

**Washoe County District Board of Health  
Meeting Notice and Agenda**

**PLEASE NOTE CHANGE OF MEETING TIME**

**Members**  
Kitty Jung, Chair  
Julia Ratti, Vice Chair  
Oscar Delgado  
Dr. George Hess  
David Silverman  
Dr. John Novak  
Michael D. Brown

**Thursday, September 22, 2016  
1:30 p.m.**

**Washoe County Administration Complex  
Commission Chambers, Building A  
1001 East Ninth Street  
Reno, NV**

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

**1:00 p.m.**

**1. \*Roll Call and Determination of Quorum**

**2. \*Pledge of Allegiance**

**3. \*Public Comment**

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

**4. Approval of Agenda**

September 22, 2016

**5. \*Recognitions**

A. New Hires

- i. Melanie Flores, Program Coordinator, hired 8/29/16 – ODHO

B. Departures

- i. Melissa Peek Bullock, Epidemiologist, 11 years, hired 7/18/2005, departed 8/27/2016 – EPHP

**6. Consent Items**

Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.

A. Budget Amendments/Interlocal Agreements

- i. Accept a Subgrant Award from the State of Nevada Department of Health and Human Services’ Division of Public & Behavioral Health effective October 1, 2016 through September 30, 2017 for [\$23,000.00] with no County match required, to

support the assessment and development of a Health District Workforce Development Plan, and authorize the District Health Officer to execute the Subgrant Award.  
Staff Representative: Nancy Kerns-Cummins

**B. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board**

Staff Representative: Charlene Albee

- i. Rees's Enterprises - Case No. 1188, Citation No. 5536
- ii. Safeguard Restoration Inc. – Case No. 1189, Citation No. 5577
- iii. Sierra Nevada Construction – Case No. 1190, Citation No. 5538
- iv. Aspen Earthworks – Case No. 1191, Citation No. 5579

**C. Acknowledge receipt of the Health District Fund Financial Review for August, Fiscal Year 2017**

Staff Representative: Anna Heenan

**D. Approval of Draft Minutes  
August 25, 2016**

**7. Regional Emergency Medical Services Authority**

Presented by Don Vonarx and Kevin Romero

**A. Review and Acceptance of the Compliance Report for August 2016**

\*B. Operations Update for August 2016

**8. Discussion of Process and Presentation of Evaluation Forms for the District Health Officer's Annual Review and Possible Direction to Staff to conduct the evaluation.**

Presented by Kitty Jung

**9. \*Staff Reports and Program Updates**

**A. Air Quality Management, Charlene Albee, Director**  
Program Update, Divisional Update, Program Reports

**B. Community and Clinical Health Services, Steve Kutz, Director**  
Program Report – Fetal Infant Mortality Review Program; Divisional Update – Medicaid and Marketplace Exchange Enrollment, Data & Metrics; Program Reports

**C. Environmental Health Services, Bob Sack, Director**  
EHS Division and Program Updates - Food, Land Development, Vector-Borne Disease, Waste Management and EHS Inspections / Permits / Plan Review

**D. Epidemiology and Public Health Preparedness, Dr. Randall Todd, Director**  
Program Updates for Communicable Disease, Public Health Preparedness, and Emergency Medical Services

**E. Office of the District Health Officer, Kevin Dick, District Health Officer**  
District Health Officer Report – Prescription Drug Abuse, Regional License/Permit Program, Hillside Cemetery, Regional EMS Oversight, Legislature, Quality Improvement, Truckee Meadows Healthy Communities (TMHC), Community Health Improvement Plan, Other Events and Activities and Health District Media Contacts

**10. \*Board Comment**

Limited to announcements or issues for future agendas.

## 11. \*Public Comment

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

## 12. Adjournment

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**Possible Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

**Special Accommodations.** The District Board of Health Meetings are accessible to the disabled. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Administrative Health Services in writing at the Washoe County Health District, PO Box 1130, Reno, NV 89520-0027, or by calling 775.328.2416, 24 hours prior to the meeting.

**Public Comment.** During the “Public Comment” items, anyone may speak pertaining to any matter either on or off the agenda, to include items to be heard on consent. For the remainder of the agenda, public comment will only be heard during items that are not marked with an asterisk (\*). Any public comment for hearing items will be heard before action is taken on the item and must be about the specific item being considered by the Board. In order to speak during any public comment, each speaker must fill out a “Request to Speak” form and/or submit comments for the record to the Recording Secretary. Public comment and presentations for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations, five minutes for a speaker representing a group, and three minutes for individual speakers unless extended by questions from the Board or by action of the Chair.

**Response to Public Comment.** The Board of Health can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The *Open Meeting Law* does not expressly prohibit responses to public comments by the Board of Health. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Health will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Board of Health may do this either during the public comment item or during the following item: “Board Comments – Limited to Announcement or Issues for future Agendas.”

### **Posting of Agenda; Location of Website.**

Pursuant to NRS 241.020, Notice of this meeting was posted at the following locations:

Downtown Reno Library, 301 S. Center St., Reno

Reno City Hall, 1 E. 1st St., Reno, NV

Sparks City Hall, 431 Prater Way, Sparks, NV

Washoe County Administration Building, 1001 E. 9th St, Reno, NV

Washoe County Health District Website [www.washoecounty.us/health](http://www.washoecounty.us/health)

State of Nevada Website: <https://notice.nv.gov>

**How to Get Copies of Agenda and Support Materials.** Supporting materials are available to the public at the Washoe County Health District located at 1001 E. 9<sup>th</sup> Street, in Reno, Nevada. Ms. Dawn Spinola, Administrative Secretary to the District Board of Health is the person designated by the Washoe County District Board of Health to respond to requests for supporting materials. Ms. Spinola is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at [dspinola@washoecounty.us](mailto:dspinola@washoecounty.us). Supporting materials are also available at the Washoe County Health District Website [www.washoecounty.us/health](http://www.washoecounty.us/health) pursuant to the requirements of NRS 241.020.

DD	AH	___
DHO	___	___
DA	LA	___
Risk	DME	___

**STAFF REPORT**  
**BOARD MEETING DATE:** September 22, 2016

**TO:** District Board of Health

**FROM:** Nancy Kerns Cummins, Fiscal Compliance Officer  
775.328.2419, nkcummins@washoecounty.us

**SUBJECT:** Accept a Subgrant Award from the State of Nevada Department of Health and Human Services' Division of Public & Behavioral Health effective October 1, 2016 through September 30, 2017 for [\$23,000.00] with no County match required, to support the assessment and development of a Health District Workforce Development Plan, and authorize the District Health Officer to execute the Subgrant Award.

**SUMMARY**

The Washoe County District Board of Health must approve and execute Interlocal Agreements. The District Health Officer is authorized to execute other agreements on the Board of Health's behalf not to exceed a cumulative amount of \$50,000 per contractor; over \$50,000 up to \$100,000 would require the approval of the Chair or the Board designee.

The Office of the District Health Officer received a Notice of Subgrant Award from the State of Nevada Department of Health and Human Services' Division of Public & Behavioral Health for a Chronic Disease Prevention and Health Promotion Block Grant to support the assessment and development of a Health District Workforce Development Plan. A copy of the Notice of Subgrant Award is attached.

**District Health Strategic Objective supported by this item:** Strengthen our workforce and increase operational capacity to support a growing population.

**PREVIOUS ACTION**

There has been no previous action taken by the Board this fiscal year.

**BACKGROUND**

**Project/Program Name:** Workforce Development Plan

**Scope of the Project:** The application included the following objectives: assess Health District staff competencies; develop a Health District Workforce Development Plan; coordinate the provision of workforce development trainings for staff; review and update Health District policies related to workforce development.

The Subgrant provides funding for personnel and indirect expenditures.

**Benefit to Washoe County Residents:** This Award supports increasing operational capacity to support a growing population.

**On-Going Program Support:** Not applicable.

**Award Amount:** \$23,000.00

**Grant Period:** October 1, 2016 – September 30, 2017

**Funding Source:** U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

**Pass Through Entity:** State of Nevada Department of Health and Human Services  
Division of Public & Behavioral Health

**CFDA Number:** 93.758

**Grant ID Number:** 1 NB01OT009079-01

**Match Amount and Type:** No match required.

**Sub-Awards and Contracts:** n/a

### **FISCAL IMPACT**

Should the Board approve this Subgrant Award, the adopted FY 17 budget will need to be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-TBD -431100	Federal Revenue	\$ 20,000.00
	<b>Total Revenue</b>	<b>\$ 20,000.00</b>
2002-IO-TBD -701110	Base Salaries	\$ 13,725.00
-705110	Group Insurance	\$ 2,132.00
-705210	Retirement	\$ 3,843.00
-705230	Medicare	\$ 199.00
-705320	Workmens Comp	\$ 91.00
-705330	Unemployment Comp	\$ 10.00
	<b>Total Expenditures</b>	<b>\$ 20,000.00</b>

### **RECOMMENDATION**

Accept a Subgrant Award from the State of Nevada Department of Health and Human Services' Division of Public & Behavioral Health effective October 1, 2016 through September 30, 2017 for [\$23,000.00] with no County match required, to support the assessment and development of a Health District Workforce Development Plan, and authorize the District Health Officer to execute the Subgrant Award.

Subject: Workforce Development Plan Grant

Date: September 22, 2016

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**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "move to accept a Subgrant Award from the State of Nevada Department of Health and Human Services' Division of Public & Behavioral Health effective October 1, 2016 through September 30, 2017 for [\$23,000.00] with no County match required, to support the assessment and development of a Health District Workforce Development Plan, and authorize the District Health Officer to execute the Subgrant Award."



State of Nevada  
 Department of Health and Human Services  
**Division of Public & Behavioral Health**  
 (hereinafter referred to as the Division)

HD #: **15729**  
 Budget Account: 3220  
 Category: 09  
 GL: 8516  
 Job Number: 9375817

### NOTICE OF SUBGRANT AWARD

<b>Program Name:</b> Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness		<b>Subgrantee Name:</b> Washoe County Health District (WCHD)											
<b>Address:</b> 4150 Technology Way, Suite #210 Carson City, NV 89706-2009		<b>Address:</b> PO Box 11130 Reno, Nevada 89520											
<b>Subgrant Period:</b> October 1, 2016 – September 30, 2017.		<b>Subgrantee's:</b> EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 07-378-6998											
<b>Purpose of Award:</b> To assess and develop a Health District Workforce Development Plan.													
<b>Region(s) to be served:</b> <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: <u>Washoe</u>													
<b>Approved Budget Categories:</b>		<b>Disbursement of funds will be as follows:</b>											
<table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$ 20,000.00</td></tr> <tr><td>2. Supplies</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>3. Other</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>4. Admin</td><td style="text-align: right;">\$ 3,000.00</td></tr> <tr><td><b>Total Cost:</b></td><td style="text-align: right;"><b>\$ 23,000.00</b></td></tr> </table>		1. Personnel	\$ 20,000.00	2. Supplies	\$ 0.00	3. Other	\$ 0.00	4. Admin	\$ 3,000.00	<b>Total Cost:</b>	<b>\$ 23,000.00</b>	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed <b>\$23,000.00</b> during the subgrant period.	
1. Personnel	\$ 20,000.00												
2. Supplies	\$ 0.00												
3. Other	\$ 0.00												
4. Admin	\$ 3,000.00												
<b>Total Cost:</b>	<b>\$ 23,000.00</b>												
<b>Source of Funds:</b>		<b>% Funds:</b>	<b>CFDA:</b>										
1. Preventive Health and Human Services (CDC)		100%	93.758										
		<b>FAIN:</b>	<b>Federal Grant #:</b>										
		B01OT009040	1 NB01OT009079-01										
<b>Terms and Conditions:</b>													
In accepting these grant funds, it is understood that:													
<ol style="list-style-type: none"> <li>1. Expenditures must comply with appropriate state and/or federal regulations;</li> <li>2. This award is subject to the availability of appropriate funds; and</li> <li>3. The recipient of these funds agrees to stipulations listed in the incorporated documents.</li> </ol>													
<b>Incorporated Documents:</b>													
Section A: Assurances													
Section B: Description of Services, Scope of Work and Deliverables													
Section C: Budget and Financial Reporting Requirements													
Section D: Request for Reimbursement													
Section E: Audit Information Request													
Section F: DPBH Business Associate Addendum													
Section G: Annual Work Plan													
Section H: Quarterly Program Activity Tracking and Evaluation													
Section I: Staff Certification													
Section J: In-Kind Contribution/Match													
Kevin Dick, District Health Officer Washoe County Health District		Signature	Date										
Jenni Bonk, MS Section Manager, CDPHP			9/12/16										
Beth Handler, MPH Bureau Chief, CFCW			9/12/16										
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health													

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

**SECTION A**

**Assurances**

As a condition of receiving subgranted funds from the Nevada State Division of Public and Behavioral Health, the Subgrantee agrees to the following conditions:

1. Grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Division.
2. To submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
  - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer (ASO) of the Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division.
  - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this subgrant award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. To disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Division reserves the right to disqualify any subgrantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. To comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. To comply with the Americans with Disability Act of 1990, P.L. 101-136, 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999 inclusive and any relevant program-specific regulations
8. To comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of protected health information (PHI) then the subgrantee agrees to enter into a Business Associate Agreement with the Division as required by 45 C.F.R. 164.504(e). If PHI will not be disclosed then a Confidentiality Agreement will be entered into.
9. Subgrantee certifies, by signing this notice of subgrant award, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pr. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.

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

10. Sub-grantee agrees to comply with the requirements of the Title XII Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.
11. Whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
  - a. Any federal, state, county or local agency, legislature, commission, council, or board;
  - b. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
  - c. Any officer or employee of any federal, state, county or local agency, legislature, commission, council or board.
12. Division subgrants are subject to inspection and audit by representative of the Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
  - a. Verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
  - b. Ascertain whether policies, plans and procedures are being followed;
  - c. Provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
  - d. Determine reliability of financial aspects of the conduct of the project.
13. Any audit of Subgrantee's expenditures will be performed in accordance with generally accepted government auditing standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Division, as well as federal requirement as specified in the Office of Management and Budget (2 CFR § 200.501(a)), revised December 26, 2013, that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO:

***Nevada State Division of Public and Behavioral Health  
Attn: Contract Unit  
4150 Technology Way, Suite 300  
Carson City, NV 89706-2009***

This copy of the final audit must be sent to the Division within nine (9) months of the close of the subgrantee's fiscal year. **To acknowledge this requirement, Section E of this notice of subgrant award must be completed.**

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**SECTION B**

**Description of Services, Scope of Work and Deliverables**

**CDPHP Preventive Health and Health Services Block Grant Work Plan**

**Grant Period: 10/1/2016 to 9/30/2017**

<i>Project Period Objective 1: Ensure a competent workforce through the assessment of staff competencies, the provision of individual training and professional development, and the provision of a supportive work environment.</i>					
<i>Objective</i>	<i>Activity Outputs</i>	<i>Partners</i>	<i>Timeline Begin/Completion</i>	<i>Evaluation Measure (indicator)</i>	<i>Responsible Persons</i>
Assess Health District staff competencies utilizing the "Core Competencies for Public Health Professionals."	Completed "Core Competencies for Public Health Professionals" assessment by 100% of Washoe County Health District staff.	N/A	10.01.2016 – 02.28.2017	Percentage of staff who complete the "Core Competencies for Public Health Professionals" assessment.	Sara Dinga and Office of the District Health Officer (ODHO) Program Coordinator to be hired prior to grant award
Develop a Health District Workforce Development Plan that will: -Address the collective capacity and capability of the department workforce and its units -Address gaps in capacity and capabilities and include strategies to address them. -Be responsive to the changing environment and include considerations of areas where the technology advances quickly such as information management and (digital) communication science. -Be responsive to the changing environment and include considerations of areas where the field is advancing, for example, emergency preparedness training,	Development of one Workforce Development Plan.	N/A	10.01.2016 – 09.30.2017	Development of one Workforce Development Plan.	Sara Dinga and ODHO Program Coordinator to be hired prior to grant award

<p>health equity and cultural competence.</p> <p>-include the assessment of current staff competencies against adopted core competencies</p> <p>-Training schedules and a description of the material or topics to be addressed in the training curricula to address gaps in staff competencies.</p> <p>-A descriptions of the barriers to the achievement of closing gaps or addressing future needs in capacity and capabilities and strategies to address those barriers.</p>					
<p>Coordination and provision of Workforce Development trainings for Washoe County Health District staff.</p>	<p>Provision of at least four different trainings to Washoe County Health District staff.</p>	<p>University of Nevada, Reno Public Health Training Center</p>	<p>02.28.2017 – 09.30.2017</p>	<p>Number of trainings provided to Washoe County Health District staff.</p>	<p>Sara Dinga and ODHO Program Coordinator to be hired prior to grant award</p>
<p>Review and update Washoe County Health District policies related to Workforce Development.</p>	<p>Update at least two different Washoe County Health District policies that provide a supportive work environment.</p>	<p>N/A</p>	<p>02.28.2017 – 09.30.2017</p>	<p>Number of updated policies that provide a supportive work environment.</p>	<p>Sara Dinga and ODHO Program Coordinator to be hired prior to grant award</p>

### Reporting Schedule

Contractor shall provide to the Chronic Disease Prevention & Health Promotion Section an annual work plan within 30 days of receiving amended scope of work in receipt of CDC feedback.

Submit quarterly and annual reports electronically to the Nevada State Division of Public and Behavioral Health, Chronic Disease Prevention & Health Promotion Section. Reports must include summary of data collection and report on performance measures that align with the activities and objectives (see Section H).

- Quarterly Reports
  - **Quarter 1:** (October 1, 2016 – December 31, 2016) due January 15, 2017
  - **Quarter 2:** (January 1, 2017 – March 31, 2017) due April 15, 2017
  - **Quarter 3:** (April 1, 2017 – June 30, 2017) due July 15, 2017
  - **Final Report:** (October 1, 2016 – September 30, 2017) due October 15, 2017

### Technical Assistance Calls

Technical assistance (TA) calls to review and finalize work plan and budget are mandatory and as follows:

Date/Time	Subject	Call #
October 20, 2016 at 1:30pm	Establish expectations, timeline and deliverables of sub-award	1-877-848-7030, Access code 2541093
November 17, 2016 at 1:30pm	Discuss drafted work plans and evaluation plan	1-877-848-7030, Access code 2541093
February 16, 2017 at 1:30pm	Review quarter 1 report, discuss progress and TA	1-877-848-7030, Access code 2541093
May 18, 2017 at 1:30pm	Review quarter 2 report, discuss progress and TA	1-877-848-7030, Access code 2541093
August 17, 2017 at 1:30pm	Review quarter 3 report, discuss progress and TA	1-877-848-7030, Access code 2541093
September 21, 2017 at 1:30pm	Discuss final reports and closing out sub-award	1-877-848-7030, Access code 2541093

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

**SECTION C**

**Budget and Financial Reporting Requirements**

Subgrantee agrees to adhere to the following budget:

<b>PERSONNEL: Position Title</b>	<b>Annual Salary</b>	<b>Fringe</b>	<b>Percent of Time</b>	<b>Months</b>	<b>Amount Requested</b>
<u>Program Coordinator</u>	\$61,000	\$27,890	22.5%	12	\$20,000

**Job Description:**

This position will be responsible for implementing the following activities: provision of public health competency assessment to Washoe County Health District (WCHD) staff, Development of a Workforce Development Plan, coordination and provision of Workforce Development trainings, and review and update of WCHD policies related to a supportive work environment.

**TOTAL ANNUAL SALARIES & WAGES \$ 13,725.00**

**TOTAL FRINGE BENEFITS \$ 6,275.00**

<b>TOTAL PERSONNEL COSTS:</b>	<b>\$20,000</b>
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**INDIRECT COSTS:**

Indirect costs are calculated at 15% of Direct Costs, \$20,000 x 15%

<b>TOTAL INDIRECT COSTS:</b>	<b>\$3,000</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$20,000</b>
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<b>TOTAL BUDGET:</b>	<b>\$23,000</b>
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- Division of Public and Behavioral Health policy is to allow no more than 10% flexibility, within the approved Scope of Work, unless otherwise authorized.
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Subgrantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).
- Subgrantee agrees to provide an In-Kind match equal 10% of the total amount awarded and provide documentation on a monthly basis of the amount of In-Kind services provided as part of this subgrant.

Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subgrant period.

- Reimbursement may be requested monthly for expenses incurred in the implementation of the Scope of Work, within 30 days of the end of the previous month and no later than 15 days from the end of the subgrant period which is September 30, 2017.
- The maximum amount available under this subgrant is \$23,000.00
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Quarterly invoices will not be approved for payment until quarterly reports are received by the CHW Program Coordinator
- DPBH reserves the right to conduct a site visit in regards to the subgrant and deliverables. If deliverables are not met for this subgrant period, DPBH is not obligated to issue continuation funding.

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

- Additional expenditure detail will be provided upon request to the Nevada State Division of Public and Behavioral Health, Bureau of Child, Family and Community Wellness, CHW Program Manager.

Additionally, the Subgrantee agrees to provide:

- A complete financial accounting of all expenditures to the Division within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Division at that time, or if not already requested, shall be deducted from the final award.
- Quarterly reports according to the schedule specified below and in accordance with the quarterly report template.

**The Division agrees:**

- The Division of Public and Behavioral Health shall provide technical assistance, upon request from the Subgrantee;
- The Division of Public and Behavioral Health shall provide prior approval of reports or documents to be developed;
- The Division of Public and Behavioral Health shall forward reports to the CDC.
- The Division reserves the right to hold reimbursement under this subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division.

**Both parties agree:**

An annual site visit will be performed by the Division of Public and Behavioral Health, Bureau of Child, Family and Community Wellness, CHW Program Coordinator.

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

All reports of expenditures and requests for reimbursement processed by the Division are SUBJECT TO AUDIT.

This subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Division, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

**Financial Reporting Requirements**

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

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
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**SECTION D**

REQUEST FOR REIMBURSEMENT

HD#: 15729  
 Budget Account: 3220/09  
 GL: 8516  
 Draw #: 9375817

<b>Program Name:</b> Preventive Health and Human Services Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness	<b>Subgrantee Name:</b> Washoe County Health District (WCHD)
<b>Address:</b> 4150 Technology Way, Suite #210 Carson City, NV 89706-2009	<b>Address:</b> PO Box 11130 Reno, Nevada 89520
<b>Subgrant Period:</b> October 1, 2016 – September 30, 2017	<b>Subgrantee's:</b> EIN: 88-6000138 Vendor #: T40283400Q

**FINANCIAL REPORT AND REQUEST FOR FUNDS**

(must be accompanied by expenditure report/back-up)

Month(s): \_\_\_\_\_ Calendar year: \_\_\_\_\_

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1 Personnel	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-
2 Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4 Other	0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5 Admin	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<b>Total</b>	<b>\$23,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-</b>

This report is true and correct to the best of my knowledge

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Reminder: Request for Reimbursement cannot be processed without an expenditure report/backup. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.

**FOR DIVISION USE ONLY**

Program contact necessary? \_\_\_\_ Yes \_\_\_\_ No      Contact Person: \_\_\_\_\_

Reason for contact: \_\_\_\_\_

Fiscal review/approval date: \_\_\_\_\_ Signed: \_\_\_\_\_

Scope of Work review/approval date: \_\_\_\_\_ Signed: \_\_\_\_\_

ASO or Bureau Chief (as required): \_\_\_\_\_ Date: \_\_\_\_\_

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
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**SECTION E**

**Audit Information Request**

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a). Within nine (9) months of the close of your organization's fiscal year, you **must** submit a copy of the final audit report to:

***Nevada State Division of Public and Behavioral Health  
Attn: Contract Unit  
4150 Technology Way, Suite 300  
Carson City, NV 89706-2009***

2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year?  YES  NO

3. When does your organization's fiscal year end? \_\_\_\_\_

4. What is the official name of your organization? \_\_\_\_\_

5. How often is your organization audited? \_\_\_\_\_

6. When was your last audit performed? \_\_\_\_\_

7. What time period did your last audit cover? \_\_\_\_\_

8. Which accounting firm conducted your last audit? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
NOTICE OF SUBGRANT AWARD

SECTION F

**Business Associate Addendum**

BETWEEN

**Nevada Division of Public and Behavioral Health**

---

Hereinafter referred to as the "Covered Entity"

and

**Washoe County Health District**

---

Hereinafter referred to as the "Business Associate"

PURPOSE. In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the agreement between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the agreement. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the agreement and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 ("the HITECH Act"), and regulation promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

WHEREAS, the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

WHEREAS, Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

WHEREAS, the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into an agreement containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

THEREFORE, in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

I. DEFINITIONS. The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.
2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
3. **CFR** stands for the Code of Federal Regulations.
4. **Agreement** shall refer to this Addendum and that particular agreement to which this Addendum is made a part.
5. **Covered Entity** shall mean the name of the Division listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.
7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.

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8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.
9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.
10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.
11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.
12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the individual. Refer to 45 CFR 160.103.
13. **Parties** shall mean the Business Associate and the Covered Entity.
14. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.
15. **Protected Health Information** means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.
16. **Required by Law** means a mandate contained in law that compels an entity to make a use or disclosure of protected health information and that is enforceable in a court of law. This includes, but is not limited to: court orders and court-ordered warrants; subpoenas, or summons issued by a court; and statutes or regulations that require the provision of information if payment is sought under a government program providing public benefits. For the complete definition refer to 45 CFR 164.103.
17. **Secretary** shall mean the Secretary of the federal Department of Health and Human Services (HHS) or the Secretary's designee.
18. **Security Rule** shall mean the HIPAA regulation that is codified at 45 CFR Parts 160 and 164 Subparts A and C.
19. **Unsecured Protected Health Information** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued in Public Law 111-5. Refer to 42 USC 17932 and 45 CFR 164.402.
20. **USC** stands for the United States Code.

