor / 900 National Pkwy. Ste. 260 ~ Schaumburg, IL
- G. Reno Green Landscaping LLC – Contractor / 190 Woodland Ave ~ Reno, NV
- H. Russell’s Tree Service – Out of County / 3125 Snowberry St. ~ Silver Springs, NV
- I. Silver State Dirtworks – Contractor / 4800 Koenig Rd. ~ Reno, NV
- J. Spartan Companies – Contractor / 116 W. 100 S. ~ Richmond, UT
- K. Sun Mountain Micro Farm – Home Based / 120 S Howard St. ~ Virginia City, NV
- L. Westwoods Inc. – Contractor – 1160 Gator Way ~ Sparks, NV
- **Recommended motion:** Approval.
- **Prepared by:** Ashley Mead

Department:

Contact Number: 775-847-0966

- **Staff Summary:** Second readings of submitted business license applications are normally approved unless, for various reasons, requested to be continued to the next meeting. A follow-up letter noting those to be continued or approved will be submitted prior to the Commission Meeting. The business licenses are then printed and mailed to the new business license holder.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Storey County Community Development



110 Toll Road ~ Gold Hill Divide
P O Box 526 ~ Virginia City NV 89440

(775) 847-0966 ~ Fax (775) 847-0935
CommunityDevelopment@storeycounty.org

To: Jim Hindle, Clerk's office
Austin Osborne, County Manager

October 30, 2023
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **November 07, 2023**

COMMISSIONERS Consent Agenda:

SECOND READINGS:

- A. Burnett Electric Inc.** – Contractor / 1215 Kleppe Ln # 10 ~ Sparks, NV
- B. Dennis Miller Concrete & Construction LLC** – Contractor / 595 W. A St. ~ Fallon, NV
- C. Gutter Perfection LLC** – Contractor / 3415 Gulling Rd. ~ Reno, NV
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- L. Westwoods Inc.** – Contractor – 1160 Gator Way ~ Sparks, NV

Ec: Community Development
Commissioner's Office

Planning Department
Comptroller's Office

Sheriff's Office



Board of Storey County Commissioners Agenda Action Report

**Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting**

Estimate of Time Required: 15 min.

Agenda Item Type: Correspondence

- **Title:** Posting for VCTC vacancies 2024.
- **Recommended motion:** No action needed.
- **Prepared by:** Austin Osborne

Department: **Contact Number:** 775.847.0968

- **Staff Summary:** Letters of interest will be brought to the board at its first meeting in 2024.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

STOREY COUNTY PUBLIC NOTICE

DRAFT Appointment of Representatives
to the
Virginia City Tourism Commission

Position: The Board of Storey County Commissioners seeks 5 qualified members to serve on the Virginia City Tourism Commission (Fair-and Recreation Board) for a term of 2 years* as follows:

1. One member representing the **motel operators** in the county. (2-year term)
2. One member representing the **hotel operators** in the county. (2-year term)
3. One member representing **other commercial interests** in the county (including tourism or gaming, but excluding lodging). (1-year term*)
4. One **member at-large**. (1-year term*)
5. One member who is a **current Storey County Commissioner**. (2-year term)

Responsibilities: VCTC Mission Statement: “To be a destination where diverse visitors from the region, nation, and world come to experience the authentic history of the Comstock and learn how different cultures came together to initiate the technology, skills, arts, and culture of the next century.”

The VCTC board is responsible for administration, budgeting, supervision and leadership, strategic planning, marketing, media relations, special events, conventions, facilities, and coordinating with the business community, public, and visitors of Virginia City and Gold Hill, and of tourism activities throughout Storey County.

The VCTC board is composed of five members who are appointed by the Board of Storey County Commissioners. The VCTC board directly supervises a Tourism Director who leads department staff and operates the department in accordance with policies, goals, and directives of the VCTC board. The VCTC also operates under an interlocal agreement with Storey County, under which the county provides fiscal management, human resources, facility management, and other services to the VCTC organization.

The VCTC board meets monthly at 10:00 a.m. on the second Thursday of each month. VCTC board members are also expected to participate in numerous meetings, stakeholder engagements, planning sessions, and special events often occurring in the evenings and on weekends.

