

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 25289

Agency Name: DPS-FIRE MARSHAL	Legal Entity Name: DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
Agency Code: 656	Contractor Name: DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
Appropriation Unit: 3816-01	Address: DIVISION OF FORESTRY
Is budget authority available?: No	2478 FAIRVIEW DR
If "No" please explain: The Fire Marshal Division will be providing the services to the Nevada Division of Forestry. The revenue amount will be received and applied toward State Fire Marshal revenue funds.	CARSON CITY, NV 89701-6824
	Contact/Phone: KACEY KC 775-684-2500
	Vendor No.: D70600001
	NV Business ID: N/A

To what State Fiscal Year(s) will the contract be charged? **2022-2025**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<input checked="" type="checkbox"/>	Fees	100.00 %
Federal Funds	0.00 %	<input type="checkbox"/>	Bonds	0.00 %
Highway Funds	0.00 %	<input type="checkbox"/>	Other funding	0.00 %

Agency Reference #: 656

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 12/2021

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2025**

Contract term: **3 years and 199 days**

4. Type of contract: **Revenue Contract**

Contract description: **Fire Investigation**

5. Purpose of contract:

This is a new revenue contract to provide assistance in fire investigation services.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$45,000.00**

Other basis for payment: Bill for collection, cost share agreements as applicable, and proof of expenses per incident

II. JUSTIFICATION

7. What conditions require that this work be done?

Fire incidents of a criminal nature require that the circumstances of the fire be investigated by a Department of Public Safety (DPS) Officer II.

8. Explain why State employees in your agency or other State agencies are not able to do this work:

The Nevada Division of Forestry does not staff the positions required to investigate these types of fires. the State Fire Marshal's Office, a State Agency, employs the staff at the level of certification for the required fire investigation.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**



a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

The State Fire Marshal Division is the "expert" for fire investigations.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. Is there an Indirect Cost Rate or Percentage Paid to the Contractor?

No If "Yes", please provide the Indirect Cost Rate or Percentage Paid to the Contractor

Not Applicable

12. a. Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada?

No

b. Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employed by the State of Nevada within the last 24 months?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

Yes If "Yes", please explain

This is an interlocal agreement with another state agency.

13. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The State Fire Marshal's Division has been contracted with the Nevada Division of Forestry to provide this service in State Fiscal Year 2015-2017.

14. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

15. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

16. Not Applicable

17. Not Applicable

18. Not Applicable

19. Agency Field Contract Monitor:

BOYACK, VERA, MANAGEMENT ANALYST Ph: 775-684-7508

20. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	twollan1	12/10/2021 15:56:03 PM
Division Approval	twollan1	12/10/2021 15:56:06 PM
Department Approval	mcosenti	12/13/2021 14:03:52 PM
Contract Manager Approval	mcosenti	12/13/2021 14:03:55 PM
Budget Analyst Approval	Pending	

CETS #:	
Agency Reference #:	

INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada
Acting by and through its

Public Entity #1:	Department of Public Safety, State Fire Marshal Division
Address:	107 Jacobsen Way, Building A
City, State, Zip Code:	Carson City, Nevada 89711
Contact:	MIKE DZYAK, FIRE MARSHAL
Phone:	775-684-7506
Fax:	
Email:	mdzyak@dps.state.nv.us

Public Entity #2:	Department of Conservation and Natural Resources, Division of Forestry
Address:	2478 Fairview Drive
City, State, Zip Code:	Carson City, Nevada 89701
Contact:	KACEY KC, STATE FORESTER/FIREWARDEN
Phone:	775-684-2500
Fax:	775-684-7518
Email:	kaceykc@forestry.nv.gov

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. **DEFINITIONS**

TERM	DEFINITION
State	The State of Nevada and any State agency identified herein, its officers, employees and immune contractors.
Contracting Entity	The public entities identified above.
Fiscal Year	The period beginning July 1 st and ending June 30 th of the following year.
Contract	Unless the context otherwise requires, 'Contract' means this document titled Interlocal Contract Between Public Agencies and all Attachments or Incorporated Documents.

CETS #:	
Agency Reference #:	

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 4, Termination*.