**II. OBLIGATIONS OF THE BUSINESS ASSOCIATE.**

1. **Access to Protected Health Information.** The Business Associate will provide, as directed by the Covered Entity, an individual or the Covered Entity access to inspect or obtain a copy of protected health information about the Individual that is maintained in a designated record set by the Business Associate or, its agents or subcontractors, in order to meet the requirements of the Privacy Rule, including, but not limited to 45 CFR 164.524 and 164.504(e) (2) (ii) (E). If the Business Associate maintains an electronic health record, the Business Associate or, its agents or subcontractors shall provide such information in electronic format to enable the Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to 42 USC 17935.
2. **Access to Records.** The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate's compliance with the Privacy and Security Rule in accordance with 45 CFR 164.504(e)(2)(ii)(H).
3. **Accounting of Disclosures.** Promptly, upon request by the Covered Entity or individual for an accounting of disclosures, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with 45 CFR 164.528, and the HITECH Act, including, but not limited to 42 USC 17935. The accounting of disclosures, whether electronic or other media, must include the requirements as outlined under 45 CFR 164.528(b).
4. **Agents and Subcontractors.** The Business Associate must ensure all agents and subcontractors to whom it provides protected health information agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to all protected health information accessed, maintained, created, retained, modified, recorded, stored, destroyed, or otherwise held, transmitted, used or disclosed by the agent or subcontractor. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under 45 CFR 164.530(f) and 164.530(e)(1).
5. **Amendment of Protected Health Information.** The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the

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- Business Associate or, its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of the Privacy Rule, including, but not limited to, 45 CFR 164.526.
6. **Audits, Investigations, and Enforcement.** The Business Associate must notify the Covered Entity immediately upon learning the Business Associate has become the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights or any other federal or state oversight agency. The Business Associate shall provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently with providing such information to the Secretary or other federal or state oversight agency. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach, or violation of HIPAA or HITECH laws or regulations. Reference 42 USC 17937.
  7. **Breach or Other Improper Access, Use or Disclosure Reporting.** The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the agreement, Addendum or the Privacy and Security Rules. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with 45 CFR 164.410, 164.504(e)(2)(ii)(C) and 164.308(b) and 42 USC 17921. The Business Associate must report any improper access, use or disclosure of protected health information by: the Business Associate or its agents or subcontractors. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to individual(s) whose information was disclosed inappropriately.
  8. **Breach Notification Requirements.** If the Covered Entity determines a breach of unsecured protected health information by the Business Associate has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with 42 USC 17932 and 45 CFR 164.404 through 164.406. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media, when necessary, as specified in 45 CFR 164.404 and 45 CFR 164.406 has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with 45 CFR 164.408 and must provide the Covered Entity with a copy of all notifications made to the Secretary.
  9. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 USC 17934, if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under the Contract or Addendum, the Business Associate must immediately report the problem to the Secretary.
  10. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses.
  11. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the agreement or Addendum, available to the Covered Entity, at no cost to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.
  12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).
  13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.
  14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.

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15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(ii)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use, or disclose protected health information as provided for by the agreement and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(f).
16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.
17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the agreement or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

III. **PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE.** The Business Associate agrees to these general use and disclosure provisions:

1. **Permitted Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the agreement, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e)(2)(i) and 42 USC 17935 and 17936.
- b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(i)(B).
- c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach. Refer to 45 CFR 164.502 and 164.504 and 42 USC 17934.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with 45 CFR 164.502(j)(1).

2. **Prohibited Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction, and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with 42 USC 17935.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, as specified by 42 USC 17935, unless the Covered Entity obtained a valid authorization,

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in accordance with 45 CFR 164.508 that includes a specification that protected health information can be exchanged for remuneration.

**IV. OBLIGATIONS OF COVERED ENTITY**

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.
2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.
3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in accordance with 45 CFR 164.522 and 42 USC 17935, to the extent that such restriction may affect the Business Associate's use or disclosure of protected health information.
4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under the HIPAA Privacy and Security Rule and the HITECH Act, if done by the Covered Entity.

**V. TERM AND TERMINATION**

**1. Effect of Termination:**

- a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.
  - b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.
  - c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents, or employees of the Business Associate.
2. **Term.** The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored, or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.
3. **Termination for Breach of Agreement.** The Business Associate agrees that the Covered Entity may immediately terminate the agreement if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

**VI. MISCELLANEOUS**

1. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law No. 104-191 and the Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009, Public Law No. 111-5.
2. **Clarification.** This Addendum references the requirements of HIPAA, the HITECH Act, the Privacy Rule and the Security Rule, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.
3. **Indemnification.** Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:
  - a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and

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- b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party's performance under this Addendum.
4. **Interpretation.** The provisions of the Addendum shall prevail over any provisions in the agreement that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.
5. **Regulatory Reference.** A reference in this Addendum to a section of the HITECH Act, HIPAA, the Privacy Rule and Security Rule means the sections as in effect or as amended.
6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

THIS SPACE INTENTIONALLY LEFT BLANK

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**IN WITNESS WHEREOF**, the Business Associate and the Covered Entity have agreed to the terms of the above written agreement as of the effective date set forth below.

<b>Covered Entity</b>	<b>Business Associate</b>
<b>Division of Public and Behavioral Health</b> <b>4150 Technology Way, Suite 300</b> <b>Carson City, NV 89706</b>  <b>Phone: (775) 684-5975</b>  <b>Fax: (775) 684-4211</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Washoe County Health District (WCHD) Business Name  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> PO Box 11130 Business Address  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Reno, Nevada 89520 Business City, State and Zip Code  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Business Phone Number  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Business Fax Number
Authorized Signature	Authorized Signature
for Cody L. Phinney, MPH Print Name	Print Name
Administrator, Division of Public and Behavioral Health Title	Title
Date	Date

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**SECTION G**

**Annual Work Plan Template**

Evaluation Worksheet 3. CDPHP Preventive Health and Human Services Sub-grantee/Contractor Annual Work Plan from October 1, 2016 to September 30, 2017

Date: MM/DD/YYYY Version: 0.2

<i>Goal 1:</i>					
<i>Annual Objectives</i>	<i>Activities</i>	<i>Outputs</i>	<i>Timeline Begin/Completion</i>	<i>Evaluation Measure (indicator)</i>	<i>Responsible Persons</i>
<i>Goal 2:</i>					
<i>Annual Objectives</i>	<i>Activities</i>	<i>Outputs</i>	<i>Timeline Begin/Completion</i>	<i>Evaluation Measure (indicator)</i>	<i>Responsible Persons</i>

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**SECTION H**

**ES Worksheet 4. CDPHP XXX Program Quarterly Program Activity Tracking and Evaluation**

**Action Plan Period:** 10/01/16 - 09/30/17

**Data Collection Date:** MM/DD/YY

<b>Funding Amount:</b>	\$
<b>Reimbursement to date:</b>	\$

Goal 1:				
Objectives	Activities	Outputs	Quarterly Program Progress ( <b>When, How, Who, Barriers</b> )	Evaluation Results (for evaluator use only)
<b>Annual Objective: 1.1 -</b>	<b>Annual Activity: 1.1.1 -</b>		(after description of progress, may use hyperlinks or insert PDFs if needed)	
<b>Annual Objective: 1.2 -</b>	<b>Annual Activity: 1.2.1 -</b>			

<b>Progress</b>	(paragraph format reporting entered in here—coordinators could request word limits/requirements)
<b>Successes</b>	
<b>Barriers</b>	1. 2.
<b>Other</b>	

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

**SECTION I**

**Staff Certification**

**Washoe County Health District**

**STAFF CERTIFICATION ATTESTING TO TIME (Level of Effort) SPENT ON DUTIES**

Employee Name	Title	% time related to HD 15729	% time related to (list other funding source)	% time related to (list other funding source)	% time related to (list other funding source)	Total must equal 100%	I certify that the % of time (level of effort) have stated is true and correct	
							Employee Signature	Date Certified
	Program Coordinator	22.5%						

Note: The Notice of Subgrant Award received from the State of Nevada provides funding for the employees above. All duties performed by these employees support the objectives and Deliverables of the federal award.

--	--	--	--

Authorized Official Name

Title

Signature

Date

These certification forms must be prepared at least Quarterly and signed by the employee and an authorized official having firsthand knowledge of the work performed by the employee.

**Note: Add columns as needed to reflect % allocation across all funding sources.**

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

**SECTION J**

<b>Nevada Department of Health and Human Services</b>										
					Health Division #		15729			
					Bureau Program #		3220/09			
<b>IN-KIND CONTRIBUTION / MATCH</b>										
<b><u>Program Name:</u></b>					<b><u>Subgrantee Name:</u></b>					
Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness					Washoe County Health District					
<b><u>Subgrant Period:</u></b>					<b><u>Address:</u></b>					
October 1, 2016 through September 30, 2017					PO Box 11130 Reno, Nevada 89520					
Total Amount Awarded.					\$	23,000				Match
Match Percentage						10%	%			Oct
Total Required Match					\$	2,300				Nov
										Dec
										Jan
Approved Budget Category			Reported Match							Feb
1	Personnel		\$							Mar
2	Travel		\$							Apr
3	Operating		\$							May
4	Contract/Consultant		\$							June
5	Supplies		\$							July
6	Indirect		\$							Aug
7	Other		\$							Sept
8	<b>Total</b>		\$							\$ -
<b>* Must be accompanied by expenditure report/backup</b>										
This report is true and correct to the best of my knowledge.										
-										
Authorized Sub-Recipient Signature					Title			Date		
Reminder: Request for Reimbursement cannot be processed without an expenditure report/backup. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.										

DD	CA	___
DHO	___	___
DA	NA	___
Risk	NA	___

**Staff Report**  
**Board Meeting Date: September 22, 2016**

**TO:** District Board of Health

**FROM:** Charlene Albee, Director, Air Quality Management Division  
(775) 784-7211, [calbee@washoecounty.us](mailto:calbee@washoecounty.us)

**SUBJECT:** Recommendation for the Board to uphold an unappealed citation issued to Rees’s Enterprises, Case No. 1188, Citation No. 5536 with a \$1,500 negotiated fine.

**SUMMARY**

Air Quality Management Division (AQMD) Staff recommends Citation No. 5536 be **upheld** and a fine of **\$1,500** be levied against Rees’s Enterprises for violation of Conditions No. 2, 4, 5 and 6 of Permit to Operate No. A07-0015 which constitute **major violations** of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit.

**District Health Strategic Objective supported by this item: Healthy Environment** – Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.

**PREVIOUS ACTION**

No previous actions.

**BACKGROUND**

On Friday July 8, 2016, while performing routine inspections in the Truckee River Canyon, Air Quality Specialist II Suzanne Dugger observed a large plume of fugitive dust being generated on the north side of Interstate 80 opposite the Tracy Power Plant. Upon investigation, Specialist Dugger determined the dust emissions were being generated from the Rees’s Enterprises Tracy Pit facility. Specialist Dugger performed a Method 22 – Visible Determination of Fugitive Emissions, including taking a video of the fugitive dust for the required minimum of five minutes in any one hour.

Upon arrival at the facility, Specialist Dugger contacted Mr. John Hutchins, the Secondary Foreman for Rees’s Enterprises, advising him of the fugitive dust problem. Specialist Dugger recorded more video in the presence of Mr. Hutchins depicting the yard area and a conveyor belt from the lower aggregate pit both of which were not in compliance with the conditions of Permit to Operate No. A07-0015. Excessive fugitive dust emissions continued to be observed from an upper aggregate pit area, the open yard area, and the lower aggregate pit conveyor belt drop point. Based on the documented fugitive dust emissions, Specialist Dugger requested Mr. Hutchins cease all operations until the fugitive dust emissions could be controlled.

Specialist Dugger inquired as to the type of equipment being operated in the areas where the excessive dust was observed. During the investigation following the inquiry, Specialist Dugger was able to

determine the areas included the reject materials pit where a bull dozer and end loader were working with no water truck operating; the upper aggregate pit conveyor stacker, which had no water sprayers attached to the stacker belt; three (3) conveyors in the lower pit area, which were feeding a crusher; and the traffic areas in the open yard, which also had no water truck operating. Due to numerous sources of fugitive dust emissions, violations of Permit to Operate A07-0015 were documented including failure to implement acceptable methods to prevent airborne particulate matter emissions (Condition No. 2); failure to have fogging water sprays at the conveyor belt drop points (Condition No. 4); failure to comply with New Source Performance Standards (NSPS) 40 CFR Part 60 Subpart 000, opacity not to exceed 10% (Condition No. 5); and failure to treat haul roads so that no fugitive dust is generated (Condition No. 6), all of which are major violations. Based on the violations as noted, Specialist Dugger issued Notice of Violation Citation No. 5536. An appeal form was provided to Rees's Enterprises with the citation.

Two re-inspections were performed on Tuesday July 12, 2016, and on Thursday July 14, 2016, both of which determined Rees Enterprises was in compliance.

On August 2, 2016, Mr. Michael Wolf, Permitting and Enforcement Branch Chief, conducted a negotiated settlement meeting attended by Specialist Dugger and Mr. John Hutchins, representative for Rees's Enterprises regarding Citation No 5536. Branch Chief Wolf explained to Mr. Hutchins why the citation was issued and Mr. Hutchins agreed the permit conditions listed on the Citation had been violated. During the fine calculations, AQMD staff considered Rees's Enterprises level of cooperation and for agreeing to have two (2) employees attend EPA Method 9 Visible Emissions Evaluation (VEE) training. All parties agreed to the terms of the negotiated settlement. A Memorandum of Understanding was signed by all parties.

### **FISCAL IMPACT**

There are no fiscal impacts resulting from the Board upholding the issuance of the Notice of Violation Citation and associated fine. All fine money collected is forwarded to the Washoe County School District to be used for environmentally focused projects for the benefit of the students.

### **RECOMMENDATION**

Staff recommends the District Board of Health **uphold** Notice of Violation Citation No. 5536, Case No. 1188, and levy a fine in the amount of **\$1,500** and require two (2) employees to attend VEE training as a negotiated settlement for a the **major violations**.

### **ALTERNATIVE**

An alternative to upholding the Staff recommendation as presented would include:

1. The Board may determine no violation of the regulations has occurred and dismiss Citation No. 5536.
- Or
2. The Board may determine to uphold Citation No. 5536 and levy any fine in the range of \$0 to \$10,000 per day for each major violation.

**POSSIBLE MOTION(s)**

Should the Board agree with Staff's recommendation or the alternatives, a possible motion would be:

1. "Move to grant the uphold Citation No. 5536, Case No. 1188, as recommended by Staff."

Or

2. "Move to uphold Citation No. 5536, Case No. 1188, and levy a fine in the amount of (*range of \$0 to \$10,000*) per day for each violation, with the matter being continued to the next meeting to allow for Rees's Enterprises to be properly noticed."



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



**NOTICE OF VIOLATION**

NOV 5536

DATE ISSUED: 7-8-2016

ISSUED TO: REE'S ENTERPRISES PHONE #: 775-303-3604

MAILING ADDRESS: 22500 E-I-80 TRUCKEE CITY/ST: SPARKS ZIP: 89434  
CANYON CORRIDOR

NAME/OPERATOR: JOHN HUTCHINS PHONE #: SAME

COMPLAINT NO. TODD WEBB - 1-801-608-1778 A07-0015  
CMP16-0134

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 7-8-2016 (DATE) AT 2:35 P.M. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- |                                                      |                                                                            |
|------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input checked="" type="checkbox"/> MAJOR VIOLATION OF SECTION:            |
| <input type="checkbox"/> 040.030 __ DUST CONTROL     | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT                      |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE    | <input checked="" type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING    | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP                           |
| <input type="checkbox"/> OTHER _____                 | <input type="checkbox"/> OTHER _____                                       |

VIOLATION DESCRIPTION: 030.2175 CONDITION #2, #4, #5, #6.

LOCATION OF VIOLATION: ON SITE, WESTERN NEVADA MATERIALS PLT / C/O REE'S

POINT OF OBSERVATION: CONVEYORS, STACKERS, OPEN AREAS, ENTERPRISES  
REJECT MATERIAL AREA.

Weather: CLEAR 10-20 mph Wind Direction From: N E S W

Emissions Observed: YES VIDED 10 MINUTES  
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

**WARNING ONLY:** Effective \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ (date) you are hereby ordered to abate the above violation within \_\_\_\_\_ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature \_\_\_\_\_

**CITATION:** You are hereby notified that effective on 7-8-2016 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within IMMEDIATELY hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

**SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT**

Signature: \_\_\_\_\_ Date: 7-8-2016

Issued by: Suzanne Duggan Title: AQS II

**PETITION FOR APPEAL FORM PROVIDED**

MEMORANDUM OF UNDERSTANDING

WASHOE COUNTY DISTRICT HEALTH DEPARTMENT  
AIR QUALITY MANAGEMENT DIVISION

Date: 8/2/16

Company Name: Rees Enterprises

Address: PO Box 358 Coalville UT 84017

Notice of Violation # 5536 Case # 1188

The staff of the Air Quality Management Division of the Washoe County Health District issued the above referenced citation for the violation of Regulation: Violation of permit (A07-0015) conditions 2, 4, 5 and 6

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 1500. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on September 22, 2016

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

[Signature]  
Signature of Company Representative

John Hutchins  
Print Name

crusher operator / foreman  
Title

[Signature]  
Witness

[Signature]  
Signature of District Representative

Michael Wolf  
Print Name

Branch Chief  
Title

[Signature]  
Witness



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

Company Name Rees's Enterprises  
Contact Name Todd Webb

Case 1188 NOV 5536 Complaint CMP16-0134

I. Violation of Section 0030.2175 Violation of Permit Condition #2, Failure to control airborne PM

I. **Recommended/Negotiated Fine** = \$ 300

II. Violation of Section 30.2175 Violation of Permit Condition #4, Failure to apply water sprays

II. **Recommended/Negotiated Fine** = \$ 500

III. Violation of Section 030.2175 Violation of Permit Condition #5 Opacity greater than 10%

III. **Recommended/Negotiated Fine** = \$ 400

IV. Violation of Section 030.2175 Violation of Permit Condition #6, Haul roads not being controller

IV. **Recommended/Negotiated Fine** = \$ 300

V. Violation of Section 0

V. **Recommended/Negotiated Fine** = \$ 0

**Total Recommended/Negotiated Fine** = \$ 1500

  
Air Quality Specialist

8-2-2016  
Date

  
Senior AQ Specialist/Supervisor

8/2/16  
Date

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

Company Name Rees's Enterprises  
Contact Name Todd Webb

Case 1188 NOV 5536 Complaint CMP16-0134

Violation of Section 0030.2175 Violation of Permit Condition #2, Failure to control airborne PM

**I. Base Penalty as specified in the Penalty Table** = \$ 1,000.00

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

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

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

Comment: No water truck operating with bulldozer and end loader

**2. Toxicity of Release**

Criteria Pollutant – 1x  
Hazardous Air Pollutant – 2x Adjustment Factor 1.0

Comment: Particulate Matter (PM) 10

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

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

Comment: Area is in rural environment, but operators were exposed

Total Adjustment Factors (1 x 2 x 3) = 0.75

**B. Adjusted Base Penalty**

Base Penalty \$ 1000 x Adjustment Factor 0.75 = \$ 750

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

Adjusted Penalty \$ 750 x Number of Days or Units 1 = \$ 750

Comment: \_\_\_\_\_

**D. Economic Benefit**

Avoided Costs \$ 0.00 + Delayed Costs \$ 0.00 = \$ 0

Comment: \_\_\_\_\_

**Penalty Subtotal**

Adjusted Base Penalty \$ 750 + Economic Benefit \$ 0 = \$ 750

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

**III. Penalty Adjustment Consideration**

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

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

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

**Comment** \_\_\_\_\_

**C. Compliance History**

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

**Comment** \_\_\_\_\_

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

**Comment:** Exact violation in November 2014

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

**Comment:** third violation in 3 years

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

**Comment:** \_\_\_\_\_

**Total Penalty Adjustment Factors** – sum of A, B, & C -60%

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:

\$ <u>750</u>	x	<u>-60%</u>	=	<u>-450</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

Additional Credit for Environmental Investment/Training - \$ \_\_\_\_\_

**Comment:** \_\_\_\_\_

Adjusted Penalty:

\$ <u>750</u>	+/-	\$ <u>-450</u>	=	\$ <u>300</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		Recommended/Negotiated Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-2-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/2/16  
\_\_\_\_\_  
Date

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

Company Name Rees's Enterprises  
 Contact Name Todd Webb

Case 1188 NOV 5536 Complaint CMP16-0134

Violation of Section 30.2175 Violation of Permit Condition #4, Failure to apply water sprays

**I. Base Penalty as specified in the Penalty Table** = \$ 1,000.00

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

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

Minor – 0.5 Moderate – 0.75 Major – 1.0 **Adjustment Factor** 1

**Comment:** No fogging water spray attached and equipment was operating

**2. Toxicity of Release**

Criteria Pollutant – 1x  
 Hazardous Air Pollutant – 2x **Adjustment Factor** 1

**Comment:** Particulate Matter (PM) 10

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

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

**Comment:** Rural area

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

**B. Adjusted Base Penalty**

Base Penalty \$ 1000 x Adjustment Factor 1 = \$ 1000

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

Adjusted Penalty \$ 1000 x Number of Days or Units 1 = \$ 1000

**Comment:** \_\_\_\_\_

**D. Economic Benefit**

Avoided Costs \$ \_\_\_\_\_ + Delayed Costs \$ 1,600.00 = \$ 1600

**Comment:** Cost to install fogging water spray bar

**Penalty Subtotal**

Adjusted Base Penalty \$ 1000 + Economic Benefit \$ 1600 = \$ 2600

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

**III. Penalty Adjustment Consideration**

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

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:		
\$ <u>2600</u>	x	<u>-60%</u>
Penalty Subtotal		= <u>-1560</u>
(From Section II)	Total Adjustment Factors	Total Adjustment Value
	(From Section III)	

Additional Credit for Environmental Investment/Training - \$ 500

**Comment:** Two employees to take Visible Emissions (VE) Class @ \$250.00 each

Adjusted Penalty:

\$ <u>2600</u>	+/-	<u>\$ -1560</u>	=	<u>\$ 500</u>
Penalty Subtotal		Total Adjustment Value		Recommended/Negotiated
(From Section II)		(From Section III + Credit)		Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-2-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/2/16  
\_\_\_\_\_  
Date

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

Company Name Rees's Enterprises  
 Contact Name Todd Webb

Case 1188 NOV 5536 Complaint CMP16-0134

Violation of Section 030.2175 Violation of Permit Condition #5 Opacity greater than 10%

I. **Base Penalty as specified in the Penalty Table** = \$ 1,000.00

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

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

Minor - 0.5 Moderate - 0.75 Major - 1.0 **Adjustment Factor** 1

**Comment:** Non compliance with federal New Source Performance Standard (NSPS)

2. **Toxicity of Release**

Criteria Pollutant - 1x  
 Hazardous Air Pollutant - 2x **Adjustment Factor** 1

**Comment:** Particulate Matter (PM) 10

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

Negligible - 1x Moderate - 1.5x Significant - 2x **Adjustment Factor** 1

**Comment:** Rural area

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

B. **Adjusted Base Penalty**

Base Penalty \$ 1000 x Adjustment Factor 1 = \$ 1000

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

Adjusted Penalty \$ 1000 x Number of Days or Units 1 = \$ 1000

**Comment:** \_\_\_\_\_

D. **Economic Benefit**

Avoided Costs \$ 0.00 + Delayed Costs \$ 0.00 = \$ 0

**Comment:** \_\_\_\_\_

**Penalty Subtotal**

Adjusted Base Penalty \$ 1000 + Economic Benefit \$ 0 = \$ 1000

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

**III. Penalty Adjustment Consideration**

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

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:								
\$ <u>1000</u>	x	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;"><u>-60%</u></td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 65%; text-align: right;"><u>-600</u></td> </tr> <tr> <td style="text-align: center;">Total Adjustment Factors (From Section III)</td> <td></td> <td style="text-align: right;">Total Adjustment Value</td> </tr> </table>	<u>-60%</u>	=	<u>-600</u>	Total Adjustment Factors (From Section III)		Total Adjustment Value
<u>-60%</u>	=	<u>-600</u>						
Total Adjustment Factors (From Section III)		Total Adjustment Value						
Penalty Subtotal (From Section II)								

Additional Credit for Environmental Investment/Training - \$           

**Comment:** \_\_\_\_\_

Adjusted Penalty:

\$ <u>1000</u>	+/-	\$ <u>-600</u>	=	\$ <u>400</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		Recommended/Negotiated Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-2-2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/2/16  
\_\_\_\_\_  
Date

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

Company Name Rees's Enterprises  
 Contact Name Todd Webb

Case 1188 NOV 5536 Complaint CMP16-0134

Violation of Section 030.2175 Violation of Permit Condition #6, Haul roads not being controller

I. **Base Penalty as specified in the Penalty Table** = \$ 500.00

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

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

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

**Comment:** \_\_\_\_\_

2. **Toxicity of Release**

Criteria Pollutant – 1x  
 Hazardous Air Pollutant – 2x **Adjustment Factor** - 1

**Comment:** Particulate Matter (PM) 10

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

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

**Comment:** Rural area

Total Adjustment Factors (1 x 2 x 3) = 0.5

B. **Adjusted Base Penalty**

Base Penalty \$ 500 x Adjustment Factor 0.5 = \$ 250

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

Adjusted Penalty \$ 250 x Number of Days or Units 1 = \$ 250

**Comment:** \_\_\_\_\_

D. **Economic Benefit**

Avoided Costs \$ 0 + Delayed Costs \$ 500.00 = \$ 500

**Comment:** Price for a water truck per day

**Penalty Subtotal**

Adjusted Base Penalty \$ 250 + Economic Benefit \$ 500 = \$ 750

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

**III. Penalty Adjustment Consideration**

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

**IV. Recommended/Negotiated Fine**

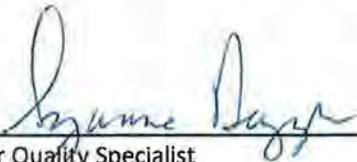
Penalty Adjustment:		
\$ <u>750</u>	x	Total Adjustment Factors = <u>-60%</u>
Penalty Subtotal		Total Adjustment Value
(From Section II)		(From Section III)

Additional Credit for Environmental Investment/Training - \$           

**Comment:** \_\_\_\_\_

Adjusted Penalty:

\$ <u>750</u>	+/-	\$ <u>-450</u>	=	\$ <u>300</u>
Penalty Subtotal		Total Adjustment Value		Recommended/Negotiated
(From Section II)		(From Section III + Credit)		Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-2-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/2/16  
\_\_\_\_\_  
Date

DD	CA	___
DHO	___	KD ___
DA	NA	___
Risk	NA	___

**Staff Report**  
**Board Meeting Date: September 22, 2016**

**TO:** District Board of Health  
**FROM:** Charlene Albee, Director, Air Quality Management Division  
 (775) 784-7211, [calbee@washoecounty.us](mailto:calbee@washoecounty.us)  
**SUBJECT:** Recommendation for the Board to Uphold Unappealed Notice of Violation Citation No. 5577 Issued to SafeGuard Restoration Inc., Case No. 1189, with an \$800 Negotiated Fine.

**SUMMARY**

Air Quality Management Division (AQMD) Staff recommends Citation No. 5577 be **upheld** and a fine of **\$800.00** be levied against SafeGuard Restoration Inc. for failure to submit notification prior to the removal of regulated asbestos containing material (RACM) in a multi-family/commercially regulated facility. Failure to submit notification prior to the removal of RACM is a **major violation** of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.105.B National Emission Standards for Hazardous Air Pollutants (NESHAP), Subpart M – Asbestos.

**District Health Strategic Objective supported by this item: Healthy Environment** – Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.

**PREVIOUS ACTION**

No previous actions.