Preferred Qualifications: The board member must demonstrate strong decision-making skills; develop strong knowledge of applicable policies and state statutes; weigh input given in staff reports and other professional reports, meeting testimonies, and other correspondence; and act within ethical standards set forth by the Nevada Revised Statutes, Nevada Administrative Codes, and Storey County Administrative Policies. The member must demonstrate strong listening skills and an ability to consider different opinions from business stakeholders, residents, and the public coming from diverse backgrounds and interests. The members must demonstrate an ability to sustain harmonious working relationships with other board members, the public, and the subject parties of each case. The new appointee must successfully pass a criminal background investigation.

Compensation: This is a volunteer non-paid position.

Letter of Interest: All interested parties must submit a letter of interest showing qualifications and reasons for applying for the position. An official job application is not needed.

Closing Date: Letters of interest (originals) must be received by the Storey County Human Resources Office, Storey County Courthouse, 26 South “B” Street (P.O. Box 176), Virginia City, NV 89440 by **5:00 p.m., Monday, October 2, 2023**. Please contact 775.847.0968 for further questions.

Tentative Appointment Date

The Board of County Commissioners will consider letters of interest following receipt of letters and applicant reviews. Applicants will be notified well ahead of the meeting where the board may consider applicants.

***Note:** VCTC board member terms are normally 2-years. However, to facilitate staggering of board terms, two members will be considered for 1-year terms, from which the Storey County Commission will consider applicants at its first meeting in 2025 to fill 2-year terms in those positions.

Storey County is an Equal Opportunity Employer. Posting dates: 09/06/23 – 10/02/23.



Board of Storey County Commissioners Agenda Action Report

Meeting date: 11/7/2023 10:00 AM -
BOCC Meeting

Estimate of Time Required: 15 min.

Agenda Item Type: Correspondence

- **Title:** CWSD vacancy posting.
- **Recommended motion:** None.
- **Prepared by:** Planning

Department:

Contact Number: 775.847.1144

- **Staff Summary:** Posting to fill vacancy on the Carson Water Subconservancy District.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** TRUE
- **Reviewed by:**

_____ Department Head

Department Name:

_____ County Manager

Other Agency Review: _____

- **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

STOREY COUNTY PUBLIC NOTICE

Committee Member

Carson Water Subconservancy District

Position: Storey County is a member of the Carson Water Subconservancy District (CWSD) and has two Board seats on the Board of Directors. The CWSD promotes cooperative action in the Carson River Watershed. CWSD is a unique multi-county, bi-state agency which crosses both political and stakeholder boundaries. CWSD involves all watershed counties and communities to develop regional planning and management solutions for the Carson River Watershed. CWSD Board members are elected officials, agricultural producers and citizens who represent their communities. CWSD leads the integrated watershed planning process in the following categories, water quality, floodplain management, regional water supply, invasive species, river rehabilitation and stabilization, outreach and education and recreation projects. The CWSD has no regulatory authority. The Board members are selected by the Storey County Board of County Commissioners to serve at their pleasure for a four-year term with possible re-appointment following expiration of the term. CWSD Board Meetings are on the third Wednesday of each month. The meetings start at 6:30 pm. In the winter, the meetings are held in Carson City. In the summer CWSD moves the meeting to various locations in the Carson River Watershed. Typically, in the summer CWSD will conduct a field trip before the meeting and provide dinner in the county where the Board Meeting is being held. CWSD Directors receive \$80 per meeting and mileage reimbursement. Directors are paid for attending Board Meetings and Committee Meetings, in person or virtual.

Preferred Qualifications: The interested party must be a resident of Storey County and preferably live within the Carson watershed. The interested party must be able to travel to meeting sites which rotate meeting locations throughout the Carson River watershed. The selected person is expected to have the ability to sustain harmonious working relationships with CWSD board members and staff, the Board of County Commissioners, staff, residents, applicants, and the public and the ability to act within the ethical standards set forth by NRS and NAC. The new appointee must successfully pass a criminal background investigation and complete documentation per County policies.

Letter of Interest: All interested parties must submit a letter of interest showing qualifications and reason for applying for the appointment. An official job application is not necessary.

Closing Date: Letters of interest (originals) must be received by the Storey County Human Resources Office, Storey County Courthouse, 26 South "B" Street (P.O. Box 176), Virginia City, NV 89440 by **5:00 p.m., Wednesday, November 22, 2023**. Please contact 775.847.0968 for further questions.

Storey County is an Equal Opportunity Employer. Posting dates: 10/31/23 – 11/22/23