Effective From:	Upon Approval	To:	6/30/2025
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4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in *Section 3, Contract Term*, provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (a) by delivery in person; (b) by a nationally recognized next day courier service, return receipt requested; or (c) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or email to the address(es) such party has specified in writing.
6. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following Attachments, specifically describes the Scope of Work. This Contract incorporates the following Attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK AND DELIVERABLES
ATTACHMENT BB:	BILL FOR COLLECTIONS
ATTACHMENT CC:	FIRE MARSHAL AUTHORIZED PERSONNEL
ATTACHMENT DD:	RATES DOCUMENTATION

Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

7. **CONSIDERATION.** The parties agree that the services specified in *Section 6, Incorporated Documents* at a cost as noted below:

Total Contract Not to Exceed:	State Fire Marshal Division agrees to provide services set forth in paragraph (6) for reimbursement by NDF of SFM actual expenditures incurred, as outlined in the Rates documentation (Attachment D) not exceeding \$45,000 (forty-five thousand and zero cents) without an amendment to this contract.
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Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

8. **ASSENT.** The parties agree that the terms and conditions listed in the incorporated Attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.
9. **INSPECTION & AUDIT**
- A. **Books and Records.** Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and document as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.

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- B. **Inspection & Audit.** Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.
- C. **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **BREACH - REMEDIES.** Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall not exceed \$150.00 per hour.
11. **LIMITED LIABILITY.** The parties will not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.
12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, acts of terrorism, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
13. **INDEMNIFICATION.** Neither party waives any right or defense to indemnification that may exist in law or equity.
14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.
15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
16. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.
18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

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19. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.
20. **CONFIDENTIALITY.** Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.
21. **FEDERAL FUNDING.** In the event, federal funds are used for payment of all or part of this Contract, the parties agree to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
 - A. The parties certify, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation Subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
 - B. The parties and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
 - C. The parties and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
 - D. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
22. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in *Section 6, Incorporated Documents*.
23. **GOVERNING LAW – JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.
24. **ENTIRE AGREEMENT AND MODIFICATION.** This Contract and its integrated Attachment(s) constitute the entire agreement of the parties and as such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated Attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such Attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

CETS #:	
Agency Reference #:	


 Mike Dzyak _____
 Date 11/16/21

Fire Marshal, DPS State Fire Marshal Division

 Title

Kacey KC
 Digitally signed by Kacey KC
 Date: 2021.11.23 16:45:05 -08'00'
 Kacey KC _____
 Date

State Forester/Firewarden, DCNR Division of Forestry

 Title


 Curtis Palmer _____
 Date 12/13/2021

ASO IV, Department of Public Safety

 Title


 Signature Board of Examiners **for Susan Brown**

APPROVED BY BOARD OF EXAMINERS

On: 1-4-22

 Date

Approved as to form by:


 Deputy Attorney General for Attorney General _____

On: 12/6/21

 Date

Attachment AA

Annual Operating Plan Between the Nevada Division of Forestry And the State Fire Marshal Division

The Annual Operating Plan (AOP) is necessary to be carried out between Public Agencies involving the Nevada Division of Forestry (NDF) and the State Fire Marshal Division (SFM). This plan is attached to and becomes part of the Interlocal Contract upon signature of both parties and shall be reviewed annually not later than March 1st. Upon annual review of the AOP, if NDF and SFM agree no changes are necessary a letter documenting that decision will be issued by SFM to NDF. If upon annual review of the AOP and changes are deemed necessary, NDF and SFM will agree to the changes and the Interlocal Agreement will be amended with the revised AOP.

Training

For the purposes of fire investigations, NDF agrees to provide the SFM officers with appropriate level of investigation and safety training to meet the requirements for a Red Card in fire investigations. When the SFM officer has met the training requirements for said Red Card, SFM shall issue the Red Card directly to the officer. SFM Chief will maintain and verify the Red Card Training requirements as set forth in the NWCG PMS 310-1 and provide the information of such training to NDF prior to May 15th annually. All Documentation on file at the SFM Division will be copied and sent to NDF to ensure the qualifications are maintained and listed in ROSS.

For the purposes of law enforcement as it relates to fire investigations of a criminal nature, SFM agrees to ensure its officers are Nevada P.O.S.T. certified to a minimum of Category I.

Interagency training activities can be mutually beneficial and the agencies are encouraged to:

1. Participate in shared local level training at each other's facilities on an on-going basis.
2. Allocate available slots in appropriate formalized training sessions for personnel of the other agency.

Information Sharing

Both NDF and SFM acknowledge the importance of the sharing of information between the two agencies, NDF as a reporter to the National Fire Incident Reporting System (NFIRS) and the SFM as the repository of Nevada's incident activity reports. NDF and SFM agree to share report information to the extent allowed by law regarding criminal investigations of an adult or juvenile nature.

Incident Assignments

Participation of SFM personnel is encouraged as single resources for both wildland fire and all-risk incidents. Any and all requests for assistance on incidents must be clear and precise and shall be processed and recorded through a single dispatching center identified by the Incident Commander of any and all parties (Unified Command) and supported by order and request numbers.