**BACKGROUND**

On August 8, 2016, Air Quality Specialist Joshua Restori was conducting an asbestos abatement NESHAP evaluation at the Arlington Towers, located at 100 N. Arlington Avenue, Unit 17G, in Reno. During the evaluation, Specialist Restori noted the spray acoustic ceiling texture, typical to the units in Arlington Tower, had recently been removed from the condominium unit but was not included in the scope of work on NESHAP Notification No. ASB16-0753. The spray acoustic ceiling texture is presumed to be ACM in Arlington Towers based on previous testing of other units. The quantity of spray acoustic texture removed was greater than 160 square feet. Specialist Restori questioned the abatement contractor currently working in Unit 17G if they were responsible for removing the ceiling texture. The contractor indicated the ceiling texture had been removed before they started working in the unit.

Upon review of the AQMD records, Specialist Restori found Acknowledgement of Asbestos Assessment No. ASB15-1205, dated November 16, 2015, issued to Star Construction Sales, LLC for the interior remodel of Unit 17G. The attached asbestos sampling report identified the spray acoustic ceiling texture to contain 1 – 5% chrysotile which would require abatement and clearance prior to the commencement of repairs. Specialist Restori attempted to contact Mr. Arnie Steinlage, contact for Star Construction Sales, but was unsuccessful. Specialist Restori

then contact the owners of Unit 17G who confirmed they had paid SafeGuard Restoration Inc. (SafeGuard) to abate the spray acoustic ceiling texture. Specialist Restori then contacted Paula Nesbitt, Project Administrator at SafeGuard, to confirm they had completed the abatement and inquired about the required NESHAP notification. Upon review of their records, SafeGuard discovered they had completed the abatement but failed to submit the NESHAP notification form. SafeGuard confirmed they had filed the OSHA notification, abated the spray acoustic ceiling texture, conducted final asbestos air clearance, and documented the abatement with photographs. Specialist Restori advised Ms. Nesbitt failure to submit the required notification was a violation of the District Board of Health Regulations Governing Air Quality Management and scheduled a meeting with SafeGuard representatives to discuss the violation.

On August 10, 2016, Mr. Michael Wolf, Permitting and Enforcement Branch Chief, and Specialist Restori met at the AQMD offices with Matthew Womble, owner of SafeGuard, and Gigi Parris, SafeGuard office manager, to discuss the failure to submit the NESHAP Notification for the abatement project. Specialist Restori advised SafeGuard was in violation of District Regulations Section 030.105.B.10., which adopts the federal regulation 40 CFR Part 61, National Emissions Standards for Hazardous Air Pollutants, Subpart M – Asbestos. Per the regulation, the submittal of a NESHAP Notification is required to be submitted 10 days prior to the abatement, in excess of 160 square feet, of RACM. Mr. Womble was advised SafeGuard had seven (7) business days to submit the required NESHAP Notification.

Specialist Restori issued Notice of Violation (NOV) 5577 to Mr. Womble for the violation as noted. Mr. Womble agreed a violation occurred and accepted responsibility for failure to file the required notification. Mr. Wolf then conducted the negotiated settlement meeting for Citation No. 5577. Mr. Wolf advised Mr. Womble the NESHAP Notification is required for AQMD to demonstrate to EPA the abatement work was conducted in accordance with the NESHAP regulations. Mr. Wolf further advised Mr. Womble it is unacceptable for an abatement contractor to not comply with the NESHAP Notification requirement.

During the fine calculations AQMD staff considered SafeGuard's level of cooperation specific to the violation; and that this was the first violation against SafeGuard. All parties agreed to the terms of the negotiated settlement. A Memorandum of Understanding was signed by all parties.

On August 16, 2016 SafeGuard submitted all required notifications for the project, identified as No. ASB16-0846.

### **FISCAL IMPACT**

There are no fiscal impacts resulting from the Board upholding the issuance of the Notice of Violation Citation and associated fine. All fine money collected is forwarded to the Washoe County School District to be used for environmentally focused projects for the benefit of the students.

### **RECOMMENDATION**

Staff recommends the District Board of Health **uphold** Notice of Violation Citation No. 5577, Case No. 1189, and levy a fine in the amount of **\$800** as a negotiated settlement for a **major violation**.

**ALTERNATIVE**

An alternative to upholding the Staff recommendation as presented would include:

1. The Board may determine no violation of the regulations has occurred and dismiss Citation No. 5577.

Or

2. The Board may determine to uphold Citation No. 5577 and levy any fine in the range of \$0 to \$10,000 per day for the major violation.

**POSSIBLE MOTION(S)**

Should the Board agree with Staff's recommendation or the alternatives, a possible motion would be:

1. "Move to grant the uphold Citation No. 5577, Case No. 1189, as recommended by Staff."

Or

2. "Move to uphold Citation No. 5577, Case No. 1189, and levy a fine in the amount of (*range of \$0 to \$10,000*) per day for each major violation, with the matter being continued to the next meeting to allow for SafeGuard Restoration Inc. to be properly noticed."



**NOTICE OF VIOLATION**

NOV 5577

DATE ISSUED: 8/10/16

ISSUED TO: Safe Guard Restoration Inc. PHONE #: (775) 420-5362

MAILING ADDRESS: 1420 Deming Way CITY/ST: Sparks, NV ZIP: 89431

NAME/OPERATOR: Matthew Womble PHONE #: (775) 420-5362

COMPLAINT NO. CMPI10-01223

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 8/10/16 (DATE) AT 4:05 p.m. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- |                                                      |                                                                 |
|------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input checked="" type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 __ DUST CONTROL     | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT           |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE    | <input type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING    | <input checked="" type="checkbox"/> 030.105 ASBESTOS/NESHAP     |
| <input type="checkbox"/> OTHER _____                 | <input type="checkbox"/> OTHER _____                            |

VIOLATION DESCRIPTION: 030.105 Asbestos / NESHAP Subpart M - Failure to submit EPA NESHAP Notification of demolition and renovation. Removal of RACM greater than 160 ft?

LOCATION OF VIOLATION: 100 N. Arlington Ave. Unit 17 E, F & G

POINT OF OBSERVATION: 100 N. Arlington Ave Unit 17 G

Weather: N/A Wind Direction From: N E S W

Emissions Observed: None  
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

**WARNING ONLY:** Effective \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ (date) you are hereby ordered to abate the above violation within \_\_\_\_\_ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature \_\_\_\_\_

**CITATION:** You are hereby notified that effective on 8/10/16 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 7 hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

**SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT**

Signature: Matthew Womble Date: 8/10/16

Issued by: Joshua C. Restori Title: AQS II

PETITION FOR APPEAL FORM PROVIDED

MEMORANDUM OF UNDERSTANDING

WASHOE COUNTY DISTRICT HEALTH DEPARTMENT  
AIR QUALITY MANAGEMENT DIVISION

Date: 8/10/16

Company Name: Safe Guard Restoration

Address: 1420 Deming Wy

Notice of Violation # 5577 Case # 1189

The staff of the Air Quality Management Division of the Washoe County Health District issued the above referenced citation for the violation of Regulation: 030.105 Failure to submit EPA Neshap Notification for removal of regulated asbestos containing materials

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 800. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on September 22, 2016

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

[Signature]  
Signature of Company Representative

[Signature]  
Signature of District Representative

Matt Womble  
Print Name

Michael Wolf  
Print Name

Owner  
Title

Branch Chief  
Title

[Signature]  
Witness

[Signature]  
Witness

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

Company Name SafeGuard Restoration  
Contact Name Matthew Womble

Case 1189 NOV 5577 Complaint CMP16-0163

I. Violation of Section 30.105.B.10 NESHAP Subpart B

I. Recommended/Negotiated Fine = \$ 800

II. Violation of Section 0

II. Recommended/Negotiated Fine = \$ 0

III. Violation of Section 0

III. Recommended/Negotiated Fine = \$ 0

IV. Violation of Section 0

IV. Recommended/Negotiated Fine = \$ 0

V. Violation of Section 0

V. Recommended/Negotiated Fine = \$ 0

**Total Recommended/Negotiated Fine = \$ 800**

  
\_\_\_\_\_  
Air Quality Specialist

8/10/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/10/16  
\_\_\_\_\_  
Date

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

Company Name SafeGuard Restoration  
Contact Name Matthew Womble

Case 1189 NOV 5577 Complaint CMP16-0163

Violation of Section 30.105.B.10 NESHAP Subpart B

**I. Base Penalty as specified in the Penalty Table** = \$ 2000

**II. Severity of Violation**

**A. Public Health Impact**

**1. Degree of Violation**

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

Minor – 0.5 Moderate – 0.75 Major – 1.0 **Adjustment Factor** 1

**Comment:** Failure to submit a NESHAP Notification is considered a Major Violation

**2. Toxicity of Release**

Criteria Pollutant – 1x  
Hazardous Air Pollutant – 2x **Adjustment Factor** 1.0

**Comment:** Limited release, if any, based on air clearance records and photographs

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

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

**Comment:** Proper abatement procedures were conducted and air clearance were conducted

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

**B. Adjusted Base Penalty**

Base Penalty \$ 2000 x Adjustment Factor 1 = \$ 2000

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

Adjusted Penalty \$ 2000 x Number of Days or Units 1 = \$ 2000

**Comment:** \_\_\_\_\_

**D. Economic Benefit**

Avoided Costs \$ 0 + Delayed Costs \$ 0 = \$ 0

**Comment:** \_\_\_\_\_

**Penalty Subtotal**

Adjusted Base Penalty \$ 2000 + Economic Benefit \$ 0 = \$ 2000



DD	CA	—
DHO		—
DA	NA	—
Risk	NA	—

**Staff Report**  
**Board Meeting Date: September 22, 2016**

**TO:** District Board of Health  
**FROM:** Charlene Albee, Director, Air Quality Management Division  
 (775) 784-7211, [calbee@washoecounty.us](mailto:calbee@washoecounty.us)  
**SUBJECT:** Recommendation for the Board to Uphold Unappealed Notice of Violation Citation No. 5538 Issued to Sierra Nevada Construction, Case No. 1190, with a \$1090 Negotiated Fine.

**SUMMARY**

Air Quality Management Division (AQMD) Staff recommends Citation No. 5538 be **upheld** and a fine of **\$1090** be levied against Sierra Nevada Construction for violation of Conditions No. 2 and 4 of Permit to Operate No. I01854A which constitute **major violations** of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit.

**District Health Strategic Objective supported by this item: Healthy Environment** – Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.

**PREVIOUS ACTION**

No previous actions.

**BACKGROUND**

On Monday, August 15, 2016 at 9:00 am, while in-route to a scheduled inspection of another facility located in the Truckee Canyon, Air Quality Specialist II Dugger observed excessive fugitive dust emissions from the Sierra Nevada Construction, Inc. (SNC) Mustang Pit facility. Due to time constraint, Specialist Dugger continued to the scheduled inspection with the intention of returning to address the excess fugitive dust emissions. At approximately 10:30 am, Specialist Dugger observed the same excess emissions from the SNC Mustang Pit Facility so she stopped to perform an EPA Method 22 - Visible Determination of Fugitive Emissions, including taking a video of approximately seven (7) minutes of the fugitive dust from the aggregate facility.

Ms. Dugger then proceeded to the main office on-site and met with Mr. Frank Cavalier, Materials Manager for SNC. Specialist Dugger advised Mr. Cavalier the reason for the site visit was due to fugitive dust emissions which were observed by her from Interstate 80. Mr. Cavalier contacted Mr. Mike Rader, Production Supervisor for SNC. Mr. Cavalier had an aerial view of the aggregate pit on his computer which he used to help Specialist Dugger identify the areas of the facility where excess dust was observed. Specialist Dugger accompanied Mr. Rader to the various areas of the pit to check the operational conditions of each and to investigate the cause of

the fugitive emissions. The investigation began at the upper pit area at the top crusher where the crusher and conveyors were identified as the source of the excessive dust emissions.

The excessive emissions were discussed with operator Mr. David Hughes who advised the water supply hose had come off the end of the conveyor for a brief period of time but had been reattached and was currently operating. Even with the sprayer operating, Specialist Dugger continued to observe emissions from the end of the conveyor which were greater than 10% opacity. The other three (3) conveyors in question (the primary transfer belt and two secondary transfer belts) all had water sprays attached and operating. The lower two transfer conveyors had additional rain bird sprinklers attached. Fugitive emissions from the stock piles directly below the conveyor drop points were also documented. Due to the excess fugitive emissions, violations of Permit to Operate I01854A were documented including three (3) conveyors to be non-compliant with 40 CFR Part 60 Subpart 000 with an opacity greater than 10% (Condition No.4) and failure to implement acceptable methods to prevent fugitive particulate matter emissions from the material stockpiles (Condition No. 2). Based on the violations as noted, Specialist Dugger issued Notice of Violation Citation No. 5538. An appeal form was provided to SNC with the citation.

On August 31, 2016, Mr. Michael Wolf, Permitting and Enforcement Branch Chief, conducted a negotiated settlement meeting attended by Specialist Dugger, Mr. Cavalier and Mr. Rader, representing SNC. During the fine calculations, AQMD staff considered Sierra Nevada Construction's level of cooperation and for agreeing to have four (4) employees attend EPA Method 9 Visible Emissions Evaluation (VEE) training. All parties agreed to the terms of the negotiated settlement. A Memorandum of Understanding was signed by all parties.

### **FISCAL IMPACT**

There are no fiscal impacts resulting from the Board upholding the issuance of the Notice of Violation Citation and associated fine. All fine money collected is forwarded to the Washoe County School District to be used for environmentally focused projects for the benefit of the students.

### **RECOMMENDATION**

Staff recommends the District Board of Health **uphold** Notice of Violation Citation No. 5538, Case No. 1190, and levy a fine in the amount of **\$1090** and require four (4) employees to attend VEE training as a negotiated settlement for the **major violations**.

### **ALTERNATIVE**

An alternative to upholding the Staff recommendation as presented would include:

1. The Board may determine no violation of the regulations has occurred and dismiss Citation No. 5538.

Or

2. The Board may determine to uphold Citation No. 5538 and levy any fine in the range of \$0 to \$10,000 per day for each major violation.

**POSSIBLE MOTION(s)**

Should the Board agree with Staff's recommendation or the alternatives, a possible motion would be:

1. "Move to grant the uphold Citation No. 5538, Case No. 1190, as recommended by Staff."

Or

2. "Move to uphold Citation No. 5538, Case No. 1190, and levy a fine in the amount of (*range of \$0 to \$10,000*) per day for each major violation, with the matter being continued to the next meeting to allow for Sierra Nevada Construction to be properly noticed."



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



**NOTICE OF VIOLATION**

NOV 5538

DATE ISSUED: 8-15-2016

ISSUED TO: SIERRA NEVADA CONSTRUCTION PHONE #: 342-6000

MAILING ADDRESS: 2055 E. GREG ST. CITY/ST: SPARKS ZIP: 89431

NAME/OPERATOR: MIKE RADER PHONE #: 691-8843

COMPLAINT NO. CMP16-0167 PERMIT # 101854

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 8-15-2016 (DATE) AT 11:25 A.M. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- |                                                             |                                                                            |
|-------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> <b>MINOR VIOLATION OF SECTION:</b> | <input checked="" type="checkbox"/> <b>MAJOR VIOLATION OF SECTION:</b>     |
| <input type="checkbox"/> 040.030 __ DUST CONTROL            | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT                      |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE           | <input checked="" type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING           | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP                           |
| <input type="checkbox"/> OTHER _____                        | <input type="checkbox"/> OTHER _____                                       |

VIOLATION DESCRIPTION: VIOLATION OF CONDITION # 2 (NOT PREVENTING AIR BORNE PARTICULATE MATTER) AND CONDITION # 4 (NOT MAINTAINING 10% OR LESS)

① PRIMARY TRANSFER BELT & ② TRANSFER MATERIAL BELTS - ALL CONVEYORS

LOCATION OF VIOLATION: AT MUSTANG PIT

POINT OF OBSERVATION: PRIMARY TRANSFER, TRANSFER MATERIAL BELTS

Weather: CLEAR - NO WIND Wind Direction From: N E S W

Emissions Observed: 5-7 MINUTES VIDEO TAPE  
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

**WARNING ONLY:** Effective \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ (date) you are hereby ordered to abate the above violation within \_\_\_\_\_ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature \_\_\_\_\_

**CITATION:** You are hereby notified that effective on 8-15-2016 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within IMMEDIATELY hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

**SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT**

Signature: [Signature] Date: 8-15-2016

Issued by: [Signature] Title: AQS II

**PETITION FOR APPEAL FORM PROVIDED**

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE

**MEMORANDUM OF UNDERSTANDING**

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

Date: 8-31-2016

Company Name: SIERRA NEVADA CONSTRUCTION

Address: P.O. BOX 50760 SPARKS NV. 89435

Notice of Violation # 5538 Case # 1190

The staff of the Air Quality Management Division of the Washoe County Health District issued the above referenced citation for the violation of Regulation: 030.2175 CONDITION #2  
AND CONDITION #4

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 1090.00. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on SEPTEMBER 22, 2016

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

*Frank A. Cavalier*  
Signature of Company Representative

*[Signature]*  
Signature of District Representative

FRANK A CAVALIER  
Print Name

Michael Wolf  
Print Name

MATERIALS MANAGER  
Title

Branch Chief  
Title

*[Signature]*  
Witness

*Suzanne Duzge*  
Witness



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

Company Name Sierra Nevada Construction  
Contact Name Mike Rader

Case 1190 NOV 5538 Complaint CMP16-0167

I. Violation of Section 030.2175 Violation of Permit Condition, Conditon #2

I. Recommended/Negotiated Fine = \$ 490

II. Violation of Section 030.2175 Violation of Permit Condition, Condition #4

II. Recommended/Negotiated Fine = \$ 600

III. Violation of Section 0

III. Recommended/Negotiated Fine = \$ 0

IV. Violation of Section 0

IV. Recommended/Negotiated Fine = \$ 0

V. Violation of Section 0

V. Recommended/Negotiated Fine = \$ 0

**Total Recommended/Negotiated Fine = \$ 1090**

  
Air Quality Specialist

8/31/2016  
Date

  
Senior AQ Specialist/Supervisor

8/31/16  
Date

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

Company Name Sierra Nevada Construction  
 Contact Name Mike Rader

Case 1190 NOV 5538 Complaint CMP16-0167

Violation of Section 030.2175 Violation of Permit Condition, Conditon #2

I. **Base Penalty as specified in the Penalty Table** = \$ 1000

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

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

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

**Comment:** \_\_\_\_\_

2. **Toxicity of Release**

Criteria Pollutant – 1x  
 Hazardous Air Pollutant – 2x **Adjustment Factor** 1.0

**Comment:** \_\_\_\_\_

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

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

**Comment:** \_\_\_\_\_

Total Adjustment Factors (1 x 2 x 3) = 0.75

B. **Adjusted Base Penalty**

Base Penalty \$ 1000 x Adjustment Factor 0.75 = \$ 750

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

Adjusted Penalty \$ 750 x Number of Days or Units 1 = \$ 750

**Comment:** \_\_\_\_\_

D. **Economic Benefit**

Avoided Costs \$ \_\_\_\_\_ + Delayed Costs \$ 0 = \$ 0

**Comment:** Undetermined at this time. Additional costs will be determined on delayed costs

**Penalty Subtotal**

Adjusted Base Penalty \$ 750 + Economic Benefit \$ 0 = \$ 750

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

**III. Penalty Adjustment Consideration**

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

**B. Mitigating Factors** (0 – 25%) - 10%

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

**Comment** \_\_\_\_\_

**C. Compliance History**

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

**Comment** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

**Total Penalty Adjustment Factors** – sum of A, B, & C -35%

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:

<u>\$ 750</u>	x	<u>-35%</u>	=	<u>-262.5</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

Additional Credit for Environmental Investment/Training - \$ \_\_\_\_\_

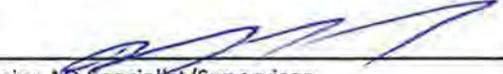
**Comment:** \_\_\_\_\_

Adjusted Penalty:

<u>\$ 750</u>	+/-	<u>\$ -262.5</u>	=	<u>\$ 490</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		Recommended/Negotiated Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-31-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/31/16  
\_\_\_\_\_  
Date

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

Company Name Sierra Nevada Construction  
 Contact Name Mike Rader

Case 1190 NOV 5538 Complaint CMP16-0167

Violation of Section 030.2175 Violation of Permit Condition, Condition #4

I. **Base Penalty as specified in the Penalty Table** = \$ 1000

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

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

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

Comment: \_\_\_\_\_

2. **Toxicity of Release**

Criteria Pollutant – 1x  
 Hazardous Air Pollutant – 2x Adjustment Factor 1

Comment: \_\_\_\_\_

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

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

Comment: \_\_\_\_\_

Total Adjustment Factors (1 x 2 x 3) = 0.75

B. **Adjusted Base Penalty**

Base Penalty \$ 1000 x Adjustment Factor 0.75 = \$ 750

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

Adjusted Penalty \$ 750 x Number of Days or Units 1 = \$ 750

Comment: \_\_\_\_\_

D. **Economic Benefit**

Avoided Costs \$ \_\_\_\_\_ + Delayed Costs \$ 500 = \$ 500

Comment: Sending 4 Employees to smoke school to be certified in EPA method 9, Opacity

**Penalty Subtotal**

Adjusted Base Penalty \$ 750 + Economic Benefit \$ 500 = \$ 1250

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

**III. Penalty Adjustment Consideration**

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

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

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

**Comment** \_\_\_\_\_

**C. Compliance History**

No Previous Violations (0 – 10%) - 0%

**Comment** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

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

**Comment:** \_\_\_\_\_

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

**IV. Recommended/Negotiated Fine**

Penalty Adjustment:

\$ <u>1250</u>	x	<u>-50%</u>	=	<u>-625</u>
Penalty Subtotal (From Section II)		Total Adjustment Factors (From Section III)		Total Adjustment Value

Additional Credit for Environmental Investment/Training - \$ \_\_\_\_\_

**Comment:** \_\_\_\_\_

Adjusted Penalty:

\$ <u>1250</u>	+/-	<u>\$ -625</u>	=	<u>\$ 600</u>
Penalty Subtotal (From Section II)		Total Adjustment Value (From Section III + Credit)		Recommended/Negotiated Fine

  
\_\_\_\_\_  
Air Quality Specialist

8-31-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/31/16  
\_\_\_\_\_  
Date

DD	CA	___
DHO	___	KD ___
DA	NA	___
Risk	NA	___

**Staff Report**  
**Board Meeting Date: September 22, 2016**

**TO:** District Board of Health

**FROM:** Charlene Albee, Director, Air Quality Management Division  
(775) 784-7211, [calbee@washoecounty.us](mailto:calbee@washoecounty.us)

**SUBJECT:** Recommendation for the Board to uphold an unappealed citation issued to Aspen Earthworks, Case No. 1191, Citation No. 5579 with a \$1,250.00 negotiated fine.

**SUMMARY**

Air Quality Management Division (AQMD) Staff recommends Citation No. 5579 be **upheld** and a fine of **\$1,250.00** be levied against Aspen Earthworks for failure to maintain a visible crust on a disturbed surface area on which no activity is occurring. Failure to maintain a visible crust on a disturbed surface area is a minor violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 040.030 Dust Control, Subsection C, Stabilization Requirements for Fugitive Dust Sources.

**District Health Strategic Objective supported by this item: Healthy Environment** – Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.

**PREVIOUS ACTION**

June 23, 2016. DBOH upheld Notice of Violation No. 5533, Case No. 1184, with a \$300 fine for failure to maintain a current dust control permit and water truck logs at the construction site and failure to control trackout at the Wingfield Springs Village 30.

**BACKGROUND**

On Sunday, August 14, 2016, at approximately 4:20 p.m., Air Quality Specialist II Joshua Restori was assigned two dust complaints from Permitting and Enforcement Branch Chief Mike Wolf. Both of the complaints had been received by the answering service and both for Wingfield Springs Village 30, located at 6360 Wingfield Springs Road in Sparks. The first complaint was called in by Mr. Mike Keys at 2:40 p.m. Specialist Restori returned the call at 4:40 p.m. Mr. Keys did not answer so a voice message was left. The second complaint was filed by Ms. Julie Spaulding at 3:05 p.m. Specialist Restori called Ms. Spaulding at approximately 4:42 p.m. she stated that she was driving on Poco Rey Drive and had to stop her car do to a large dust plume blocking her line of sight and making it unsafe to drive. Ms. Spaulding also stated that the dust cloud was so large that the homes on Poco Rey Drive could not be seen and that the dust was from the site in question. At that time Specialist Restori stated that he was in route to the location to investigate the complaint.

At approximately 5:00 pm Specialist Restori arrived at the Wingfield Springs Village 30 project to conduct a site inspection. Since it was a Sunday, there was no work taking place at the site. Specialist Restori walked the site and was able to determine that there had been heavy equipment activity in the northern area of the site near the intersection of Poco Rey Drive and Wingfield Springs Road.

Specialist Restori observed there were areas of very dry, loose and powdery soils caused by the heavy equipment throughout the project site that was likely the source of the fugitive dust.

Photographs and videos were taken of the dry, loose and powdery soil to document the conditions during the investigation. Specialist Restori then made contact with Mr. Doug Chen of Discovery Builders, owner of the project, to make him aware of the fugitive dust complaints. Mr. Chen stated that Aspen Earthworks was the contractor responsible for dust control. Mr. Chen then stated that he would contact the local representative for Discovery Builders, Mr. Terrence Spamanato, and have him contact a representative with Aspen Earthworks to stabilize the site.

At approximately 5:52 p.m., Specialist Restori was contacted by Mr. Mike Bradley of Aspen Earthworks. Specialist Restori explained to Mr. Bradley that failure to maintain a visible crust on a disturbed surface area on which no activity was occurring was a violation of the District Board of Health Regulations, specifically Section 040.030 Dust Control, Subsection C.2.c Standards – Stabilization Requirements for Fugitive Dust Sources. Based on the violation as noted, Specialist Restori informed Mr. Bradley Notice of Violation Citation No. 5579 would be issued.

On August 18, 2016, Air Quality Enforcement Branch Chief Mike Wolf conducted a negotiated settlement meeting attended by Specialist Restori, Mr. Ryan Dustin from Aspen Earthworks, and Mr. Terrance Spamanato of Discovery Builders. Branch Chief Wolf explained to Mr. Dustin and Mr. Spamanato that Aspen Earthworks was issued a citation per Section 040.030 Subsection C.2.c for failure to maintain a visible crust. During the fine calculations, AQMD staff considered this was the second violation issued to Aspen Earthworks for dust violations at the Wingfield Springs Village 30 project site. Mr. Dustin and Mr. Spamanato both agreed to the terms of the negotiated settlement and a Memorandum of Understanding was signed by all parties.

### **FISCAL IMPACT**

There are no fiscal impacts resulting from the Board upholding the issuance of the Notice of Violation Citation and associated fine. All fine money collected is forwarded to the Washoe County School District to be used for environmentally focused projects for the benefit of the students.

### **RECOMMENDATION**

Staff recommends the District Board of Health **uphold** Notice of Violation Citation No. 5579, Case No. 1191, and levy a fine in the amount of **\$1,250.00** as a negotiated settlement for a **minor violation**.

### **ALTERNATIVE**

An alternative to upholding the Staff recommendation as presented would include:

1. The Board may determine no violation of the regulations has occurred and dismiss Citation No. 5579.

Or

2. The Board may determine to uphold Citation No. 5579 and levy any fine in the range of \$0 to \$1,250 per day.

**POSSIBLE MOTION(s)**

Should the Board agree with Staff's recommendation or the alternatives, a possible motion would be:

1. "Move to grant the uphold Citation No. 5473, Case No. 1181, as recommended by Staff."

Or

2. "Move to uphold Citation No. 5473, Case No. 1181, and levy a fine in the amount of (*range of \$0 to \$1,250*) per day for each violation, with the matter being continued to the next meeting to allow for Aspen Earthworks to be properly noticed."



**NOTICE OF VIOLATION**

NOV 5579

DATE ISSUED: 8/15/16

ISSUED TO: Aspen Earthworks PHONE #: (530) 883-8088  
 MAILING ADDRESS: 40169 Truckee Airport Rd CITY/ST: Truckee, CA ZIP: 96161  
 NAME/OPERATOR: Mike Bradley PHONE #: (775) 200-5813  
 COMPLAINT NO. CMP16-0164

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 8/15/16 (DATE) AT 10:35 a.m. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- |                                                                        |                                                                 |
|------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>MINOR VIOLATION OF SECTION:</b> | <input type="checkbox"/> <b>MAJOR VIOLATION OF SECTION:</b>     |
| <input checked="" type="checkbox"/> 040.030 __ DUST CONTROL            | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT           |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE                      | <input type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING                      | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP                |
| <input type="checkbox"/> OTHER _____                                   | <input type="checkbox"/> OTHER _____                            |

VIOLATION DESCRIPTION: 040.030.C.2.c - Failure to maintain a visible crust on a disturbed surface area on which no activity is occurring.

LOCATION OF VIOLATION: Wingfield Springs Village 30  
 POINT OF OBSERVATION: 6360 Wingfield Springs Road  
 Weather: 10 mph Wind Direction From: N E **(S W)**  
 Emissions Observed: None  
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

**WARNING ONLY:** Effective \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ (date) you are hereby ordered to abate the above violation within \_\_\_\_\_ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature \_\_\_\_\_

**CITATION:** You are hereby notified that effective on 8/15/16 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 24/7 hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

**SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT**

Signature: [Signature] Date: 8-15-16  
 Issued by: Joshua C. Restori Title: AQSI

**PETITION FOR APPEAL FORM PROVIDED**

**WASHOE COUNTY  
HEALTH DISTRICT**

ENHANCING QUALITY OF LIFE

**MEMORANDUM OF UNDERSTANDING**

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

Date: 8/18/16

Company Name: Aspen Earthworks

Address: 8345 Fairway Ridge Ct

Notice of Violation # 5579 Case # 1191

The staff of the Air Quality Management Division of the Washoe County Health District issued the above referenced citation for the violation of Regulation: 040.030, C.2.c.  
Failure to stabilize surface

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 1250. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on Sept 22 2016

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

[Signature]  
Signature of Company Representative

[Signature]  
Signature of District Representative

Ryan Austin  
Print Name

Michael Wolf  
Print Name

Pres  
Title

Branch Chief  
Title

[Signature]  
Witness

[Signature]  
Witness



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

Company Name Aspen Earthworks  
Contact Name Ryan Dustin

Case 1191 NOV 5579 Complaint CMP16-0164

I. Violation of Section 040.030.C.2.c

I. Recommended/Negotiated Fine = \$ 1250

II. Violation of Section 0

II. Recommended/Negotiated Fine = \$ 0

III. Violation of Section 0

III. Recommended/Negotiated Fine = \$ 0

IV. Violation of Section 0

IV. Recommended/Negotiated Fine = \$ 0

V. Violation of Section 0

V. Recommended/Negotiated Fine = \$ 0

**Total Recommended/Negotiated Fine = \$ 1250**

  
\_\_\_\_\_  
Air Quality Specialist

8/18/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior AQ Specialist/Supervisor

8/18/16  
\_\_\_\_\_  
Date

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

Company Name Aspen Earthworks  
Contact Name Ryan Dustin

Case 1191 NOV 5579 Complaint CMP16-0164

Violation of Section 040.030.C.2.c

I. **Base Penalty as specified in the Penalty Table** = \$ 750

II. **Severity of Violation**

A. **Public Health Impact**

1. **Degree of Violation**

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

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

Comment: Violation of 040.030.C.2.c is a minor violation

2. **Toxicity of Release**

Criteria Pollutant – 1x  
Hazardous Air Pollutant – 2x Adjustment Factor 1.0

Comment: PM10 is considered a Criteria Pollutant

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

Negligible – 1x Moderate – 1.5x Significant – 2x Adjustment Factor 2.0

Comment: PM10 present in fugitive dust affecting the adjacent neighborhood

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

B. **Adjusted Base Penalty**

Base Penalty \$ 750 x Adjustment Factor 1 = \$ 750

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

Adjusted Penalty \$ 750 x Number of Days or Units 1 = \$ 750

Comment: \_\_\_\_\_

D. **Economic Benefit**

Avoided Costs \$ 500 + Delayed Costs \$ 0 = \$ 500

Comment: Cost of providing an operational water truck to stabilize soil and prevent fugitive dust

**Penalty Subtotal**

Adjusted Base Penalty \$ 750 + Economic Benefit \$ 500 = \$ 1250



DD	NA	___
DHO	___	AD
DA	NA	___
Risk	NA	___

**STAFF REPORT**  
**BOARD MEETING DATE: September 22, 2016**

**TO:** District Board of Health  
**FROM:** Anna Heenan, Administrative Health Services Officer  
 328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)  
**SUBJECT:** Acknowledge receipt of the Health Fund Financial Review for August, Fiscal Year 2017

**SUMMARY**

The second month of fiscal year 2017 (FY17) ended with a cash balance of \$2,700,674. Total revenues for the first two months of the fiscal year were \$3,053,518 up 11.9% over fiscal year 2016 (FY16) and 14.5% of budget. The revenue increase is mainly due to the fee increases in the Air Quality and Environmental Health programs that were effective July 1, 2016 and an overall increase in the work load associated with the fees. With 16.7% of the fiscal year completed the expenditures totaled \$3,468,558 up \$172,928 or 5.2% compared to FY16 and was 15.7% of budget.

**District Health Strategic Objective supported by this item:** Financial Stability: Enable the Health District to make long-term commitments in areas that will positively impact the community’s health by growing reliable sources of income.

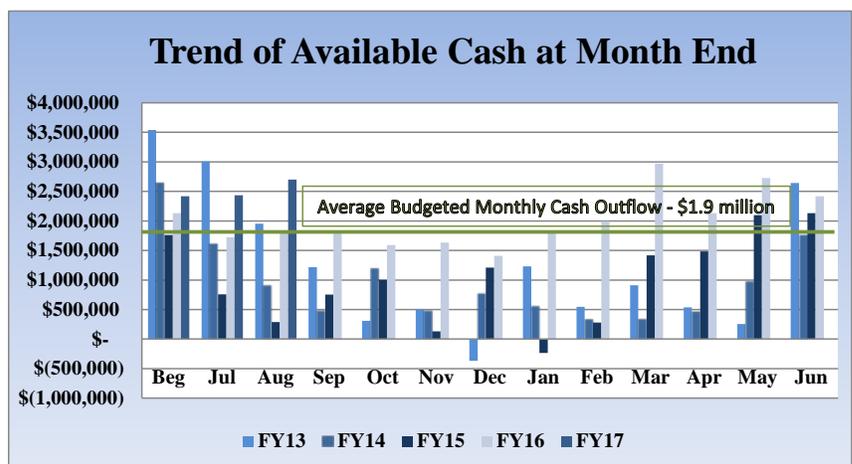
**PREVIOUS ACTION**

Fiscal Year 2017 Budget was adopted May 17, 2016.

**BACKGROUND**

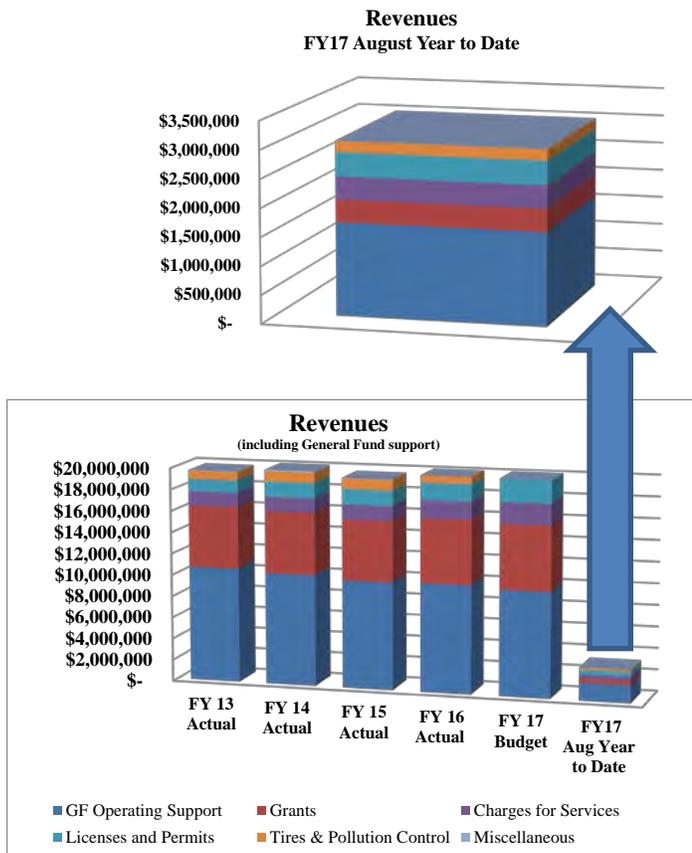
**Review of Cash**

The available cash at the end of August, FY17, was \$2,700,674 which was 145.4% of the average budgeted monthly cash outflow of \$1,857,324 for the fiscal year and up 47.5% or \$869,861 compared to the same time in FY16. The encumbrances and other liability portion of the cash balance totals \$1.3 million; the portion of cash restricted as to use is approximately \$900,000 (e.g. Air Quality and the Solid Waste Management programs restricted cash); leaving a balance of approximately \$500,000.



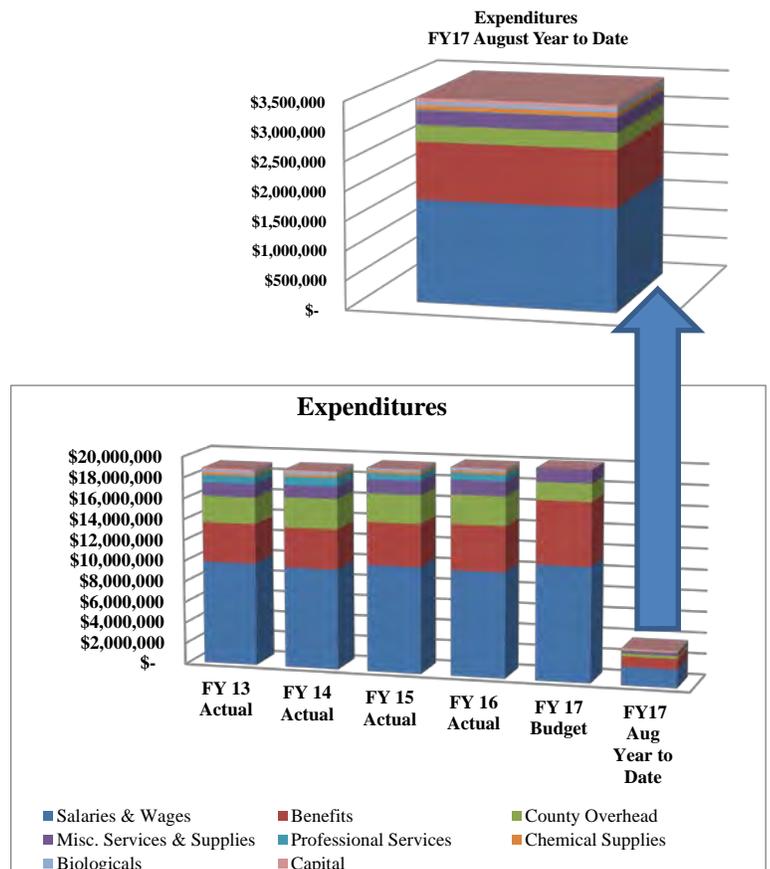
Note: December FY13 negative cash is due to 50%, \$1.3million, of the County Overhead being charged in December with just 8.3%, \$719,000, of the County Support being transferred to the fund. January FY15 no County General Fund support was transferred to the Health Fund leading to a negative cash situation.

**Review of Revenues (including transfers from General Fund) and Expenditures by category**



Total year to date **revenues** of \$3,053,518 were up \$325,932 which was an increase of 11.9% over the same time last fiscal year and was 14.5% of budget. The revenue categories that were up over last fiscal year are as follows: licenses and permits of \$420,658 were up \$180,571 or 75.2% mainly due to fee increases effective July 1, 2016 and an increase in the work load associated with the fees; federal and state grant reimbursements of \$398,241 were up \$147,631 or 58.9%; and, charges for services of \$401,410 were up \$126,728 or 46.1%. The revenue categories that were down compared to FY16 include: tire and pollution control revenues of \$196,301 were down \$80,493 or 29.1% mainly due to a delay in the distribution of pollution control revenues by the State; miscellaneous revenues of \$4,098 were down \$1,338 or 24.6%; the County General Fund transfer of \$1,632,809 was down \$46,667 or 2.8% due to the transfer reduction related to the subsidy for overhead that is no longer required due to the fee increases; and, the illegal dumping fees were down \$500 over last year.

The total year to date **expenditures** of \$3,468,558 increased by \$172,928 or 5.2% compared to the same time frame in FY16. Salaries and benefits expenditures for the fiscal year were \$2,730,765 up \$329,090 or 13.7% over the prior year. The total services and supplies expenditures of \$737,793 were down \$156,162 which was a 17.5% decrease mainly due to the chemicals needed for the Vector program that were purchased in July of FY16 but due to sufficient inventory has yet to be purchased in FY17. The major expenditures included in the services and supplies are: the professional services which totaled \$11,821 were down \$18,084 or 78.7% over the prior year; chemical supplies were down 67.0% or \$152,919 over last year for a total of \$75,213 spent; the biologicals of \$65,982 were up \$47,528 or 257.6%; and, County overhead charges of \$283,466 were down 39.2% or \$182,514 over last year due to the shift of \$196,910 of retiree health benefits charges reallocated from overhead to the benefits category.



**Review of Revenues and Expenditures by Division**

AQM has received \$373,396 or 13.9% of budget and up \$92,664 in revenue compared to FY16. CCHS received \$217,287 in revenue or 5.7% of budget and down \$6,723 over FY16. EHS has received \$601,423 which is 20.7% of budget and up \$188,480 over FY16. EPHP has received \$228,603 in revenue and is up \$98,184 or 75.3% over last year. The County General Fund support is the single largest source of revenue and totaled \$1,632,809 or 16.7% of budget.

The total expenditures for FY17 were \$3,468,558 which is 15.7% of budget and up \$172,928 over last fiscal year. ODHO spent \$101,012 up \$18,397 or 22.3% over FY16 mainly due to the increase on County overhead and employee benefit costs. AHS has spent \$190,254 up \$25,961 or 15.8% over last year mainly due to the utilities for the Health District previously being part of the County indirect cost allocation that is now directly charged to Administration. AQM spent \$495,870 of the division budget and has increased \$95,603 or 23.9% over last fiscal year due to costs for the regional permitting system; advertisement campaign; increased County benefit charges; and, dues for the Reno-Tahoe Clean Cities Coalition. CCHS has spent \$1,146,416 year to date and is up \$79,389 or 7.4% over last year mainly due to an increase in base salaries associated with filling of vacant positions. EHS spent \$1,109,617 and has decreased \$84,393 or 7.1% over last year due to the delay in purchasing chemicals for the Vector program. EPHP expenditures were \$425,390 and were \$37,971 or 9.8% over FY16 mainly due to accrued benefits payout for an employee that terminated employment with the Health District and an increase in the County benefits costs.

Washoe County Health District Summary of Revenues and Expenditures Fiscal Year 2012/2013 through August Year to Date Fiscal Year 2016/2017 (FY17)									
	Actual Fiscal Year			Fiscal Year 2015/2016		Fiscal Year 2016/2017			
	2012/2013	2013/2014	2014/2015	Actual Year End (unaudited)	August Year to Date	Adjusted Budget	August Year to Date	Percent of Budget	FY17 Increase over FY16
<b>Revenues (all sources of funds)</b>									
ODHO	-	-	-	15,000	-	35,000	-	0.0%	-
AHS	33,453	87,930	151	-	6	-	-	-	-100.0%
AQM	2,068,697	2,491,036	2,427,471	2,520,452	280,732	2,683,185	373,396	13.9%	33.0%
CCHS	3,322,667	3,388,099	3,520,945	3,506,968	224,010	3,849,199	217,287	5.6%	-3.0%
EHS	1,828,482	1,890,192	2,008,299	2,209,259	412,943	2,906,093	601,423	20.7%	45.6%
EPHP	1,833,643	1,805,986	1,555,508	2,141,334	130,419	1,847,962	228,603	12.4%	75.3%
GF support	8,623,891	8,603,891	10,000,192	10,076,856	1,679,476	9,796,856	1,632,809	16.7%	-2.8%
<b>Total Revenues</b>	<b>\$17,710,834</b>	<b>\$18,267,134</b>	<b>\$19,512,566</b>	<b>\$20,469,870</b>	<b>\$ 2,727,586</b>	<b>\$21,118,295</b>	<b>\$ 3,053,518</b>	<b>14.5%</b>	<b>11.9%</b>
<b>Expenditures (all uses of funds)</b>									
ODHO	-	-	481,886	594,672	82,615	977,616	101,012	10.3%	22.3%
AHS	1,366,542	1,336,740	1,096,568	996,021	164,293	1,189,749	190,254	16.0%	15.8%
AQM	2,629,380	2,524,702	2,587,196	2,670,636	400,267	3,361,187	495,870	14.8%	23.9%
CCHS	6,765,200	6,949,068	6,967,501	6,880,583	1,067,027	7,608,899	1,146,416	15.1%	7.4%
EHS	5,614,688	5,737,872	5,954,567	5,939,960	1,194,009	6,575,424	1,109,617	16.9%	-7.1%
EPHP	2,439,602	2,374,417	2,312,142	2,688,659	387,419	2,633,090	425,390	16.2%	9.8%
<b>Total Expenditures</b>	<b>\$18,815,411</b>	<b>\$18,922,800</b>	<b>\$19,399,859</b>	<b>\$19,770,532</b>	<b>\$ 3,295,630</b>	<b>\$22,345,964</b>	<b>\$ 3,468,558</b>	<b>15.5%</b>	<b>5.2%</b>
<b>Revenues (sources of funds) less Expenditures (uses of funds):</b>									
ODHO	-	-	(481,886)	(579,672)	(82,615)	(942,616)	(101,012)		
AHS	(1,333,088)	(1,248,810)	(1,096,417)	(996,021)	(164,287)	(1,189,749)	(190,254)		
AQM	(560,683)	(33,666)	(159,725)	(150,184)	(119,535)	(678,002)	(122,474)		
CCHS	(3,442,533)	(3,560,969)	(3,446,556)	(3,373,615)	(843,017)	(3,759,700)	(929,129)		
EHS	(3,786,206)	(3,847,680)	(3,946,268)	(3,730,701)	(781,066)	(3,669,331)	(508,194)		
EPHP	(605,958)	(568,431)	(756,634)	(547,325)	(257,000)	(785,128)	(196,787)		
GF Operating	8,623,891	8,603,891	10,000,192	10,076,856	1,679,476	9,796,856	1,632,809		
<b>Surplus (deficit)</b>	<b>\$ (1,104,577)</b>	<b>\$ (655,666)</b>	<b>\$ 112,707</b>	<b>\$ 699,338</b>	<b>\$ (568,044)</b>	<b>\$ (1,227,669)</b>	<b>\$ (415,040)</b>		
<b>Fund Balance (FB)</b>	<b>\$ 2,811,465</b>	<b>\$ 2,155,799</b>	<b>\$ 2,268,506</b>	<b>\$ 2,967,844</b>		<b>\$ 1,740,175</b>			
<b>FB as a % of Expenditures</b>	<b>15%</b>	<b>11%</b>	<b>12%</b>	<b>15%</b>		<b>8%</b>			

Note: ODHO=Office of the District Health Officer, AHS=Administrative Health Services, AQM=Air Quality Management, CCHS=Community and Clinical Health Services, EHS=Environmental Health Services, EPHP=Epidemiology and Public Health Preparedness, GF=County General Fund

**FISCAL IMPACT**

No fiscal impact associated with the acknowledgement of this staff report.

**RECOMMENDATION**

Staff recommends that the District Board of Health acknowledge receipt of the Health District Fund Financial Review for August, Fiscal Year 2017.

**POSSIBLE MOTION**

Move to acknowledge receipt of the Health District Fund Financial Review for August, Fiscal Year 2017.

Attachment:  
Health District Fund financial system summary report

Period: 1 thru 2 2017 Fund: 202 Health Fund  
 Accounts: GO-P-L P&L Accounts Fund Center: 000 Default Washoe County  
 Business Area: \* Functional Area: 000 Standard Functional Area Hiera

Accounts	2017 Plan	2017 Actuals	Balance	Act%	2016 Plan	2016 Actual	Balance	Act%
422503 Environmental Permits	56,527-	12,243-	44,284-	22	46,317-	8,609-	37,708-	19
422504 Pool Permits	169,246-	12,802-	156,445-	8	97,000-	7,694-	89,306-	8
422505 RV Permits	18,590-	4,068-	14,522-	22	11,000-	1,878-	9,122-	17
422507 Food Service Permits	805,632-	132,832-	672,800-	16	509,823-	77,976-	431,847-	15
422508 Wat Well Const Perm	78,840-	21,342-	57,498-	27	30,000-	6,455-	23,545-	22
422509 Water Company Permits	21,950-	5,777-	16,073-	26	5,000-	2,469-	2,531-	49
422510 Air Pollution Permits	608,864-	121,617-	487,247-	20	477,443-	84,779-	392,665-	18
422511 ISDS Permits	165,195-	46,956-	118,239-	28	75,000-	15,070-	59,930-	20
422513 Special Event Permits	168,108-	42,989-	125,120-	26	90,000-	31,042-	58,958-	34
422514 Initial Applic Fee	55,800-	20,032-	35,768-	36	31,000-	4,116-	26,884-	13
* Licenses and Permits	2,148,652-	420,658-	1,727,995-	20	1,372,583-	240,087-	1,132,496-	17
431100 Federal Grants	5,353,866-	365,694-	4,988,172-	7	5,723,952-	229,954-	5,493,998-	4
431105 Federal Grants - Indirect	461,750-	28,076-	433,674-	6	291,791-	16,174-	275,617-	6
432100 State Grants	211,060-	3,945-	207,115-	2	209,951-	4,176-	205,775-	2
432105 State Grants-Indirect	16,597-	526-	16,071-	3	15,457-	306-	15,151-	2
432310 Tire Fee NRS 444A.090	475,000-	196,301-	278,699-	41	468,548-	190,709-	277,839-	41
432311 Pol Ctrl 445B.830	550,000-		550,000-		550,000-	86,085-	463,915-	16
* Intergovernmental	7,068,273-	594,543-	6,473,730-	8	7,259,700-	527,404-	6,732,296-	7
460162 Services to Other Agencies	39,417-		39,417-		28,421-		28,421-	
460500 Other Immunizations	42,150-	4,387-	37,763-	10	89,000-	7,864-	81,136-	9
460501 Medicaid Clinical Services	59,935-	5,667-	54,268-	9	8,200-	11,227-	3,027-	137
460503 Childhood Immunizations	13,024-	93-	12,931-	1	20,000-	3,044-	16,956-	15
460504 Maternal Child Health								
460505 Non Title X Revenue								
460507 Medicaid Admin Claiming		115	115-					
460508 Tuberculosis	7,000-	646-	6,355-	9	4,100-	779-	3,321-	19
460509 Water Quality	500-	276-	224-	55		7-	7-	
460510 IT Overlay	39,025-	7,322-	31,703-	19	35,344-	5,900-	29,444-	17
460511 Birth and Death Certificates	490,000-	97,369-	392,631-	20	470,000-	89,754-	380,246-	19
460512 Duplication Service Fees						6-	6-	
460513 Other Health Service Charges	60,908-	13,066-	47,842-	21	10,167-	3,338-	6,829-	33
460514 Food Service Certification		1,176-	1,176		18,000-		18,000-	
460515 Medicare Reimbursement								
460516 Pgm Inc-3rd Prty Rec	16,394-	10,527-	5,867-	64	1,450-	1,973-	523	136
460517 Influenza Immunization					7,000-		7,000-	
460518 STD Fees	17,200-	6,121-	11,079-	36	21,000-	2,705-	18,295-	13
460519 Outpatient Services	1,200-		1,200-			818-	818	
460520 Eng Serv Health	120,960-	20,670-	100,290-	17	50,000-	9,332-	40,668-	19
460521 Plan Review - Pools & Spas	8,470-	1,439-	7,031-	17	1,500-	4,215-	2,715-	281
460523 Plan Review - Food Services	56,150-	4,366-	51,784-	8	20,000-	4,037-	15,963-	20
460524 Family Planning	35,000-	10,367-	24,633-	30	32,000-	6,788-	25,212-	21
460525 Plan Review - Vector	82,842-	16,721-	66,121-	20	42,000-	10,768-	31,232-	26
460526 Plan Review-Air Quality	79,589-	13,893-	65,696-	17	60,804-	8,613-	52,191-	14



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Washoe County  
 Plan/Actual Rev-Exp 2-yr (FC)

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 Variation: 1/ 134

Period: 1 thru 2 2017  
 Accounts: GO-P-L P&L Accounts  
 Business Area: \*  
 Fund: 202 Health Fund  
 Fund Center: 000 Default Washoe County  
 Functional Area: 000 Standard Functional Area Hiera