1. SFM personnel must have the approval of their Duty Officer prior to accepting an assignment.
2. SFM personnel must be mobilized through the established dispatching procedures with a Resource Order number prior to responding to the incident.
3. For wildland fire incidents SFM personnel must have, in their possession, a current Red Card for the position they are responding to, issued by the State Fire Marshal.
4. SFM personnel must have, in their possession, all appropriate documentation relating to the assignment they are responding to pursuant to their travel policies to include, but no limited to:
 - a. Resource Order
 - b. Agency Travel Authorization

Incident Communications

SFM agrees to utilize the frequencies assigned by the Emergency Command Centers for the incident. This includes the assigned Command and Tactical Frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographical areas and are not to be used outside of those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any Federal incident. NDF Shall perform annual radio programming in accordance with all NDF radio programming standards and regulations. Kenwood radios being utilized by SFM Division will be updated and replaced following NDF radio replacement plan for safety and NWCG guidelines.

Duty Officer Contact

NDF Line Officer Contact

Ron Bollier, State Fire Program Manager
(775) 302-8782

The Deputy State Forester will establish a duty officer schedule and will be identified at the local dispatch center.

NDF Regional Duty Officer Contact

State Duty Officer
(775) 684-2540 (Northern Division)
(775) 684-2545 (Western Division)
(702) 486-3315 (Southern Division)

Each Region will designate a duty officer and will be identified at the local dispatch center

SFM Line Officer Contact

Acting Lieutenant, Joe Rodriguez
(775) 684-7541 or (775) 600-3461

The SFM duty officer shall be contacted through the Department of Public Safety (DPS) Dispatch Center in Carson City at (775) 687-0400. DPS Dispatch will have the current contact information for SFM. The SFM duty officer will assign officer(s) to respond to the incident.

Duration of Assignments

Consideration must be given to the health and safety of personnel when assigned to incidents of long duration. It is agreed that duration of assignments is dictated by each agency's policy. Extension of assignments beyond the SFM policy may be requested.

It is the responsibility of NDF to request relief personnel in advance of SFM policy time limit. NDF is further responsible for the transportation costs of moving personnel to the fire and returning those relieved personnel back to their home stations. In all cases, NDF agrees that their Incident Commanders will release SFM resources to their primary mission responsibilities as soon as priorities allow.

In the event that SFM personnel are requested by a Third Party Cooperator, it is the responsibility of SFM to negotiate with that Agency the terms and conditions regarding duration of assignment and travel costs.

The National Wildfire Coordinating Group (NWCG) has established guidelines for the length of assignments for resources and personnel who accept out of state assignments. Personnel who accept assignments out of the state are expected to adhere to the guidelines identified by NWCG. For incidents within the state, there is a required 7-day minimum commitment. SFM agrees to honor the minimum length of assignment guidelines.

Rest and Recuperation

NWCG establishes Rest and Recuperation (R & R) guidelines that govern R & R on all Federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. State of Nevada employees assigned to a Federal incident may be given R & R during the incident in which case the R & R is in pay status and charged against the incident. However, if the State wishes to grant their personnel R & R upon their return home, the R & R is not compensable under the terms of this agreement.

Support Equipment

Use rates for all SFM owned support equipment provided as assistance-by-hire shall be paid at the rate established by SFM for its equipment. Support equipment and rates will be updated annually, agreed to in advance. Personnel assigned to support equipment will be itemized separately. NDF agrees to provide SFM officers with basic safety equipment necessary to perform wildland investigations.

Items not Reimbursable: The following items are not reimbursable in the execution of this Agreement, unless specifically approved by the Agency Administrator, and are considered standard personal support supply equipment:

- Incident position support kits
- Calculators
- Computers
- Printers
- GPS Units
- Cell phones and cell phone charges
- Personal telephone charges
- Support items normally available in Supply Unit (e.g. tents, sleeping bags, pads, water coolers, etc.)

Safety Equipment/Gear

Wildland safety gear and equipment will be inspected by NDF or the Chief of the SFM Division prior to May 15th of the calendar year and documented. A copy of this documentation shall be provided to NDF prior to May 15th of each calendar year. These requirements will follow the NDF RT 130 form. Replacement and issuance of all safety gear and equipment will be done through NDF and documented with both agencies.

Financial Arrangements

Attachment A
Annual Operating Plan
Page 3 of 4

Billing Estimates / Timeframes: On incidents where costs are incurred pursuant to the terms of this agreement, SFM shall submit a bill for reimbursement as soon as possible, but no later than 30 days after the incident is declared over.

Billing deadlines set forth herein are intended to encourage prompt billing. Failure to meet these timeframes shall not be construed as a release or waiver of claims for reimbursement against the other party.