Accounts	2017 Plan	2017 Actuals	Balance	Act%	2016 Plan	2016 Actual	Balance	Act%
705210 Retirement	2,860,455	456,924	2,403,531	16	2,870,083	424,395	2,445,689	15
705215 Retirement Calculation								
705230 Medicare April 1986	140,648	24,091	116,557	17	143,292	22,708	120,584	16
705320 Workmens Comp	92,580	16,615	75,965	18	69,143		69,143	
705330 Unemply Comp	13,752	716	13,036	5	15,483		15,483	
705360 Benefit Adjustment	26,529		26,529					
* Employee Benefits	6,052,950	981,902	5,071,047	16	4,700,224	740,846	3,959,378	16
710100 Professional Services	749,812	10,250	739,562	1	832,764	29,300	803,463	4
710105 Medical Services	9,971	200	9,771	2	9,621	105	9,516	1
710108 MD Consultants	61,210	500	60,710	1	137,971	500	137,471	0
710110 Contracted/Temp Services	26,100	871	25,229	3	7,279		7,279	
710119 Subrecipient Payments								
710200 Service Contract	91,731	18,205	73,526	20	172,990	24,510	148,480	14
710205 Repairs and Maintenance	14,738	5,999	8,739	41	24,189	605	23,584	3
710210 Software Maintenance	12,319		12,319		16,607	9,900	6,707	60
710300 Operating Supplies	126,468	19,677	106,791	16	278,249	3,036	275,213	1
710302 Small Tools & Allow	2,135	558	1,577	26	23,685		23,685	
710308 Animal Supplies	1,600	863	737	54	1,600	186	1,414	12
710310 Parts and Supplies								
710319 Chemical Supplies	232,700	75,213	157,487	32	231,900	228,132	3,768	98
710325 Signs and Markers								
710334 Copy Machine Expense	36,255	2,708	33,548	7	30,061	6,012	24,049	20
710335 Copy Machine-Copy Charges	2,001	512	1,489	26				
710350 Office Supplies	41,897	2,445	39,452	6	38,213	1,832	36,382	5
710355 Books and Subscriptions	6,675	1,162	5,513	17	6,015	1,301	4,714	22
710360 Postage	21,840	1,293	20,547	6	27,382	1,199	26,182	4
710361 Express and Courier	670		670		850		850	
710391 Fuel & Lube	125		125		100		100	
710400 Payments to Other Agencies								
710412 Do Not Use								
710500 Other Expense	105,934	227	105,707	0	39,891	119	39,772	0
710502 Printing	22,249	880	21,369	4	29,668	1,391	28,277	5
710503 Licenses & Permits	9,630	795	8,835	8	6,770	430	6,340	6
710504 Registration								
710505 Rental Equipment	1,800		1,800		1,800		1,800	
710506 Dept Insurance Deductible						300	300	
710507 Network and Data Lines	9,662	600	9,062	6	9,755	447	9,308	5
710508 Telephone Land Lines	36,948	5,961	30,987	16	36,040	5,023	31,018	14
710509 Seminars and Meetings	46,478	5,287	41,191	11	52,467	2,071	50,396	4
710512 Auto Expense	10,126	1,220	8,906	12	11,582	1,447	10,134	12
710514 Regulatory Assessments	20,000	3,418	16,582	17	18,500	4,333	14,167	23
710519 Cellular Phone	14,509	151	14,358	1	13,709	1,077	12,632	8
710529 Dues	8,362	26,477	18,115	317	8,375	1,620	6,755	19

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Washoe County  
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Accounts	2017 Plan	2017 Actuals	Balance	Act%	2016 Plan	2016 Actual	Balance	Act%
710535 Credit Card Fees	52,157	2,776	49,381	5	12,107	2,194	9,913	18
710546 Advertising	123,270	40,904	82,366	33	241,546	1,277	240,269	1
710551 Cash Discounts Lost						12	12-	
710563 Recruitment								
710571 Safety Expense	55,000		55,000					
710577 Uniforms & Special Clothing	5,657	1,303	4,354	23	9,900		9,900	
710585 Undesignated Budget	450,000		450,000					
710594 Insurance Premium	5,815		5,815					
710600 LT Lease-Office Space	76,607	12,768	63,839	17	79,703	18,843	60,860	24
710620 LT Lease-Equipment								
710703 Biologicals	298,681	65,982	232,699	22	245,868	18,454	227,414	8
710708 Foster Care Home								
710714 Referral Services	6,780		6,780					
710721 Outpatient	108,555	7,418	101,137	7	96,331	7,580	88,751	8
710872 Food Purchases	2,894	197	2,697	7	2,170	50	2,120	2
711008 Combined Utilities	90,800	15,133	75,667	17				
711010 Utilities								
711100 ESD Asset Management	47,382	7,950	39,432	17	66,552	10,904	55,648	16
711113 Equip Srv Replace	44,876	7,022	37,854	16	38,039	4,227	33,812	11
711114 Equip Srv O & M	66,315	11,092	55,223	17	62,441	17,892	44,549	29
711115 Equip Srv Motor Pool	5,000		5,000					
711117 ESD Fuel Charge	34,167	5,494	28,673	16	47,382	7,914	39,467	17
711119 Prop & Liab Billings	82,007	13,118	68,889	16	75,992		75,992	
711210 Travel	165,844	10,070	155,774	6	165,570	9,109	156,461	6
711213 Travel-Non Cnty Pers		285	285-					
711399 ProCard in Process						20	20-	
711400 Overhead - General Fund	1,700,797	283,466	1,417,331	17	2,795,882	465,980	2,329,902	17
711504 Equipment nonCapital	81,006	2,915	78,091	4	156,299	4,621	151,678	3
711509 Comp Sftw nonCap		6,344	6,344-					
* Services and Supplies	5,227,557	679,711	4,547,846	13	6,163,813	893,954	5,269,859	15
781004 Equipment Capital	59,443		59,443		105,880		105,880	
781007 Vehicles Capital								
* Capital Outlay	59,443		59,443		105,880		105,880	
** Expenses	22,287,883	3,410,477	18,877,406	15	21,751,595	3,295,630	18,455,965	15
485192 Surplus Equipment Sales								
* Other Fin. Sources								
621001 Transfer From General	9,796,856-	1,632,809-	8,164,047-	17	10,076,856-	1,679,476-	8,397,380-	17
* Transfers In	9,796,856-	1,632,809-	8,164,047-	17	10,076,856-	1,679,476-	8,397,380-	17
812230 To Reg Permits-230	58,081	58,081		100	58,081		58,081	
814430 To Reg Permits Capit								
** Transfers Out	58,081	58,081		100	58,081		58,081	
** Other Financing Src/Use	9,738,775-	1,574,728-	8,164,047-	16	10,018,775-	1,679,476-	8,339,299-	17

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Washoe County  
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Accounts	2017 Plan	2017 Actuals	Balance	Act%	2016 Plan	2016 Actual	Balance	Act%
*** Total	1,227,669	415,040	812,629	34	1,648,509	568,044	1,080,465	34

## Washoe County District Board of Health Meeting Minutes

Members

Kitty Jung, Chair  
Julia Ratti, Vice Chair  
Oscar Delgado  
Dr. George Hess  
David Silverman  
Dr. John Novak  
Michael D. Brown

Thursday, August 25, 2016  
1:00 p.m.

Washoe County Administration Complex  
Commission Chambers, Building A  
1001 East Ninth Street  
Reno, NV

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1:00 p.m.

**1. Roll Call and Determination of Quorum**

Chair Jung called the meeting to order at 1:03 p.m.

The following members and staff were present:

Members present: Kitty Jung, Chair  
Julia Ratti, Vice Chair (arrived at 1:09 p.m.)  
Mike Brown  
Dr. George Hess  
Dr. John Novak

Members absent: Oscar Delgado  
David Silverman

**Ms. Spinola verified a quorum was present.**

Staff present: Kevin Dick, District Health Officer, ODHO  
Leslie Admirand, Deputy District Attorney  
Steve Kutz, Director, CCHS  
Charlene Albee, Director, AQM  
Bob Sack, Director, EHS  
Christina Conti, Acting Director, EPHP  
Amber English, Sr. Environmental Health Specialist, EHS  
Dawn Spinola, Administrative Secretary/Recording Secretary, ODHO

**2. Pledge of Allegiance**

**Chief Charles Moore led the pledge to the flag.**

**3. Public Comment**

**As there was no one wishing to speak, Chair Jung closed the public comment period.**

**4. Approval of Agenda**

August 25, 2016

**Dr. Hess moved to approve the agenda for the August 25, 2016, District Board of Health regular meeting. Mr. Brown seconded the motion which was approved four in favor and none against.**

**5. Approval of Draft Minutes**

July 28, 2016

**Dr. Novak moved to approve the minutes of the July 28, 2016 District Board of Health meeting as written. Dr. Hess seconded the motion which was approved four in favor and none against.**

**6. Recognitions**

**A. Years of Service**

- i. Craig Petersen, 15 years, hired 9/17/2001 – AQM

Mr. Dick requested Mr. Petersen stand and be recognized and attendees congratulated him with a round of applause. He was presented with a commemorative certificate.

**B. Promotions**

- i. David Kelly, Environmental Health Specialist to Senior Environmental Health Specialist, 7/25/16 – EHS

Mr. Kelly was not in attendance.

**C. Retirements**

- i. Jeff Whitesides, Public Health Preparedness Manager, 8 years, hired 6/25/2008, retired 8/10/2016 – EPHP

Mr. Whitesides was not in attendance.

**D. New Hires**

- i. Kimberly Graham, Administrative Assistant I, hired 8/1/16 – CCHS

Mr. Kutz introduced Ms. Graham, reviewed her experience and qualifications, and stated CCHS was happy to have her.

- ii. Maria Tokarz, Office Assistant III, hired 8/22/16 – EPHP

Ms. Conti introduced Ms. Tokarz, summarized her experience with the County and stated they were happy to have her.

**7. Consent Items**

Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.

**A. Budget Amendments/Interlocal Agreements**

- i. Retroactive acceptance of Subgrant Amendment #1 from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health for the period January 1, 2016 through December 31, 2016 in the total amount of \$129,628 (no required match) in support of the Community and Clinical Health Services Division Immunization Program IO 11319 and 10029 and authorize the District Health Officer to execute the Subgrant Amendment.

Staff Representative: Nancy Kerns-Cummins

- ii. Approval to modify pharmaceutical fees on the Community and Clinical Health Services fee schedule.

Staff Representative: Nancy Kerns-Cummins

- iii. Retroactive approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period July 1, 2016 through June 30, 2017 in the total amount of \$649,712 (with \$64,971.20 or 10% match) in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Program; and if approved authorize the District Health Officer to execute the Subgrant Award.  
Staff Representative: Patsy Buxton
  - iv. Retroactive approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period July 1, 2016 through June 30, 2017 in the total amount of \$259,817 (with \$25,981.70 or 10% match) in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; and if approved authorize the District Health Officer to execute the Subgrant Award.  
Staff Representative: Patsy Buxton
- B. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board  
Staff Representative: Charlene Albee
- i. Reno Green, Case No. 1187, Citation No. 5576
- C. Acknowledge receipt of the Health District Fund Financial Review for July, Fiscal Year 2017  
Staff Representative: Anna Heenan
- D. Approval of authorization to travel and travel reimbursements for non-County employee Dr. George Hess in the approximate amount of \$750, to attend Governor Sandoval's Prescription Drug Abuse Prevention Summit in Las Vegas, NV August 31 and September 1, 2016.  
Staff Representative: Nancy Kerns-Cummins

**Mr. Brown moved to accept the Consent Agenda as presented. Dr. Novak seconded the motion which was approved five in favor and none against.**

Mr. Dick noted that the financial report that was just approved reflected the fact that the Health District had finished the previous fiscal year with revenue exceeding expenses by \$699,000.

8. PUBLIC HEARING: Review, discussion and possible adoption of Proposed Amendments to the Regulations of the Washoe County District Board of Health Governing Food Establishments (proposing deletion of Sections 240.060 and 240.065 related to grades and grading of food establishments, addition of provisions from the U.S. Food and Drug Administration Model Food Code, as well as minor edits and formatting corrections).  
Staff Representative: Amber English

Ms. English presented the staff report and a brief PowerPoint regarding the new food inspection and grading system. The PowerPoint is located at the end of the following meeting packet:

[https://www.washoecounty.us/health/board\\_committees/dboh/2016/files/082516\\_dboh\\_meeting\\_packet.pdf](https://www.washoecounty.us/health/board_committees/dboh/2016/files/082516_dboh_meeting_packet.pdf)

Chair Jung opened the public hearing.

**Dr. Novak moved to adopt the Amendments to the Regulations of the Washoe County**

**District Board of Health Governing Food Establishments. Dr. Hess seconded the motion which was approved five in favor and none against.**

Chair Jung congratulated Ms. English on her work and opined it would be simpler for the public and the vendors to take advantage of the safety provided by public health.

9. NALBOH Conference Report

Presented by: Dr. John Novak

Dr. Novak stated he had enjoyed representing the Board at the national level. The first day had consisted of an all-day National Association of Local Boards of Health (NALBOH) board meeting. SALBOH (State Association of Local Boards of Health) members met the second day to share ideas and information. Many states have numerous health boards, and they convene regularly on a state level.

Dr. Novak noted there had been extensive discussion about accreditation. More than 50 percent of the population is now covered by an accredited health board. The accreditation process may be modified to accommodate smaller boards.

Dr. Novak explained there were approximately 150 attendees at the conference. The speakers were all volunteers and provided valuable information. One of the presentations focused on the water problems in Flint, Michigan, and the fact it is anticipated other areas of the country will experience challenges with their water systems in the future. The same people will return to the conference next year to present proposed solutions.

Dr. Novak reported the NALBOH membership consisted of approximately 400 health boards, which is an increase of almost 100 over the last year. Teleconferences with the SALBOH members are held on a monthly basis. NALBOH is researching ways to more effectively communicate with their members. The NALBOH website provides access to articles and webinars.

Dr. Novak explained accreditation is being encouraged. The Centers for Disease Control (CDC) and other national organizations that provide grants have indicated accredited status would be favorable, allowing for a more streamlined grant application process.

Chair Jung stated they appreciated the report as well as his commitment and time.

10. Regional Emergency Medical Services Authority

Presented by Don Vonarx and Kevin Romero

A. Review and Acceptance of the Compliance Report for July 2016

Mr. Vonarx introduced the report and offered to answer any questions. Prior to the meeting, he requested Ms. Spinola distribute paper copies of an update on the implementation of the revised REMSA franchise response map to the Board members (Attachment A).

Mr. Brown asked if the transfers noted in the report were handled through 9-1-1 or the seven digit number for normal transfers, and if they were inter-facility. Mr. Vonarx confirmed they were inter-facility. Mr. Brown asked if they were included in the monthly calculations for compliance. Mr. Vonarx explained they were unless they originated within the franchise area and were transferred out of it.

Mr. Brown asked if most of the transfer calls were Intermediate Life Support (ILS) and Mr. Vonarx explained about 65 percent of them were. The call level was dictated by transferring facility so the rest are generally designated as Advanced Life Support (ALS) calls.

**Mr. Brown moved to accept the Compliance Report. Vice Chair Ratti seconded the motion.**

Dr. Novak referred to the Emergency Medical Services (EMS) status report, expressing concern with low scores for staff easing patient entry into the medical facility. Mr. Vonarx explained EMS staff are often confused with the hospital staff, the patients do not differentiate. He noted it was not uncommon for REMSA to receive complaints or hear concerns that are specific to the hospital. Dr. Novak asked if they would look into it and report back, as it did not follow their normal protocol.

**The motion was approved five in favor and none against.**

B. Operations Update for July 2016

Mr. Vonarx noted Dr. Novak had requested survey demographics information at the previous meeting, and reported that the queries of the surveys previously did not inquire about age or gender, but do now, so that information will be available.

Mr. Vonarx explained the transition to the new response zones was going very smoothly and REMSA does not anticipate a need to request any exemptions during the 60-day implementation period.

Mr. Romero reported that on July 4, REMSA implemented their first-ever ALS bike team in the downtown area. The team is currently going through the law enforcement bike team course. The goal is to provide quicker patient care in the downtown corridor. REMSA pre-planned and provided medical coverage for the Black Lives Matter march, and is working with the Gerlach Fire Department to assist with coverage for the influx of people attending Burning Man.

11. Discussion and Possible Adoption of Proposed Rules, Policies and Procedures (RPPs)

Staff Representative: Kevin Dick

Mr. Dick noted the item was a follow up to the discussion held at the previous meeting regarding making changes to the proposed RPPs. A section had been added which delegated non-officers of the Board to act as liaisons to the different divisions and programs. Also, the Order of Business had been altered to place the draft minutes of the previous meetings in the Consent area of the agenda for approval.

Dr. Hess expressed concern regarding placing the minutes in the Consent agenda, as that may preclude any discussion about items that required attention. Chair Jung explained any items in the Consent agenda may be pulled for separate discussion and vote. She thanked Dr. Hess for the time he spent in assisting staff in compiling the language.

**Dr. Novak moved to adopt the Rules, Policies and Procedures. Vice Chair Ratti seconded the motion which was approved five in favor and none against.**

12. Staff Reports and Program Updates

A. Air Quality Management, Charlene Albee, Director  
Program Update, Divisional Update, Program Reports

Ms. Albee noted she had met with the Associated General Contractors regarding the idling prevention program and the members had expressed support and invited her to speak at some of their safety meetings at the industry level to spread the word. She explained some of the new construction equipment coming into the County already has idle-reduction technology.

B. Community and Clinical Health Services, Steve Kutz, Director

Program Report – Immunizations; Divisional Update – Data & Metrics; Program Reports

Mr. Kutz presented a video about the Wolf Pack Coaches Challenge and discussed efforts to expand it in the County.

Dr. Novak asked if Mr. Kutz knew what the national Human Papillomavirus (HPV) vaccination rate was. Mr. Kutz did not have the information but offered to locate it. Dr. Novak explained he was interested to know if the national and Washoe County rates were similar. Mr. Kutz opined they were.

Dr. Hess noted it was an immunization that families tend to ignore. Mr. Kutz explained some people were open to sharing the information and telling others, while some viewed the discussion negatively. CCHS encourages the vaccine and describes it as a cancer prevention method, as well as having other benefits.

Mr. Brown noted the media coverage of the increase in cost in epi-pens and asked if the Health District was being asked to assist. Mr. Kutz stated he had not been asked. Chair Jung pointed out that was not a service provided by the District. Mr. Kutz noted epi-pens were kept available for emergency situations.

C. Environmental Health Services, Bob Sack, Director

EHS Division and Program Updates - Food, Land Development, Vector-Borne Disease, Waste Management and EHS Inspections / Permits / Plan Review

Mr. Sack noted there had been a total of three pools that tested positive for West Nile Virus. Additionally, a number of bats had been tested positive for rabies. Press releases will go out to remind people about vaccinations, bat awareness and prevention methods.

Dr. Novak asked if the bats were concentrated in one area and Mr. Sack stated it was scattered throughout. He noted rabies-positive bats are found every summer. Dr. Hess pointed out they can be found throughout the state.

D. Epidemiology and Public Health Preparedness, Dr. Randall Todd, Director

Program Updates for Communicable Disease, Public Health Preparedness, and Emergency Medical Services

Ms. Conti noted that an updated chart was being distributed to the Board and stated Dr. Lei Chen was available to answer questions. (Attachment B)

Vice Chair Ratti stated the City of Sparks had voted to move to Paramedic-level service in portions of the city. She reported that during that meeting she had commended the District Board of Health and EMS staff for providing valuable data about EMS services. She commended the City of Sparks staff for utilizing the data to make the data-driven decision. She noted it was a great team effort and thanked everybody involved.

E. Office of the District Health Officer, Kevin Dick, District Health Officer

Regional License/Permit Program, Legislature, Emergency Medical Services Oversight, Prescription Drug Abuse, Quality Improvement, Truckee Meadows Healthy Communities (TMHC), TMHC Family Health Festival, Community Health Improvement Plan, Other Events and Activities and Health District Media Contacts

Mr. Dick explained that on August 15, the go-live date for the Accela project had been delayed. An updated schedule will be discussed on August 29. The City of Reno expressed interest in proceeding separately, and that will also be a topic of discussion on August 29.

Mr. Dick reported that the Legislative Committee on Health Care had met on August 24 to discuss the 10 bill draft requests (BDRs) they would submit for the 2017 Legislative session. They had elected to not include fluoridation.

Mr. Dick met with Truckee Meadows Water Association (TMWA) to discuss the cost of implementation. Stantec has provided a proposal to develop cost estimates, and TMWA is willing to split the cost with the Health District if it is determined it should be pursued. Optimally, a member of the Legislature will bring the BDR forward.

Mr. Dick explained the Committee considered two BDRs for public health, scheduling presentations, inviting testimony and providing more consideration for public health matters than in past years. They will move forward with reinstating the height and weight measure in schools as a Legislative mandate. Additionally, they will submit a BDR to address vaping, to include vaping in the Nevada Clean Indoor Air Act, as well as to require child-resistant packaging for nicotine containers used with vape products, and to require labels on vapor and other alternative nicotine products to include ingredients, nicotine level and age restrictions. The original working documents had suggested a minimum age of 21 for nicotine products, but that portion of the proposal was not agreed on.

Mr. Dick noted he had met with the fire chiefs on August 18 to discuss the future direction of the EMS oversight program. There was opposition to moving forward with regional response standards at this time. EMS staff will be working together with the fire chiefs to develop an approach for the EMSAB to consider and potentially recommend to the DBOH. It will help develop a clearer picture and understanding of EMS performance and will address response times, patient outcomes, dispatch and prioritization of calls, and other associated topics.

Mr. Dick noted the data issues are still unresolved, as far as the data being provided to the EMS program for the analysis of EMS response. Staff will continue to work to try to resolve those issues and get the needed data. At this point staff is limited in the analysis that can be done for the FY16 annual data report and the FY17 first quarter data report.

Mr. Dick reminded the Board that he and Dr. Hess will be traveling to Las Vegas August 30-September 1 for the Governor's Summit on Prescription Drug Abuse. Chair Jung stated she looked forward to seeing the resources they would be bringing back.

13. Board Comment

None.

14. Public Comment

**As there was no one wishing to speak, Chair Jung closed the public comment period.**

15. Adjournment

**Chair Jung adjourned the meeting at 2:04 p.m.**

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Respectfully submitted,



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Kevin Dick, District Health Officer  
Secretary to the District Board of Health



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Dawn Spinola, Administrative Secretary  
Recording Secretary

Approved by Board in session on \_\_\_\_\_, 2016.

DRAFT



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*Regional Emergency Medical Services Authority*

# **REMSA**

## **Franchise Compliance Report**

**AUGUST 2016**



**REMSA Accounts Receivable Summary**  
Fiscal 2016

Month	#Patients	Total Billed	Average Bill	YTD Average	Average Collected
July	4106	\$4,485,503	\$1,092	\$1,092	\$393
August	4156	\$4,594,636	\$1,106	\$1,099	\$396
September					
October					
November					
December					
January					
February					
March					
April					
May					
<b>Totals</b>	<b>8262</b>	<b>\$9,080,139</b>	<b>\$1,099</b>		

Allowed ground average bill: \$1,098.00  
 Monthly average collection rate: 36%



**Fiscal 2017**

Month	Priority 1 System-Wide Avg. Response Time	Priority 1 Zone A	Priority 1 Zones B,C,D
Jul. 2016	5 mins. 55 secs.	94%	94%
Aug.	6 mins. 04 secs.	94%	92%
Sept.			
Oct.			
Nov.			
Dec.			
Jan. 2017			
Feb.			
Mar.			
Apr.			
May			
June 2017			

Year to Date: July 2016 through August 2016

Priority 1 Zone A	Priority 1 Zones B,C,D
94%	93%

Average Response Times by Entity				
Month/Year	Priority	Reno	Sparks	Washoe County
July 2016	P-1	5:15	5:47	8:35
	P-2	5:11	6:24	8:25
Aug. 2016	P-1	5:18	5:52	8:56
	P-2	5:31	6:14	8:38
Sept. 2016	P-1			
	P-2			
Oct. 2016	P-1			
	P-2			
Nov. 2016	P-1			
	P-2			
Dec. 2016	P-1			
	P-2			
Jan. 2017	P-1			
	P-2			
Feb. 2017	P-1			
	P-2			
Mar. 2017	P-1			
	P-2			
Apr. 2017	P-1			
	P-2			
May 2017	P-1			
	P-2			
June 2017	P-1			
	P-2			

Year to Date: July 2016 through August 2016

Priority	Reno	Sparks	Washoe County
P-1	5:15	5:46	8:41
P-2	5:21	6:19	8:25



## GROUND AMBULANCE OPERATIONS REPORT

### August 2016

**1. OVERALL STATISTICS:**

Total Number of System Responses	6323
Total Number of Responses in Which No Transport Resulted	2122

**2. CALL CLASSIFICATION REPORT:**

Cardiopulmonary Arrests	2%
Medical	45%
OB	1%
Psychiatric/Behavioral	8%
Transfers	13%
Trauma – MVA	7%
Trauma – Non MVA	20%
Unknown	4%

**3. MEDICAL DIRECTOR'S REPORT:**

The Clinical Director or designee reviewed:

- 100% of cardiopulmonary arrests
- 100% of pediatric patients (transport and non-transport patients)
- 100% of advanced airways (excluding cardio pulmonary arrests)
- 100% of STEMI Alert or STEMI rhythms
- 100% of deliveries and neonatal resuscitation
- 100% Advanced Airway Success rates for nasal/oral intubation and King Airway placement for adult and pediatric patients.

Total number of ALS calls: 2848  
 Total number of above calls receiving QA reviews: 408  
 Percentage of charts reviewed from the above transports: 14.33%



# REMSA OCU Incident Detail Report

Period: 8/01/2016 thru 8/31/2016

Corrections Requested						
Response Area	Zone	Clock Start	Clock Stop	Stop Clock Unit	Threshold	Response Time
	Zone A	08/01/2016 02:12:47	08/01/2016 02:19:22	1C14	00:08:59	00:06:35
AR01_Downtown	Zone A	08/01/2016 16:06:15	08/01/2016 16:06:48	1C17	00:08:59	00:00:33
	Zone B	08/01/2016 21:27:25	08/01/2016 21:35:27	1C22	00:15:59	00:08:02
	Zone A	08/07/2016 14:11:52	08/07/2016 14:13:57	1C38	00:08:59	00:02:05
BW04_I-80_Lockwood	Zone B	08/13/2016 09:04:40	08/13/2016 09:04:42	1C15	00:15:59	00:00:02
AR01_Downtown	Zone A	08/13/2016 21:07:39	08/13/2016 21:09:40	1C19	00:08:59	00:02:01
	Zone A	08/21/2016 17:37:00	08/21/2016 17:43:06	1C19	00:08:59	00:06:06
	Zone A	08/27/2016 03:05:16	08/27/2016 03:09:48	1C31	00:08:59	00:04:32
	Zone A	08/28/2016 16:11:15	08/28/2016 16:15:38	1C14	00:08:59	00:04:23
AR08_Stead_MilitaryRd	Zone A	08/29/2016 20:41:18	08/29/2016 20:41:47	1C15	00:08:59	00:00:29

Exemptions Requested					Approval
Incident Number	City	Zone	Incident Date	Exemption Reason	Yes/No
NONE					



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*Regional Emergency Medical Services Authority*

**REMSA**

**INQUIRIES**

**AUGUST 2016**

**No inquiries for AUGUST 2016**



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*Regional Emergency Medical Services Authority*

**REMSA**

**EDUCATION AND TRAINING REPORT**

**AUGUST 2016**



REMSA Education  
 Monthly Course and Student Report  
 Month: August 2016

Discipline	Total Classes	Total Students	REMSA Classes	REMSA Students	Site Classes	Site Students
ACLS	7	34	3	30	4	4
ACLS EP	1	1	1	1	0	0
ACLS EP I	0	0	0	0	0	0
ACLS I	0	0	0	0	0	0
ACLS P	1	7	1	7	0	0
ACLS R	15	45	4	22	11	23
ACLS S	2	20	2	17	1	3
AEMT	0	0	0	0		
AEMT T	0	0	0	0		
BLS	64	317	16	99	48	218
BLS I	1	11	1	11	0	0
BLS R	24	125	13	87	11	38
BLS S	11	28	0	0	11	28
CE	0	0	0	0	0	0
EMAPCT	0	0	0	0	0	0
EMPACT I	0	0	0	0	0	0
EMR	0	0	0	0		
EMR R	0	0	0	0		
EMS I	0	0	0	0		
EMT	2	57	2	57		
EMT T	0	0	0	0		
FF CPR	6	28	0	0	6	28
FF CPR FA	0	0	0	0	0	0
FF FA	0	0	0	0	0	0
HS BBP	3	39	2	16	1	23
HS CPR	39	323	3	18	36	305
HS CPR FA	41	375	6	117	35	258
HS CPR FA S	4	8	0	0	4	8
HS CPR PFA	8	49	2	18	6	31
HS PFA S	0	0	0	0	0	0
HS CPR S	1	1	0	0	1	1
HS FA	15	93	2	10	13	83
HS FA S	0	0	0	0	0	0
HS PFA	0	0	0	0	0	0
ITLS	1	1	1	1	0	0
ITLS A	0	0	0	0	0	0
ITLS I	0	0	0	0	0	0
ITLS P	0	0	0	0	0	0
ITLS R	1	1	1	1	0	0
ITLS S	0	0	0	0	0	0
PALS	5	30	2	11	3	19
PALS I	0	0	0	0	0	0
PALS R	12	25	3	11	9	14
PALS S	2	8	0	0	2	8
PEARS	0	0	0	0	0	0
PM	1	18	1	18		
PM T	0	0	0	0		

Classes  
w/ CPR  
198

CPR  
Students  
1254



## COMMUNITY OUTREACH

August 2016

### Point of Impact

8/6/16	Give Kids a Booth Health and Safety fair; 12 booster seats provided to families in need whose children met weight and age requirements	1 staff; 5 volunteers
8/23/16	Innovations High School day care staff presentation	1 staff; 6 day care staff
8/25/16	Innovations High School teen parents presentation	1 staff; 10 teen parents/expecting parents
8/27/16	Child Car Seat Checkpoint hosted by Champion Chevrolet; 14 cars and 15 seats inspected.	3 staff; 13 volunteers
8/29/16	Safe Kids Washoe County Road/Vehicle Safety Committee Meeting	1 staff
8/30/16	Safe Kids Washoe County Board of Directors Meeting	1 staff

### Cribs for Kids

8/2/16	Monthly Immunize Nevada Events Committee meeting.	1 staff
8/4/16	Immunize Nevada monthly community meeting	1 staff
8/5/16	Child Death Review meeting	1 staff
8/6/16	Give Kids a Booth Health and Safety Fair	1 staff
8/9/16	Safe Kids Washoe County Mini Golf Committee Meeting	1 staff
8/9/16	Safe Kids Washoe County Coalition Meeting	1 staff
8/10/16	Family Health Festival Planning Meeting	1 staff
8/15/16	Northern Nevada Maternal Child Health Coalition Meeting	1 staff
8/17/16	Fetal Infant Mortality Meeting	1 staff
8/24/16	Family Health Festival Planning Meeting	1 staff



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*Regional Emergency Medical Services Authority*

**REM SA**

**CUSTOMER SERVICE**

**AUGUST 2016**

REMSA

Reno, NV

Client 7299



1515 Center Street  
Lansing, Mi 48096  
1 (877) 583-3100  
service@EMSSurveyTeam.com  
www.EMSSurveyTeam.com

# EMS System Report

August 1, 2016 to August 31, 2016

Your Score

**95.16**

Number of Your Patients in this Report

**157**

Number of Patients in this Report

**7,828**

Number of Transport Services in All EMS DB

**130**





## Executive Summary

This report contains data from **157 REMSA** patients who returned a questionnaire between **08/01/2016** and **08/31/2016**.

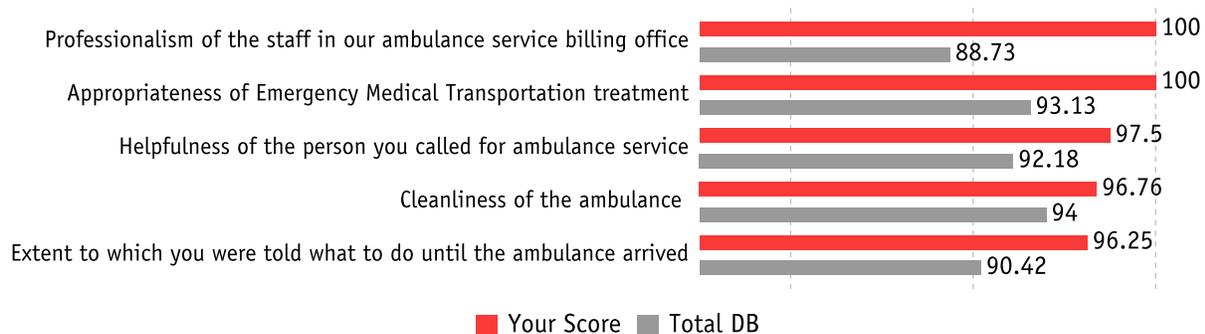
The overall mean score for the standard questions was **95.16**; this is a difference of **2.89** points from the overall EMS database score of **92.27**.

The current score of **95.16** is a change of **0.98** points from last period's score of **94.18**. This was the **17th** highest overall score for all companies in the database.

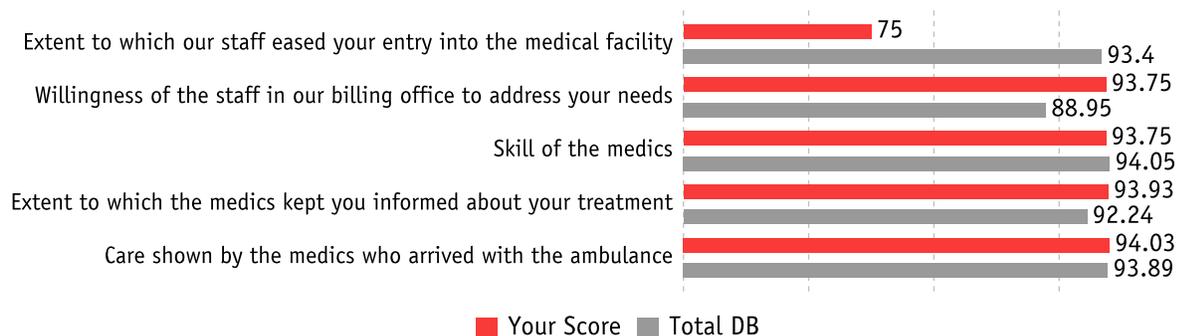
You are ranked **5th** for comparably sized companies in the system.

**85.85%** of responses to standard questions had a rating of Very Good, the highest rating. **98.66%** of all responses were positive.

### 5 Highest Scores



### 5 Lowest Scores

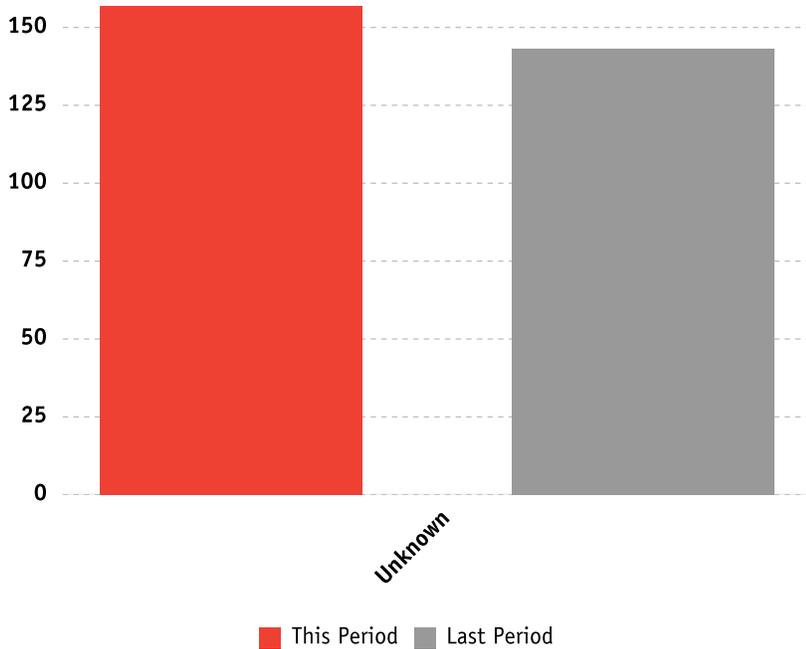




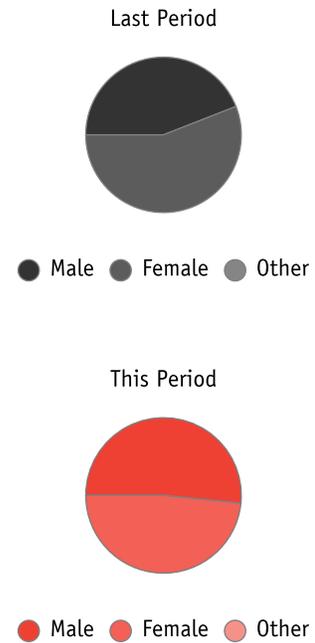
**Demographics** — This section provides demographic information about the patients who responded to the survey for the current and the previous periods. The information comes from the data you submitted. Compare this demographic data to your eligible population. Generally, the demographic profile will approximate your service population.

	Last Period				This Period			
	Total	Male	Female	Other	Total	Male	Female	Other
Unknown	143	63	80	0	157	81	76	0
<b>Total</b>	143	63	80	0	157	81	76	0

**Age Ranges**



**Gender**





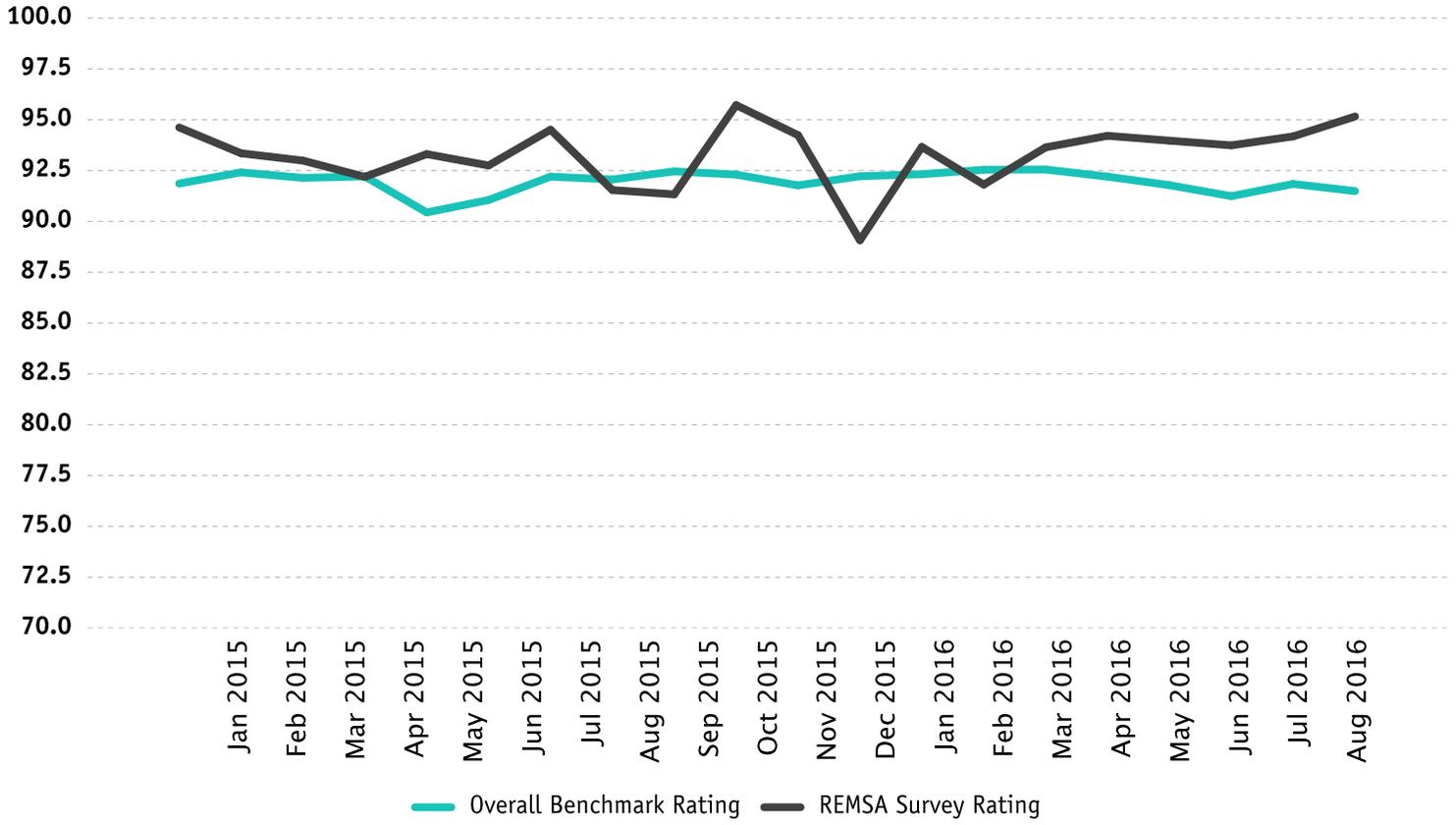
## Monthly Breakdown

Below are the monthly responses that have been received for your service. It details the individual score for each question as well as the overall company score for that month.

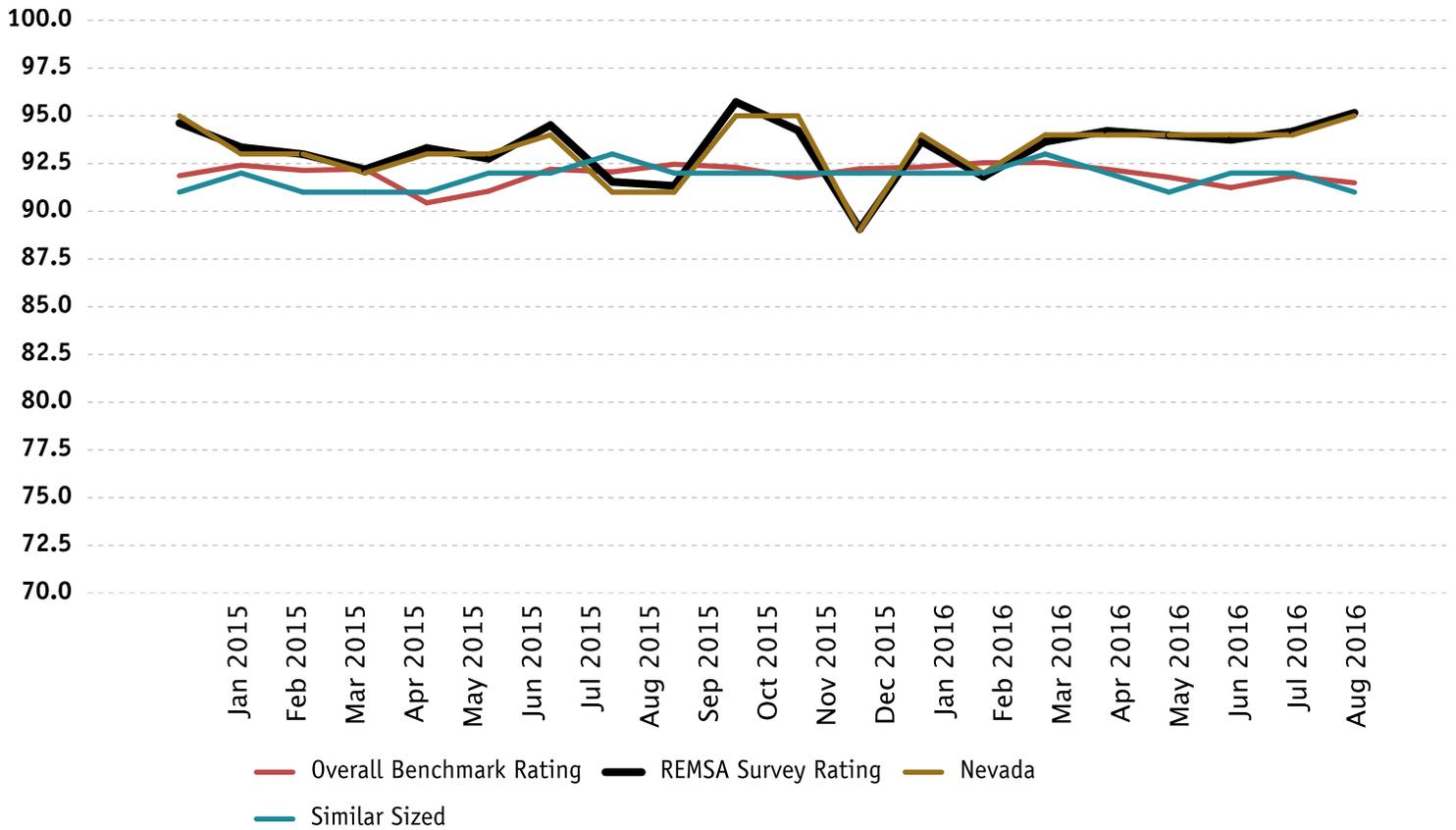
	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
Helpfulness of the person you called for ambulance service	91.20	89.56	95.27	90.05	87.91	95.00	93.34	92.44	93.15	95.63	95.00	94.19	97.50
Concern shown by the person you called for ambulance service	91.20	88.98	95.27	91.28	87.15	95.00	92.64	90.76	83.33	93.75	100.00	96.43	
Extent to which you were told what to do until the ambulance	87.52	86.07	96.05	92.13	85.19	91.07	91.29	91.56	89.00	97.83	94.74	96.43	96.25
Extent to which the ambulance arrived in a timely manner	91.81	87.28	95.63	89.56	93.59	94.74	93.53	94.36	94.59	93.97	95.21	94.14	94.92
Cleanliness of the ambulance	94.20	93.14	95.39	95.51	95.59	95.83	94.20	95.38	93.06	94.18	95.72	94.21	96.76
Comfort of the ride	94.20	92.67	97.30	94.26	95.71	94.12	93.39	95.56	92.83	90.97	94.05	93.63	94.39
Skill of the person driving the ambulance							95.09			95.00			
Care shown by the medics who arrived with the ambulance	92.81	93.98	97.50	97.56	91.22	95.00	93.11	94.01	95.74	95.95	93.76	94.75	94.03
Degree to which the medics took your problem seriously	93.55	94.44	96.88	96.25	91.67	93.75	92.66	93.79	97.02	96.21	94.32	95.16	95.68
Degree to which the medics listened to you and/or your family	93.44	94.44	98.13	96.88	89.86	93.75	92.21	94.52	95.83	92.86	94.52	94.02	94.42
Skill of the medics	94.41	93.52	96.79	96.88	93.06	93.75	92.38	96.00	93.75	93.75	96.43	95.00	93.75
Extent to which the medics kept you informed about your	90.37	90.87	94.74	94.59	87.50	93.42	90.60	92.13	93.47	93.70	93.60	92.94	93.93
Extent to which medics included you in the treatment decisions	88.52	90.48	94.08	93.78	84.20	93.06	89.59	91.98	93.37	91.85	92.68	93.42	96.09
Degree to which the medics relieved your pain or discomfort	90.47	91.85	93.24	91.43	83.16	90.79	87.45	90.15	92.78	91.90	89.79	91.20	94.22
Medics' concern for your privacy	90.97	92.65	96.15	95.39	85.74	95.00	90.99	95.46	94.07	91.98	94.47	94.77	95.36
Extent to which medics cared for you as a person	91.40	95.67	95.95	95.63	90.28	95.00	92.04	94.16	95.31	95.00	94.43	94.17	95.35
Professionalism of the staff in our ambulance service billing	87.10	81.90	94.44	93.75	86.11	87.50	87.31	88.04	87.50	82.14	77.60	83.33	100.00
Willingness of the staff in our billing office to address your	87.07	82.41	93.75	89.47	87.50	87.50	86.47	85.87	85.00	85.00	78.25	91.67	93.75
How well did our staff work together to care for you	90.81	91.06	94.74	96.34	87.50	96.25	92.36	94.34	95.70	94.09	93.93	95.38	95.87
Extent to which our staff eased your entry into the medical	92.54	91.06	94.74	97.37	90.03	93.75	92.82	92.81	93.75	86.82	95.83	65.00	75.00
Appropriateness of Emergency Medical Transportation treatment	92.24	93.75	94.74	95.39	89.71	96.25	92.60	94.66	93.06	96.09	95.83	95.39	100.00
Extent to which the services received were worth the fees	88.30	87.23	94.29	90.74	80.10	91.67	84.72	88.56	86.90	92.64	82.03	90.27	94.23
Overall rating of the care provided by our Emergency Medical	93.00	93.75	96.71	95.51	88.24	96.25	92.54	94.75	96.05	96.72	93.67	95.57	94.38
Likelihood of recommending this ambulance service to others	92.56	93.00	97.79	94.74	91.67	91.67	92.66	95.06	94.67	95.74	95.55	95.79	96.24
Your Master Score	91.54	91.33	95.72	94.24	89.07	93.66	91.81	93.64	94.21	93.97	93.74	94.18	95.16
Your Total Responses	61	56	41	47	40	22	376	206	155	157	156	143	157



### Monthly tracking of Overall Survey Score



**Benchmark Trending Graphic** - Below are the monthly scores for your service. It details the overall score for each month as well as your subscribed benchmarks for that month.



**GROUND AMBULANCE CUSTOMER COMMENTS**

**August 2016**

<b>Date of Service</b>	<b>What Did We Do Well?</b>	<b>What Can We Do To Serve You Better</b>	<b>Description / Comments</b>	<b>Assigned to</b>	<b>Results after follow up</b>
06/28/2016		"Nothing. Everything worked out just perfect"			
06/28/2016		"Couldn't have been better."			
06/28/2016		"Absolutely nothing. Very very very very very good. They did an outstanding job."			
07/01/2016	"Very nice"				
07/01/2016		"They were awesome. Saved her life and wants to thank them very much"			
07/01/2016			"Thinks the service is absolutely wonderful."		
07/01/2016		"Nothing. They did an excellent job."			
07/02/2016	"Did not administer meds"				
07/02/2016	"Transport"				
07/02/2016		"Nothing. Was stellar service"			
07/02/2016	"Very attentive and put up with him"		"Top-notch, knew what they were doing."		
07/02/2016			"They were really, really good"		
07/02/2016	"Gave a lot of pain meds, not sure why they would do that if they believed he had alcohol in his system. Doesn't remember much after meds were given. Can't get information from insurance company."	"Grateful for ambulance and for us treating him. Wants to know who hit him so medical bills can be paid."	"Doesn't think he should have been released. Thinks he was given too much pain medicine. There is still a lot of confusion, can't keep track of things. Bad head injury. Still a lot of pressure all the time, taking ibuprofen daily. Been in bed for over a month. Small things are a chore."		
07/03/2016	"Very nice, just a transport, no treatment, minimal talking."				
07/03/2016	"First class"				
07/03/2016	"Didn't have any pain. Has lung problems and calls often. The medics were good"				

**GROUND AMBULANCE CUSTOMER COMMENTS**

August 2016

<b>Date of Service</b>	<b>What Did We Do Well?</b>	<b>What Can We Do To Serve You Better</b>	<b>Description / Comments</b>	<b>Assigned to</b>	<b>Results after follow up</b>
07/04/2016	"They were unable to relieve to pain due to broken back. Doesn't remember much due to pain."				
07/05/2016	"Very professional and caring. Oxygen level was at 85. Very good team."		"Ended up with double pneumonia."		
07/03/2016			"Expensive, but was having heart problems, so understood"		
07/05/2016	"Medics thought it was a joke. Has a heart condition, they accused her of being on something or drunk. Had been puking for 2 days, couldn't keep pills down. Made a joke about her boobs being ""Third grade boobs"""	"Wouldn't believe her about not being drunk. Told them the bloodwork would be clean, and of course it was. Make sure that ambulances take everything seriously. Gave her a blanket and left her feet out and joked about it, kept laughing about it. Should be reprimanded. Treat people with dignity."	"2 of 3 main arteries to her heart were clogged. Thought she was just using the ambulance for no reason. Was in ICU, was no joke. Hopes these guys never come to her aid again if and when she needs it. Worked together to make a joke"	Stacie Selmi	
07/06/2016		"They were perfect"			
07/06/2016	"Care is above excellent. Has seizures and they do everything there that the hospital would do but at their home. Everyone is amazing."	"Really can't think of anything unless they brought him cigarettes and a beer because he isn't supposed to have them."			
07/06/2016	"Took good care of her. They were quick. Couldn't ask for better care"				
07/06/2016		"No, they did a pretty good job. Was in a great deal of pain and they helped quickly"			
07/06/2016			"Wouldn't refer because they are the only service"		
07/06/2016			"Everything was A+"		
07/07/2016	"Medic helping was in training. Was exceptionally nice and patient. 2nd guy didn't speak much (driver). Helped get her settled. Third was pregnant female, was rude, snotty and sarcastic, kept saying she was changing her story. Kept asking the guy in training if he didn't know what he was doing."	"Don't send her, she was rude."	"Female was criticizing and demeaning every move guy in training made. It made patient very uncomfortable."	Stacie Selmi	
07/07/2016		"Nothing. They were all great"			
07/07/2016	"Over- reacted. No pain"				

**GROUND AMBULANCE CUSTOMER COMMENTS**  
**August 2016**

<b>Date of Service</b>	<b>What Did We Do Well?</b>	<b>What Can We Do To Serve You Better</b>	<b>Description / Comments</b>	<b>Assigned to</b>	<b>Results after follow up</b>
07/07/2016		"Have better pain meds"			
07/07/2016	"Couldn't really talk"				
07/07/2016		"Nothing. Was very happy with service"			
07/07/2016		"Nothing, they were very attentive and everything was fine"			
07/17/2016		"Everything is always the very best"			
07/17/2016		"Lower the bill"			
07/17/2016	"Very attentive, wonderful medics."	"Nothing. They are just absolutely wonderful, and good looking too"			
07/18/2016	"He did not want an ambulance ride and one medic made a rude comment."	"wished he could have refused ambulance ride. Wish the medics would have listened a little more to his situation."		Stacie Selmi	
07/18/2016	"I felt very safe with the REMSA people"				
07/18/2016	"No pain"				
07/18/2016			"Wasn't charged due to contract with them"		
07/18/2016	"Wonderful medics"	"There wasn't communication between medic alert staff and ambulance crew as to how to get into her home."			