Should additional costs be identified after a "final" billing has been issued, a supplemental bill may be issued if agreeable to applicable parties.

Billing Content: A separate bill will be submitted for each incident. Bills will be identified by incident name, location, jurisdictional unit, and appropriate order number, and will be supported by adequate documentation and broken down by categories (e.g. direct, support, etc.). Billings for assistance will not include administrative overhead or other costs not supported by a resource order. Documentation in support of the billing will include:

- Bill for collection
- Copies of applicable Cost Share Agreements, if applicable
- Proof of expenses, if prepaid

Billing Addresses: All billings for service provide to/through NDF will be mailed to the following address for payment:

Nevada Division of Forestry
Attn: Incident Business Unit
2478 Fairview Drive
Carson City, NV 89701

or

ndffirebilling@forestry.nv.gov

Payment Due Dates: All billings will be due and payable upon receipt.

Disputed Billings: Written notice that a bill is contested will be mailed to the billing agency within 10 days of receipt of the final billing, and will fully explain the area of dispute. Contested items will be resolved no later than 10 days following the receipt of written notice. The uncontested portion of the billing will be paid and a new billing will be issued for the contested amount as applicable.

Payments: Payments will reference the bill number and the incident number, and will be sent to the appropriate billing address.

Nevada Division of Forestry will act as the agency for processing the invoice and will reimburse within a 30-day period upon receipt of the billing by the agency.

ATTACHMENT CC

State Fire Marshal Authorized Personnel

Officer's Name	Rank	Location	Call Sign
Alex Knaak	DPS Ofc II	Carson City	F6013
Brian O'Connell	DPS Ofc II	Las Vegas	F6021
Vacant	DPS Ofc II	TBD	
Vacant	DPS Ofc II	TBD	
Vacant	DPS Ofc II	TBD	
Vacant	DPS Ofc II	TBD	
Vacant	DPS Ofc II	TBD	

Duty Officer's Name	Rank	Location	Call Sign
Joe Rodriguez	Lt. (Acting)	Carson City	F4014
Joel Martin	Sgt. (Acting)	Carson City	F6017
Mike Dzyak	Chief	Carson City	F2001

All requests for services shall be made through the Department of Public Safety Dispatch at (775) 687-0400

Names are subject to change; all parties will be notified in writing upon revision.

ATTACHMENT DD

Department of Public Safety = State Fire Marshal Division
Rates for Personnel
Costs
DPS Officer II - Grade 39

	Annual Salary	Workdays Per Year	Hours Per Day	Rate Per Hour	O/T (10+ Hours)
Step 10	\$ 91,350.00	240.00	10.00	\$ 43.75	\$ 65.62

- Notes:** - Rate based on the 2017-2019 Biennial budget as approved by the 2017 Legislative session.
- Salary & Benefits are based on police/fire retirement rates for employer / employee plan contribution plan @15.25
 - Salary & Benefits are based on police/fire fund members of the Police / fire fund contribution @ 22%
 - Step 10 represents the maximum / standard reimbursement rate to include both regulatory and/or complex investigations.

Example: $\$43.75 \times 10\text{-hour shift} = \$437.50 - 22\% = \$341.25$ per employee per day.

ATTACHMENT DD

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

Robbie Burgess
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
FLEET SERVICES DIVISION

750 E. King Street
Carson City, Nevada 89701-4768
Phone: (775) 684-1880 | Fax: (775) 684-1888
Website: www.fleetservices.nv.gov

MEMORANDUM

June 24, 2021

TO: All Agencies
FROM: Robbie Burgess, Administrator
Fleet Services Division
SUBJECT: Fleet Services 2021-2023 Rate Schedule

Please be advised of the legislatively approved rates for the Fleet Services Division for the 2021-2023 biennium:

Department of Administration – Fleet Services Division 2021-2023 Biennium Rate Schedule						
	Per Month		Per Day		Per Mile	
	Monthly Rate Year 1 FY22	Monthly Rate Year 2 FY23	Daily Rate Year 1 FY22	Daily Rate Year 2 FY23	Mileage Rate Year 1 FY22	Mileage Rate Year 2 FY23
Compact	\$187.00	\$187.00	\$37.34	\$37.34	\$0.19	\$0.19
Intermediate	\$205.00	\$205.00	\$38.84	\$38.84	\$0.20	\$0.20
Premium	\$289.00	\$289.00	\$41.38	\$41.38	\$0.21	\$0.21
Specialty	\$346.00	\$346.00	\$43.32	\$43.32	\$0.22	\$0.22
Law Enforcement	\$334.00	\$334.00	N/A	N/A	\$0.21	\$0.21