**GROUND AMBULANCE CUSTOMER COMMENTS**

August 2016

Date of Service	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments	Assigned to	Results after follow up
07/18/2016	"One of the paramedics was not good, the other was okay. Daughter went to get ambulance crew. Before he handed him the release form to not ride, he asked that they take her. Medic gave him a hard time about it. Husband wasn't sure that he would be able to help if she got worse, so made that decision."		"Stayed in driveway for a long time without doing anything. During drive, took their time to the point where they weren't even going speed limit on street or highway. Son recorded the way they were driving, they were holding up traffic. Based on this trip, no recommendation."	Stacie Selmi	
07/19/2016	"Medics were great, very patient."		"Nice & kind."		
07/19/2016		"Kind and professional crew"			
07/19/2016			"Doesn't remember much"		
07/19/2016			"Did a good job"		
07/19/2016	"Guys were absolutely wonderful. They were so nice he couldn't believe it."		"Rated overall- 100"		
07/19/2016	"Very nice and condiserate. Showed care and were as careful as they could be"		"Unlikely to recommend because he does not live in Reno."		
07/19/2016			"Doesn't live in the area but would still recommend."		
07/19/2016			"They were wonderful, but he doesn't hav time for the whole survey."		
07/20/2016			"The lost my wallet, I never got it back. Please make sure not to let it happen again."		
07/20/2016		"Nothing, you guys did excellent"			
07/20/2016			"Your organization is beyond remarkable. I do not feel well so I can't complete the survey."		
07/20/2016	"They did everything for him, he was very pleased. He recently passed away, this was all I could answer for him"				
07/20/2016	"Everything was just"				
07/21/2016	"I used them a couple of months ago too, they have always been kind and really professional"				

**GROUND AMBULANCE CUSTOMER COMMENTS**

August 2016

<b>Date of Service</b>	<b>What Did We Do Well?</b>	<b>What Can We Do To Serve You Better</b>	<b>Description / Comments</b>	<b>Assigned to</b>	<b>Results after follow up</b>
07/21/2016			"Need to be more clear about what the bill is for"		
07/22/2016			"The only thing I want to say it is too much money for me to pay. I am on social security and cannot afford it. I have had 2 trips and cannot pay for another one. Next time if I need an ambulance I will not call."		
07/22/2016	"They were very good, very understanding"				
07/22/2016			"Nothing, I was very impressed with your services, everything was excellent. Could not have been better"		
07/22/2016	"Every time I use you, your staff is incredible. I am so thankful I am a member"	"Please keep doing what you are doing. You are all so professional"			
07/23/2016		"Make sure the insurance is charged before sending a bill. We received a bill but have insurance that will cover it"			
07/23/2016	"Them guys are the best. If I could rate them at a 50 I would. They are excellent"				
07/23/2016	"When they came in the medics seemed a little put off that I had even called them at all"	"Bedside manners"			
07/23/2016	"They were prefect. Everyone was so nice"				
07/23/2016		"You always provide excellent service"			
08/01/2016		"Please try to arrive quicker"			
08/01/2016			"Thank you for everything you guys were wonderful"		
08/02/2016	"My mother is 101. They took very good care of her!"				
08/02/2016		"Your service was one of the best Very Good ++ on everything"			
08/02/2016	"You guys are the best ever, that's why I pay for you every year. I have never had a bad experience with you all."				
08/02/2016			"We've been using your services for years. My wife has been in the hospital about 25 times since her heart attack. You all are very competent people."		
08/02/2016			"They were great. They did really good"		

**GROUND AMBULANCE CUSTOMER COMMENTS**

August 2016

Date of Service	What Did We Do Well?	What Can We Do To Serve You Better	Description / Comments	Assigned to	Results after follow up
08/06/2016		"The female driver from a few transports ago made me not want to call REMSA because I don't want to waste anyone's time"	"This experience was awesome, but a prior experience was not good due to a female driver that told me that I was wasting your guys' time even though dispatch told me that it was very dangerous. She would not give me anything for my nausea or my pain. She was also very rude about my weight"		
08/06/2016		"Clean inside of ambulance"			
08/07/2016		"Medics should have ways of communicating with people other than just speaking (mother of patient is deaf)"			



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*Regional Emergency Medical Services Authority*

**REMSA**

**PENALTY FUNDS DISTRIBUTION**

**AUGUST 2016**

**REMSA 2016-17 PENALTY FUND RECONCILIATION AS OF AUGUST 31, 2016**

**2016-17 Penalty Fund dollars accrued by month**

<u>Month</u>	<u>Amount</u>
July 2016	\$5,089.76
August 2016	5,577.18
September 2016	
October 2016	
November 2016	
December 2016	
January 2017	
February 2017	
March 2017	
April 2017	
May 2017	
June 2017	
<b>Total accrued as of 7/31/2016</b>	<b><u>\$10,666.94</u></b>

**2016-17 Penalty Fund dollars encumbered by month**

<u>Program</u>	<u>Amount</u>	<u>Description</u>	<u>Submitted</u>
<b>Total encumbered as of 8/31/2016</b>	<b><u>\$0.00</u></b>		
<b>Penalty Fund Balance at 8/31/2016</b>	<b><u>\$10,666.94</u></b>		



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*Regional Emergency Medical Services Authority*

**REMSA**  
**PUBLIC RELATIONS REPORT**  
**AUGUST 2016**



# August 2016 Public Relations Report

## District Board of Health

### MEDIA COVERAGE

County Supervisors Vote in Changes for South Lake Tahoe Ambulance Service – *South Tahoe News Now*

Agencies Gather to Talk Safety for Balloon Races – *RGJ*

How Revenue Cycle Technology Can Rescue EMS Payments - *Health Data Management*

Nevada Paramedicine Services to Get Federal Reimbursement – *Elko Daily Free Press*

### WEEKLY SAFETY TIPS – DISTRIBUTED VIA NEVADA BUSINESS MAGAZINE AND SOCIAL MEDIA

Back to School Safety Tips for Parents

Yard Work Safety

Family Safety Preparedness



### STRATEGIC INITIATIVES

Event planning continues for the Renown Health and REMSA Community Health Programs partnership announcement to be held on Monday, September 12 at 11 a.m. in Classroom 1 at 400 Edison Way in Reno. In addition to a press announcement, political leaders and healthcare community partners will gather to launch this new partnership.

in northern Nevada. The purpose of these meetings is to audit and build REMSA's media relations, give them information about new programs, equipment and service lines and to enhance our visibility and availability.



Preliminary planning meetings for the redesign of the REMSA website were held. Key goals of the new site include highlighting REMSA as an integrated emergency medical services' provider and promoting the organization as a great place to work. Anticipated launch is this winter.

JW Hodge, REMSA's director of public affairs and Alexia Bratiotis, KPS3's Senior Account Director have met or scheduled meetings with various media outlets

DD	AH	___
DHO	___	KD ___
DA	NA	___
Risk	NA	___

**STAFF REPORT**  
**BOARD MEETING DATE: September 22, 2016**

**TO:** District Board of Health  
**FROM:** Laurie Griffey, Admin Assist I/HR Rep  
 775-328-2403, [lgriffey@washoecounty.us](mailto:lgriffey@washoecounty.us)  
**THROUGH:** Kitty Jung, DBOH Chair  
**SUBJECT:** Discussion of Process and Presentation of Evaluation Forms for the District Health Officer’s Annual Review and Possible Direction to Staff to conduct the evaluation.

**SUMMARY**

The Washoe County District Board of Health conducts an annual performance evaluation of the Washoe County District Health Officer (Mr. Kevin Dick) prior to, or as near as possible to, the anniversary / evaluation date of October 24<sup>th</sup>, as approved by the District Board of Health meeting on April 24, 2014. The District Board of Health reviews the performance evaluation questions and if in agreement, approves the use of the questions for the District Health Officer’s annual evaluation. The board also reviews the list of proposed evaluation participants. If the questions and list of participants are acceptable the board grants approval for the Health District Human Resource Representative to conduct the 360 evaluation electronically utilizing the (Survey Monkey) on-line survey program. Evaluation results are provided to the board and a public hearing is held during the next Board of Health meeting (October 27, 2016) to conduct the District Health Officer’s performance evaluation.

**District Health Strategic Objective supported by this item:** Strengthen Washoe County Health District (WCHD) workforce and increase operational capacity to support a growing population.

**Washoe County Strategic Objective supported by this item:** Valued, engaged employee workforce.

**PREVIOUS ACTION**

On October 22, 2015, the Washoe County District Board of Health conducted the District Health Officer’s (Mr. Dick) annual performance evaluation in open meeting; reviewing the results of the on-line 360 survey conducted in September/October 2015. The Board accepted the performance evaluation as presented, and voted to continue the approval of a five percent (5%) merit increase to the November board meeting when the Chair person could provide input and support for the action.

On September 24, 2015, the District Board of Health approved the use of the electronic 360 evaluation process for the District Health Officer’s 2015 Performance Evaluation, as well as the questions to be used and the list of individuals to be invited to participate in the District Health Officer’s annual performance evaluation.

On October 23, 2014, the Washoe County District Board of Health conducted the District Health Officer's (Mr. Dick) annual performance evaluation. The Board accepted the performance evaluation as presented, set goals for the coming year and approved a five percent (5%) wage increase effective October 24, 2014.

On September 25, 2014, the Washoe County District Board of Health discussed and approved the process and presentation of evaluation forms for the District Health Officer's annual review and provided direction to staff. The board voted to mirror the County procedure for annual management reviews, utilizing the 360 electronic (Survey Monkey) evaluation process. A list of evaluation participants was reviewed and approved. The evaluation results will be provided to the board and a public hearing held during the next Board of Health meeting to conduct the District Health Officer's evaluation.

### **BACKGROUND**

The Washoe County District Board of Health conducts an annual performance evaluation of the District Health Officer (Mr. Kevin Dick).

The board reviews the proposed evaluation questions. The questions presented for the 2016 evaluation are the same evaluation questions used last year to evaluate both the District Health Officer and the Washoe County Manager, and have been reviewed by the District Board of Health Chair and Vice Chair for 2016. If the board chooses to add, adjust or remove any of the recommended questions, the board can provide the acceptable wording for the additional question and approve the evaluation to proceed with the proposed changes. If significant changes are requested, the agenda item can be continued to the October meeting to allow for the new evaluation to be created. If the evaluation process is continued to the October meeting, the District Health Officer's evaluation would be moved from the October Board of Health meeting to the November meeting.

The board also reviews the list of proposed evaluation participants and determines if the list of participants is acceptable; the board can choose to add or remove names from the list.

Once the board approves the performance evaluation questions and participant list, they grant approval for the Health District Human Resource Representative to conduct the 360 evaluation electronically utilizing the (Survey Monkey) on-line survey program. The electronic (Survey Monkey) process has been successfully used for the District Health Officers evaluation since 2010.

The evaluation will be conducted and results provided to the Board of Health for the October, 2016 meeting. A public hearing is held during the next Board of Health meeting (October 2016) to conduct the District Health Officer's evaluation.

### **FISCAL IMPACT**

There is no fiscal impact.

### **RECOMMENDATION**

Staff recommends the Board approve the District Health Officer's annual performance evaluation questions and list of participants as presented, and authorize the Health District Human Resource Representative to conduct the District Health Officer's annual 360 evaluation utilizing the (Survey Monkey) on-line survey program.

### **POSSIBLE MOTION**

**Possible motions could be “Move to approve the District Health Officer’s annual performance evaluation questions and list of participants as presented, and authorize the Health District Human Resource Representative to conduct the 360 evaluation utilizing the on-line survey program.”**

**Or**

**“Move to approve the District Health Officer’s annual performance evaluation questions and list of participants with the proposed changes [changes proposed], and authorize the Health District Human Resource Representative to conduct the 360 evaluation utilizing the on-line survey program.”**

### Draft -Email List of Participants for 2016 DHO Evaluation

Name	Position/Organization	E-mail
1. Oscar Delgado	Board of Health	<a href="mailto:odelgado@reno.gov">odelgado@reno.gov</a>
2. Dr. John Novak	Board of Health	<a href="mailto:jnovakdmd@aol.com">jnovakdmd@aol.com</a>
3. David Silverman	Board of Health	<a href="mailto:davidsilverman@charter.net">davidsilverman@charter.net</a>
4. Julia Ratti	Board of Health	<a href="mailto:jratti@cityofsparks.us">jratti@cityofsparks.us</a>
5. Kitty Jung	Board of Health	<a href="mailto:kjung@washoecounty.us">kjung@washoecounty.us</a>
6. Michael Brown	Board of Health	<a href="mailto:mbrown@nltfpd.net">mbrown@nltfpd.net</a>
7. Dr. George Hess	Board of Health	<a href="mailto:ghhmv@aol.com">ghhmv@aol.com</a>
8. Bob Sack	Env Hlth Division Director	<a href="mailto:bsack@washoecounty.us">bsack@washoecounty.us</a>
9. Anna Heenan	Admin Health Service Officer	<a href="mailto:aheenan@washoecounty.us">aheenan@washoecounty.us</a>
10. Charlene Albee	Air Quality Division Director	<a href="mailto:calbee@washoecounty.us">calbee@washoecounty.us</a>
11. Steve Kutz	Community and Clinical Health Division Director	<a href="mailto:skutz@washoecounty.us">skutz@washoecounty.us</a>
12. Randall Todd	Epi Center Director – WC	<a href="mailto:rtodd@washoecounty.us">rtodd@washoecounty.us</a>
13. Andrew Clinger	Reno City Manager	<a href="mailto:clingera@reno.gov">clingera@reno.gov</a>
14. Steve Driscoll	Sparks City Manager	<a href="mailto:sdriscoll@cityofsparks.us">sdriscoll@cityofsparks.us</a>
15. John Slaughter	Washoe County Manager	<a href="mailto:jslaughter@washoecounty.us">jslaughter@washoecounty.us</a>
16. Dr. Trudy Larson	Dir of Schl of Community Health Science UNR	<a href="mailto:tlarson@unr.edu">tlarson@unr.edu</a>
17. Stacy Woodbury	Exec Dir NV State Medical Assoc.	<a href="mailto:stacy@nsmadocs.org">stacy@nsmadocs.org</a>
18. Niki Aaker	Director - Carson City Hlth & Human Services	<a href="mailto:naaker@carson.org">naaker@carson.org</a>
19. Dave Emme	Administrator NV Div of Environmental Protection	<a href="mailto:demme@ndep.nv.gov">demme@ndep.nv.gov</a>
20. Tray Abney	Dir of Gov Relations Chamber of Commerce	<a href="mailto:tabney@thechambernv.org">tabney@thechambernv.org</a>
21. Jess Travers	Exec Dir Builders Assoc of Northern Nevada	<a href="mailto:jtravers@thebuilders.com">jtravers@thebuilders.com</a>
22. Lea Tauchen	VP, Retailers Association of Nevada	<a href="mailto:Lea@rannv.org">Lea@rannv.org</a>

23. Lee Gibson	Regional Transportation Commission	<a href="mailto:lgibson@rtcwashoe.com">lgibson@rtcwashoe.com</a>
24. Cody Phinney	Administrator, Nevada Division of Public and Behavioral Health	<a href="mailto:cphinney@health.nv.gov">cphinney@health.nv.gov</a>
25. Rota Rosachi	Exec Dir NV Public Health Foundation	<a href="mailto:rota@nphf.org">rota@nphf.org</a>
26. Dr. Tony Slonim	CEO, Renown Health	<a href="mailto:tstonim@renown.org">tstonim@renown.org</a>
27. Cherie Jamason	Food Bank of Northern Nevada	<a href="mailto:cjamason@fbnn.org">cjamason@fbnn.org</a>
28. Kristen McNeil	Washoe County School District	<a href="mailto:kmcneill@washoeschools.net">kmcneill@washoeschools.net</a>
29. Karen Barsell	CEO United Way	<a href="mailto:Karen.Barsell@uwnns.org">Karen.Barsell@uwnns.org</a>
30. Chuck Duarte	CEO Community Health Alliance	<a href="mailto:cduarte@chanevada.org">cduarte@chanevada.org</a>
31. Sharon Chamberlain	CEO Northern Nevada HOPES	<a href="mailto:Sharon@nnhopes.org">Sharon@nnhopes.org</a>
32. Peter Vogel	Catholic Charities	<a href="mailto:pvogel@ccsnn.org">pvogel@ccsnn.org</a>
33. Mike Pomi	Children's Cabinet	<a href="mailto:mpomi@childrencabinet.org">mpomi@childrencabinet.org</a>
34. Mike Wurm	Boys and Girls Club	<a href="mailto:mwurm@bgctm.org">mwurm@bgctm.org</a>
35. Dr. John Packham	Nevada Public Health Association	<a href="mailto:jpackham@medicine.nevada.edu">jpackham@medicine.nevada.edu</a>

## District Health Officer 2016 Evaluation

### 1. Introduction

**Dear Evaluator,**

**You are being requested to offer feedback for the performance evaluation of Mr. Kevin Dick, Washoe County District Health Officer. Please complete the following evaluation as soon as possible. Your answers will be compiled with feedback from other evaluators and your ratings and comments will remain anonymous. The input you provide will be used to help set goals and objectives for the District Health Officer for next year.**

**Please complete this short evaluation as soon as possible. The survey will close at 5:00 p.m. on October 10, 2016. The evaluation should only take about 10-15 minutes to complete.**

**We recognize you're very busy and thank you for your participation in this important evaluation process.**

## District Health Officer 2016 Evaluation

### 2. Instructions

**Rate the proficiency in each competency using the following guidelines:**

**Exceeds your expectations:** Performance is consistently exceptional. This person is a role model of competency.

**Meets your expectations:** Performance meets and periodically exceeds expectations. The person is a strong contributor to the organization.

**Area for growth:** Performance does not consistently meet reasonable expectations and standards. Immediate steps must be taken to improve.

**Evaluator has no basis for judgement:** This is an acceptable answer if you are not familiar with the District Health Officer's effectiveness in a particular area.

1. SELECT RELATIONSHIP - What is your relationship to the District Health Officer

- District Board of Health Member
- Health District Staff
- Peer from an Outside Agency

# District Health Officer 2016 Evaluation

## 3. LEADERSHIP

1. Leadership - Select the appropriate rating for each competency.

	"Exceeds your expectations"	"Meets your expectations"	"Area for growth"	"Evaluator has no basis for judgement"
Sets an effective example of high personal standards and integrity with the drive and energy to achieve goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspires trust and confidence with staff, the District Board of Health and the public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functions as an effective leader of the organization, gaining respect and cooperation from others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values staff, helps staff develop a passion for their work and recognizes their contributions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops a talented team and challenges them to perform to their highest level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments regarding Leadership:

# District Health Officer 2016 Evaluation

## 4. COMMUNICATION

1. COMMUNICATION - Select the appropriate rating for each category.

	"Exceeds your expectations"	"Meets your expectations"	"Areas for growth"	"Evaluator has no basis for judgment"
Practices timely and effective communication with District Board of Health, other elected officials, outside agencies, department heads and staff regarding issues and concerns of the Health District.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens attentively and effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaks and writes logically, clearly and concisely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivers logical and well-organized presentations (formal and informal)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages and uses feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments regarding Communication:

# District Health Officer 2016 Evaluation

## 5. COMMUNITY RELATIONS

1. COMMUNITY RELATIONS - Select the appropriate rating for each competency.

	"Exceeds your expectations"	"Meets your expectations"	"Areas for growth"	"Evaluator has no basis for judgment"
Effectively represent the Health District in public; projects a positive public image based on courtesy, professionalism and integrity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a successful working relationship with the news media.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a successful working relationship with community stakeholders and community organizations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages and considers community input on issues the Health District can impact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strives to maintain citizen satisfaction with Health District services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments regarding Community Relations:

# District Health Officer 2016 Evaluation

## 6. INTERGOVERNMENTAL RELATIONS

1. INTERGOVERNMENTAL RELATIONS - Select the appropriate rating for each competency.

	"Exceeds your expectations"	"Meets your expectations"	"Area for growth"	"Evaluator has no basis for judgment"
Accessible to leadership of other agencies and jurisdictions; displays appropriate diplomacy and tact in relationships with other agencies and jurisdictions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively represents and promotes the Health District with other jurisdictions and agencies in the region and state.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively communicates and coordinates with other jurisdictions and agencies in the region and state.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriately considers the impact Health District projects and programs have on other jurisdictions and agencies in the region.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures the Health District is represented and appropriately involved in projects and programs sponsored by other jurisdictions and agencies that have impact on the Health District and/or that the Health District can impact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments regarding Intergovernmental Relations:

# District Health Officer 2016 Evaluation

## 7. DISTRICT BOARD OF HEALTH RELATIONS

1. DISTRICT BOARD OF HEALTH RELATIONS - Select the appropriate rating for each competency.

	"Exceeds your expectations"	"Meets your expectations"	"Areas for growth"	"Evaluator has no basis for judgment"
Effectively implements the Board's policies, procedures and philosophy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disseminates complete and accurate information to all board members in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds well to requests, advice and constructive criticism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides support to the boards' meeting process that allows for open, transparent decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitates the board's decision making without usurping authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments regarding District Board of Health Relations:

8. COMPLETION

*Thank you!*

*Your time and input on the District Health Officer's annual evaluation is greatly appreciated.*

**AIR QUALITY MANAGEMENT DIVISION DIRECTOR STAFF REPORT**  
**BOARD MEETING DATE: September 22, 2016**

**DATE:** September 9, 2016

**TO:** District Board of Health

**FROM:** Charlene Albee, Director  
775-784-7211, calbee@washoecounty.us

**SUBJECT:** Program Update, Divisional Update, Program Reports

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**1. Program Update**

a. Initial Area Designation Recommendation for the 2015 Ozone NAAQS

As a refresher, on October 26, 2015, the U.S. Environmental Protection Agency (EPA) approved a rule revising the National Ambient Air Quality Standard (NAAQS) for ozone. The 2015 ozone standard was strengthened to 70 ppb from the 2008 standard of 75 ppb. Section 107(d) of the Clean Air Act requires the governor of each state to recommend area designations to the EPA whenever a NAAQS is established or revised.

As a delegated agency, the Air Quality Management Division (AQMD) has reviewed the historical ambient air monitoring data for Washoe County and, in a letter to the Administrator of the Nevada Division of Environmental Protection (NDEP), recommended that all hydrographic areas within Washoe County be designated as “attainment”. This recommendation was based on certified ozone data collected for 2013 – 2015 and EPA’s potential concurrence with an Exceptional Events Demonstration for exclusion of ozone data for August 18 – 21, 2015. An Exceptional Events Initial Notification was submitted to EPA on June 3, 2016 as a result of the smoke impacts from California wildfires. On June 21, 2016, EPA Region IX determined ozone data from that event may affect a future regulatory decision (attainment v. non-attainment) and could be considered for exclusion under the Exceptional Events Rule. AQMD is preparing the final Exceptional Events Demonstration and expects to formally submit to Region IX by October 1, 2016.

Even though the initial recommendation is “attainment” with EPA concurrence, upon review of the following table, the data collected at the Reno3 monitoring site illustrates how critically close Washoe County is to not meeting the standard:

Reno3 (32-031-0016)

Rank	2013	2014	2015
1	0.073	0.076 <sup>2</sup>	0.075 <sup>1</sup>
2	0.071	0.074	0.073
3	0.069	0.073	0.073 <sup>1</sup>
4	0.069	0.071	0.073 <sup>1</sup>
5	0.069	0.070	0.072
6	0.066	0.069	0.071
7	0.065	0.069	0.070
8	0.065	0.068	0.070 <sup>1</sup>
9	0.064	0.068	0.069
10	0.064	0.067	0.069

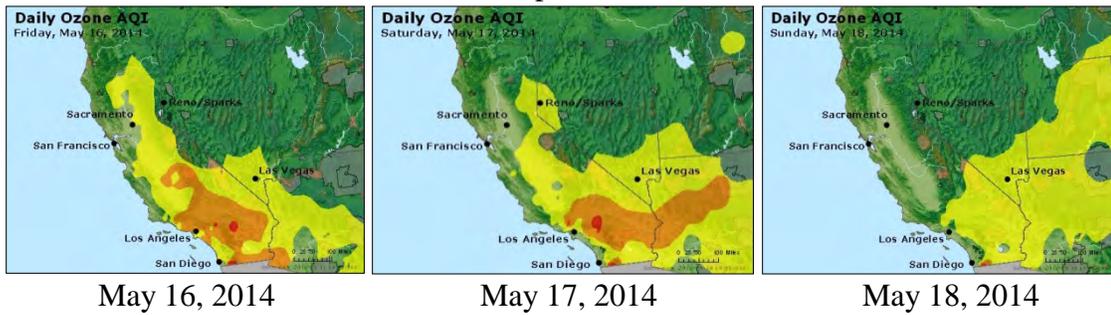
4 <sup>th</sup> high:			
w/out EE	0.069	0.071	0.073
w/ EE	0.069	0.071	0.070 <sup>1</sup>

Design Value (2013-2015):			
w/out EE			0.071
w/ EE			0.070 <sup>1</sup>

<sup>1</sup> Data and statistics affected by August 18-21, 2015 wildfires.  
<sup>2</sup> Data affected by May 17, 2014 unusual and infrequent event.

AQMD has also identified an unusual ozone event that occurred on May 17, 2014 involving the interstate transport of ozone from Northern California. As a result of favorable weather conditions for the formation of ozone in Northern California, followed by stronger than normal west-southwesterly winds, the ozone pollution was transported downwind towards the Reno-Tahoe Area. This event resulted in the highest 8-hour ozone concentrations for 2014 at five of the six ozone monitoring sites in Washoe County and the only exceedance for the year. Discussions regarding this event are ongoing with EPA Region IX and Headquarters to determine a pathway for this data to be considered for exclusion. At this time AQMD is not seeking exclusion of the May 17, 2014 data, however, these types of events are infrequent but will occur again in the future.

### Ozone Episode in Reno

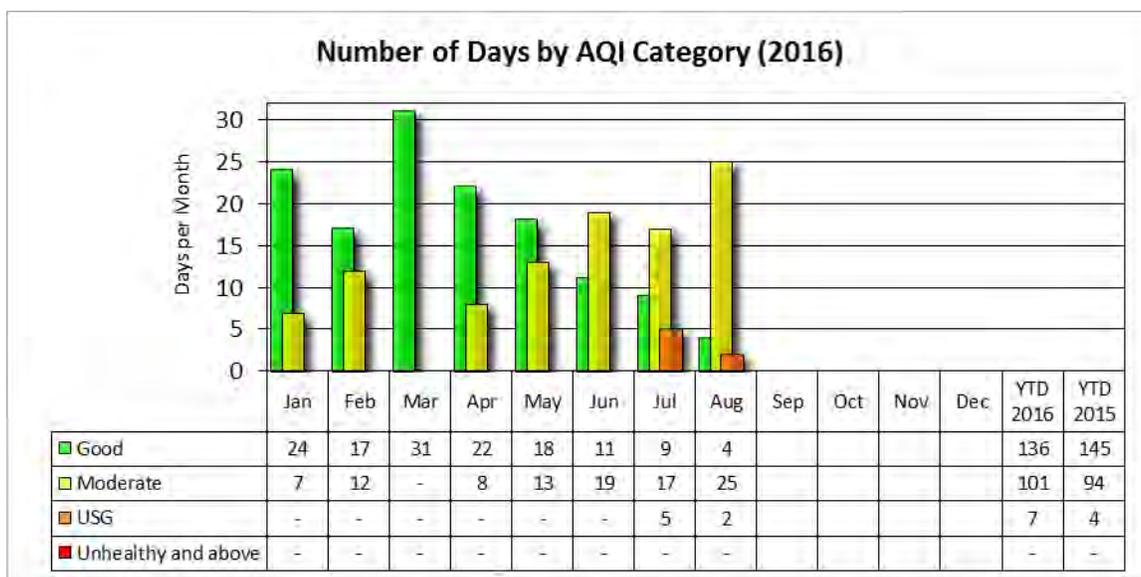
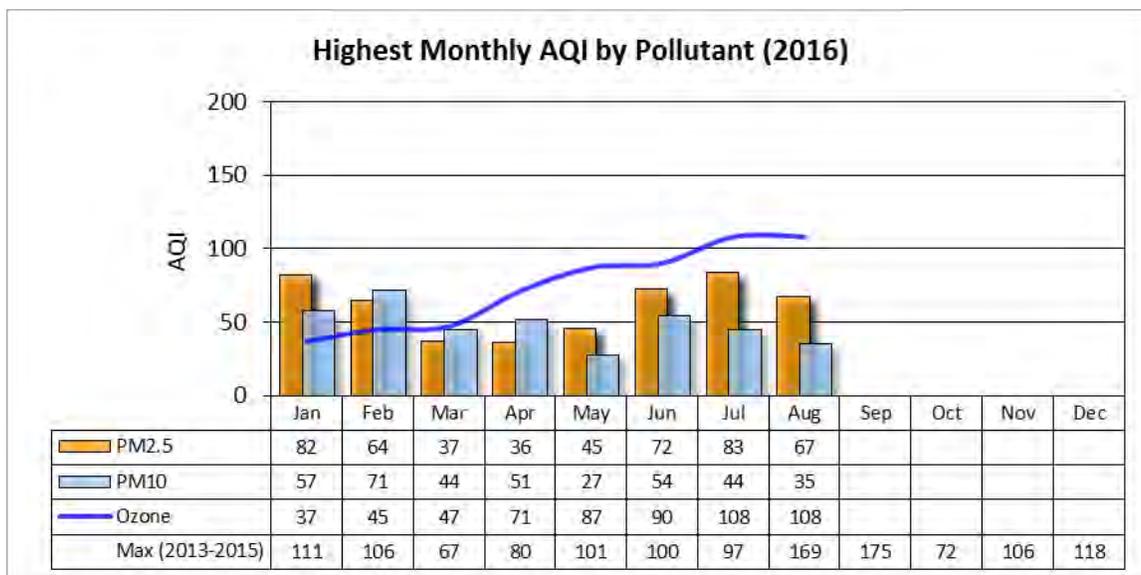


The take-away message is that Washoe County is very close to attaining the 2015 ozone standard but there is no room for growth without significant changes in behavior and smart planning. These factors make up the foundation of the Ozone Advance Program which AQM will continue to promote through engagement with our community stakeholders so we can all do our part to *Keep it Clean*.

Charlene Albee, Director  
Air Quality Management Division

## 2. Divisional Update

- a. Below are two charts detailing the latest air quality information for the month of August. The top chart indicates the highest AQI by pollutant and includes the highest AQI from the previous three years in the data table for comparison. The bottom chart indicates the number of days by AQI category and includes the previous year to date for comparison.



Please note AQI data are not fully verified and validated and should be considered preliminary. As such, they should not be used to formulate or support regulation, guidance, or any other governmental or public decision. For a daily depiction of the AQI data, please visit [OurCleanAir.com](http://OurCleanAir.com) for the most recent AQI Summary.

### 3. Program Reports

#### a. Monitoring & Planning

- August Air Quality: Two exceedances of the 8-hour ozone National Ambient Air Quality Standard (NAAQS) were recorded in August. These episodes were primarily influenced by interstate transport of smoke from wildfires in California, Oregon, and Idaho. There were no exceedances of any other NAAQS during August.
- Wildfire Ozone Exceptional Event (EE): As noted in the Director's Report, the initial ozone designation recommendation is based on EPA's concurrence with an August 2015 wildfire ozone exceptional event (EE). This EE demonstration has been taxing on staff because of the technical resources and hundreds of man-hours that will be required to meet EPA's definition of an "Exceptional Event". Our biggest challenge is that relatively light amounts of smoke from wildfires located hundreds of miles away can add a few ppb (parts per billion) of ozone. These few ppb are the difference between meeting or violating the standard (Attainment vs. Non-Attainment). This is the first of at least three (3) multiple-day EE demonstrations the AQMD staff will be preparing for wildfire ozone events that occurred in 2015 and 2016. AQMD staff is working with EPA staff at Region IX and Headquarters to find ways to improve the EE process. The current process is not sustainable for small to medium sized agencies such as ours and redirects resources away from programs to improve air quality such as Ozone Advance and Keep it Clean.
- Ozone Advance: Staff is collaborating with Jason Geddes, Energy Conservation & Sustainability Program Manager, of the Washoe County School District on their first ever Sustainability Policy. The policy will align with Ozone Advance and Health District Goals. Staff will also be presenting Ozone Advance and the Be Idle Free campaign to the Reno Planning Commission in September. Planning commissions, community development staff, and land use developers have tremendous influence on our built environment, which is strongly connected to public health. Our goal is to educate these groups on how each land use project and decision can contribute to a healthy community.



- Spanish Springs Monitoring Station: Electrical power and telemetry have been installed. The station is on track to collect ozone and particulate matter (PM2.5, PM10, and PMcoarse) data for the record by January 1, 2017.

Daniel K. Inouye  
 Chief, Monitoring and Planning

b. Permitting and Enforcement

Type of Permit	2016		2015	
	August	YTD	August	Annual Total
<b>Renewal of Existing Air Permits</b>	90	937	87	1297
<b>New Authorities to Construct</b>	15	80	5	99
<b>Dust Control Permits</b>	23 (330 acres)	117 (1573 acres)	13 (193 acres)	151 (2129 acres)
<b>Wood Stove (WS) Certificates</b>	40	290	51	391
<b>WS Dealers Affidavit of Sale</b>	5 (3 replacements)	44 (30 replacements)	1 (1 replacements)	135 (85 replacements)
<b>WS Notice of Exemptions</b>	724 (2 stoves removed)	5496 (37 stoves removed)	673 (0 stoves removed)	7490 (50 stoves removed)
<b>Asbestos Assessments</b>	104	707	94	1077
<b>Asbestos Demo and Removal (NESHAP)</b>	19	187	18	150

Staff reviewed forty-five (45) sets of plans submitted to the Reno, Sparks or Washoe County Building Departments to assure the activities complied with Air Quality requirements.

- Enforcement staff walked through the three downtown hotels after asbestos abatement to clear each for use by Reno Police and Reno Fire for training purposes. Once training is complete the hotels will be demolished. Staff continues to monitor the project as it progresses.
- Permitting staff continues to move forward on the Accela transition. All remaining tasks are on schedule to be completed by the go live date.

Staff conducted inspections of fifty-four (54) stationary sources in August 2016. Staff also conducted inspections on asbestos removal and construction/dust projects.

COMPLAINTS	2016		2015	
	August	YTD	August	Annual Total
<b>Asbestos</b>	3	22	0	25
<b>Burning</b>	1	7	1	8
<b>Construction Dust</b>	8	40	4	32
<b>Dust Control Permit</b>	0	10	1	6
<b>General Dust</b>	10	62	8	48
<b>Diesel Idling</b>	2	7	1	3
<b>Odor</b>	1	18	2	30
<b>Spray Painting</b>	0	1	0	8
<b>Permit to Operate</b>	1	7	0	12
<b>Woodstove</b>	0	1	0	13
<b>TOTAL</b>	<b>26</b>	<b>175</b>	<b>17</b>	<b>185</b>
NOV's	August	YTD	August	Annual Total
<b>Warnings</b>	0	15	0	24
<b>Citations</b>	3	13	0	8
<b>TOTAL</b>	<b>3</b>	<b>28</b>	<b>0</b>	<b>32</b>

\*Discrepancies in totals between monthly reports can occur due to data entry delays.

Mike Wolf  
 Chief, Permitting and Enforcement

DD	SK	—
DHO	—	—

**Community & Clinical Health Services  
Director Staff Report  
Board Meeting Date: September 22, 2016**

**DATE:** September 9, 2016  
**TO:** District Board of Health  
**FROM:** Steve Kutz, RN, MPH  
775-328-6159; skutz@washoecounty.us  
**SUBJECT:** Program Report – Fetal Infant Mortality Review Program; Divisional Update – Medicaid and Marketplace Exchange Enrollment, Data & Metrics; Program Reports

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**1. Program Report –**

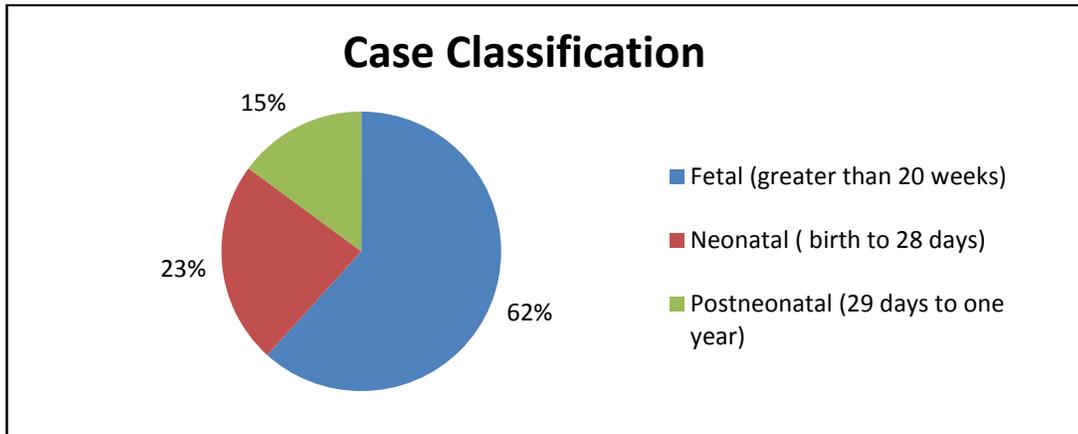
**Fetal Infant Mortality Review Program**



September is Infant Mortality Awareness Month. The Washoe County Fetal Infant Mortality Review (FIMR) Program was implemented by the Maternal Child and Adolescent Health (MCAH) Program in 2014 and is the first in Nevada. The FIMR Program extracts data from records at local hospitals to examine a variety of factors that affect the health of the mother, fetus and infant. This data is evaluated to ascertain strategies to reduce fetal and infant mortality.

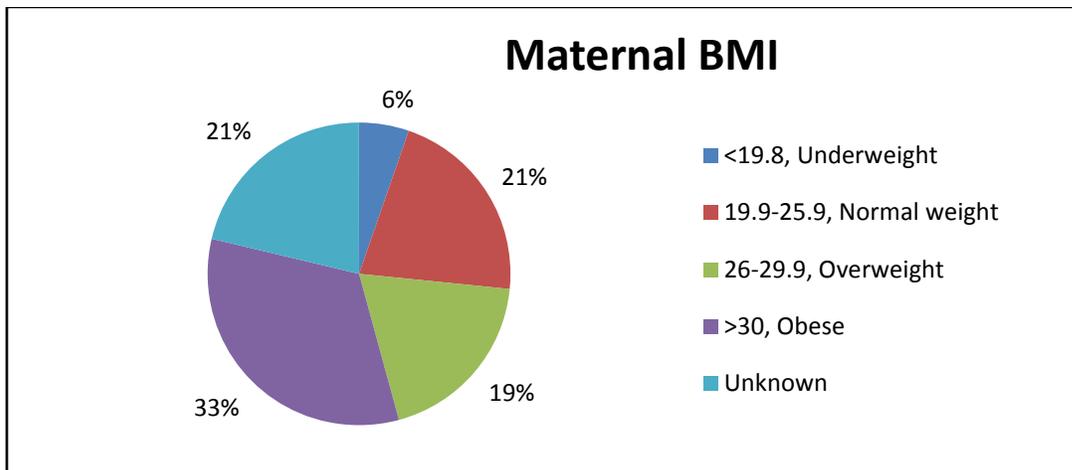
FIMR staff abstracted data on a total of 94 fetal and infant mortality cases between July 2015 and June 2016. Of those 94 cases, 82 (87%) were residents of Washoe County and the remaining 12 (13%) of women were not residents but received medical care in Washoe County. Data was entered into the REDCap database that was implemented in July 2015. This new database has provided improved data abstraction and reporting capabilities.

**Results:**

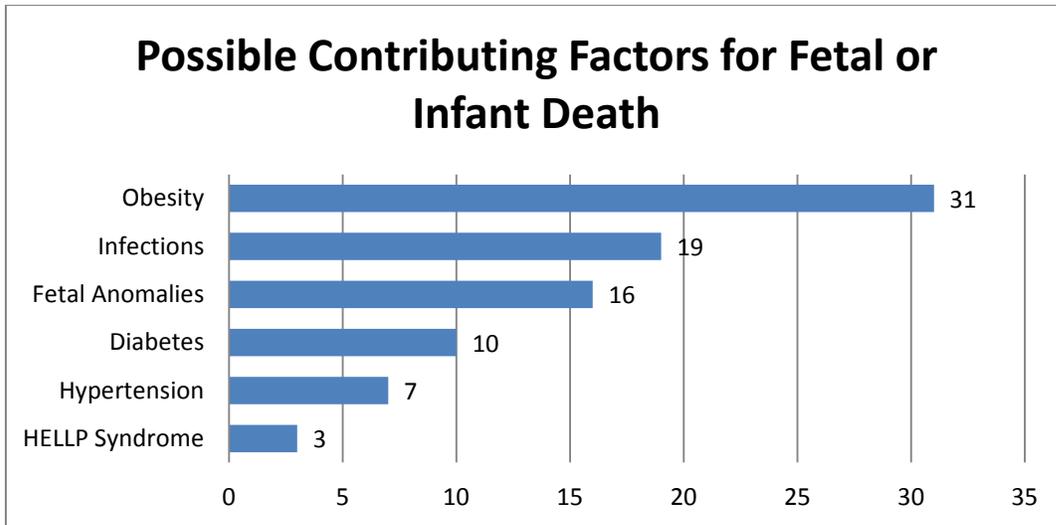


- 58 (62%) of the deaths were classified as fetal
- 22 (23%) were classified as neonatal
- 14 (15%) were classified as post-neonatal

Staff examined contributing factors to fetal, neonatal and postnatal deaths such as maternal weight (BMI), infections and fetal anomalies.

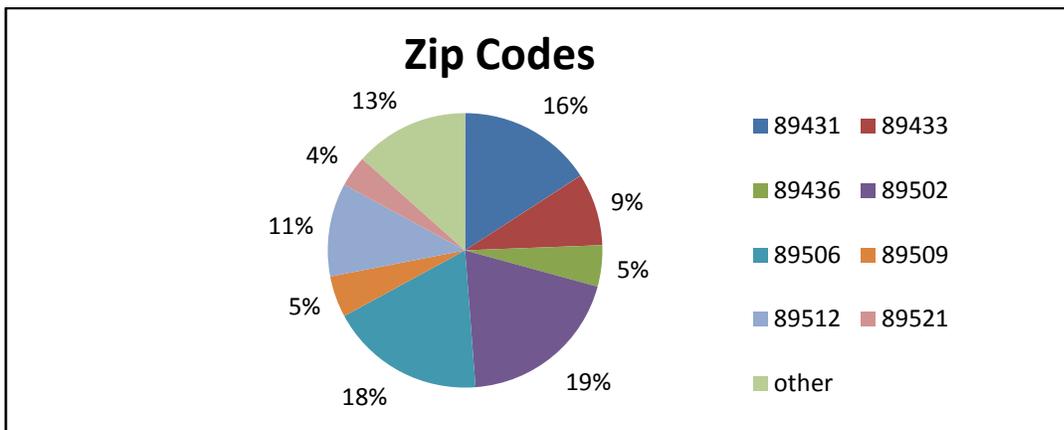


- 5 (6%) of the mothers were underweight
- 20 (21%) were normal weight
- 18 (19%) were overweight
- 31 (33%) were obese
- 20 (21%) were unknown BMI, often due to lack of documentation of mother's height



- 31 (33%) were obese prior to pregnancy
- 19 (20%) developed infections during pregnancy
- 16 (17%) infants were diagnosed with significant fetal anomalies
- 10 (11%) had diabetes or developed gestational diabetes while pregnant
- 7 (7%) had hypertension or were diagnosed with hypertension during pregnancy
- 3 (3%) developed HELLP syndrome during pregnancy

Women in the 89502, 89506, and 89431 zip codes had the highest number of infant and fetal deaths in Washoe County. Further exploration is needed to identify factors that may contribute to this disparity. Interestingly, in the 2015-2017 Washoe County Community Health Needs Assessment, zip codes 89502 and 89431 were among the five zip codes identified as having the greatest health disparities. Data will be reviewed from the next Community Health Needs Assessment to look for possible FIMR recommendations for interventions.



### **Case Review Team**

The Case Review Team (CRT) met 10 times between July 2015 and June 2016. The team reviewed 53 of the 94 cases. All of the cases reviewed were Washoe County residents. CRT recommendations were addressed by the Community Action Team (CAT).

Staff continue to collaborate with Join Together Northern Nevada (JTNN) to address substance use in pregnant women. Substance abuse is a public health problem in Washoe County, however accurate data is not available to evaluate the impact of substance use and abuse during pregnancy. Staff recommended the addition of substance abuse questions to the Pregnancy Risk Assessment Monitoring System (PRAMS) which is an ongoing surveillance program.

### **Community Action Team**

The CAT was integrated into the Northern Nevada Maternal Child Health Coalition. The CAT reviewed strategies to implement changes in the community to reduce fetal and infant mortality. The "Go Before You Show" campaign was chosen to encourage early prenatal care, and is expected to begin by the end of this year.

### **Education/Training**

FIMR staff participated in numerous local Maternal Child Adolescent Health (MCAH) trainings and meetings such as:

- Pregnancy and Infant Loss Support Organization of the Sierras (PILSOS)
- Infant Mortality Collaborative Improvement and Innovation Network (CoIIN) Summit in July 2015
- Keynote speaker at the 2015 Day of Remembrance in October 2015
- Presented the FIMR Program at the Nevada Health Conference in Las Vegas in November 2015
- Participated in the Improving Birth Outcomes in Nevada Collaborative in Carson City in November 2015
- Presented the FIMR Program through University of Nevada, Reno Project Extension for Community Healthcare Outcomes (ECHO) in May 2016

FIMR is a community-based, action-oriented process. The program provides a systematic approach to increase understanding of health care system and social problems that contribute to preventable fetal and infant deaths. This information is then utilized to identify and implement local interventions, in collaboration with community partners, to decrease fetal and infant mortality rates.

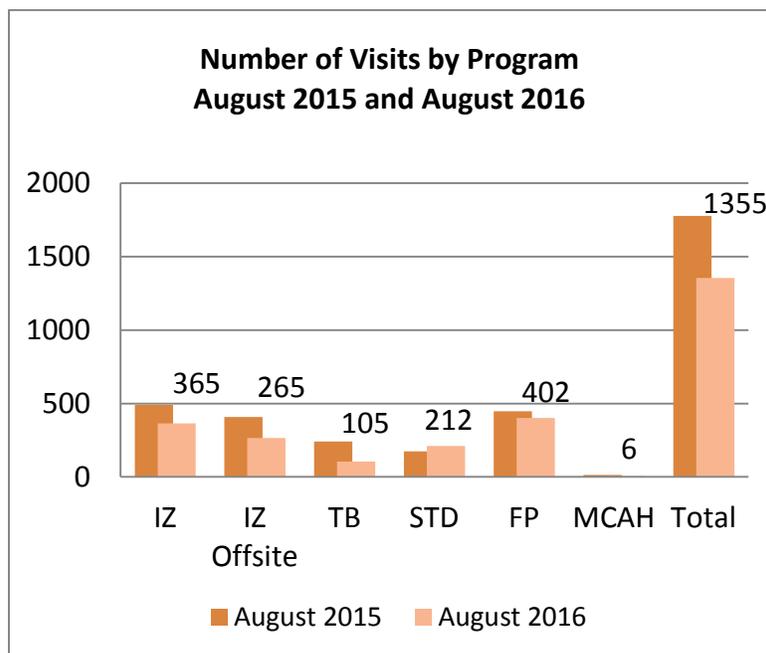
## 2. Divisional Update –

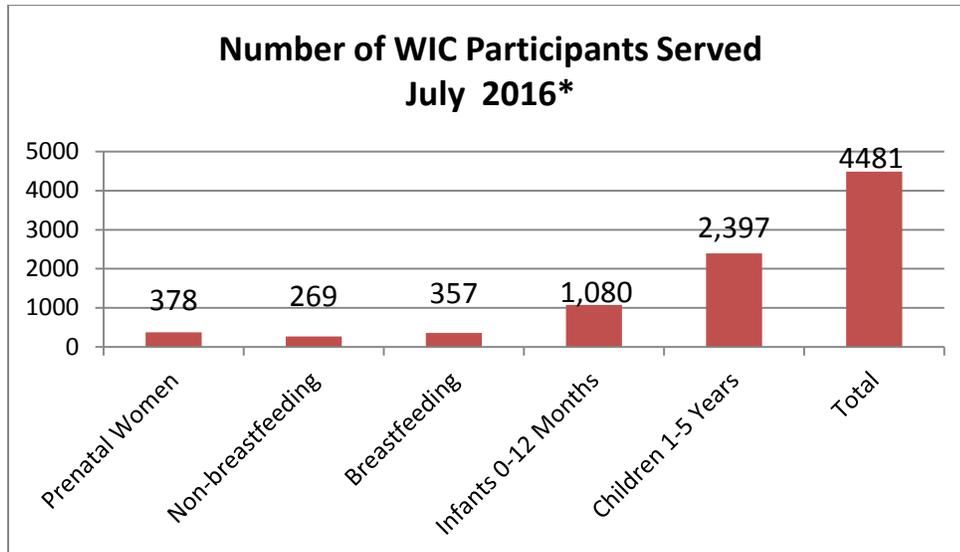
### a. Medicaid and Marketplace Exchange Enrollment Update



Earlier this year CCHS welcomed a Community Health Alliance staff member (Enrollment Assister [EA]) to help our clients enroll in Medicaid and the Marketplace Exchange. You may recall that Access to Healthcare is an area of focus in the Community Health Improvement Plan (CHIP) and our Strategic Plan, and enrollment into an insurance plan is a benefit to our clients, as well as improving revenue for our clinical programs. Our EA is scheduled at the Health District weekly, and for the first six months has enrolled 55 families in Medicaid, five in a Marketplace Health plan, and assisted 27 other families with community resources regarding healthcare.

### b. Data/Metrics





\*It takes a full month after the last day of the reporting month for final caseload counts as WIC clinics operate to the end of the month and participants have 30 days after that to purchase their WIC foods.

Changes in data can be attributed to a number of factors – fluctuations in community demand, changes in staffing and changes in scope of work/grant deliverables, all which may affect the availability of services.

### 3. Program Reports – Outcomes and Activities

- a. **Sexual Health** – The team would like to welcome Kimberly Icenhour and Margaret Battin. They will be working in the Sexual Health program as Intermittent Hourly Registered Nurses.

The Sexual Health program completed their CDC site visit on August 18, 2016, which went well, and the program staff received many compliments for their hard work. Angela Penny, program Public Health Nurse, was interviewed by KUNR on August 18, 2016 regarding the concern of antibiotic-resistant gonorrhea (please see the transcript of the interview at the end of this report). There has been no evidence of antibiotic-resistant gonorrhea in Washoe County to date.

On September 6, 2016, Angela Penny and Rudy Perez presented to the Orvis School of Nursing students on Sexually Transmitted Diseases. The two also discussed their role as a Public Health Nurse and a CDC Public Health Associate.

Program staff offer a fee based Sexual Health course, provided in English and Spanish, that covers education of the epidemiology, transmission and prevention of HIV and STDs. The course runs 2-3 hours, depending on participant discussion. Often attendance in the course is court ordered through our communities' municipal and/or justice courts and sometimes Nevada Parole and Probation. Most attendees have been arrested for prostitution and solicitation of prostitution related offenses. Safer sex supplies as well as HIV and STD testing are also made available to attendees. Since August, eight people have participated as a result of heightened

attention and more diligent court mandated attendance. All attendees during this time period were arrested for solicitation of prostitution and completed the NRS mandated HIV testing. Judges Dorothy Nash-Holmes and Kenneth Howard have been strong supporters of Sexual Health programming and testing.

The Sexual Health team continues to work closely with Patagonia Health to develop an STD/HIV application for the electronic health record system.

- b. **Immunizations** – The Immunization Program administered 401 doses of vaccine to 128 children at the Give Kids a Boost Health and Safety Fair at the Boys and Girls Club on August 6, 2016 in partnership with Immunize Nevada and the Nevada State Immunization Program. Several local clinics experienced a delay in shipment of Vaccine for Children (VFC) vaccine which increased the demand for immunizations the first week school was in session. The program responded by increasing staffing to provide expedited services. An “Express Clinic” was held on August 15, 2016 serving 64 children with 195 doses of vaccine administered. Additionally, Kids to Seniors Korner Program vaccinated 137 children at nine outreach locations in August, administering 313 doses of vaccine.

Staff are working with Immunize Nevada to plan additional outreach immunization clinics including a Baby Fair on September 17, 2016 and Mexican Consulate Clinic during Bi-national Health Week on October 15, 2016. School Located Vaccination Clinics (SLVC) will resume in October and additional community flu vaccine clinics will be scheduled.

- c. **Tuberculosis Prevention and Control Program** – Staff are investigating a new case of tuberculosis disease. This is the fourth case in calendar year 2016.

The U.S. Preventive Services Task Force issued a recommendation that supports CDC guidance to test latent tuberculosis infection in populations that are at increased risk. These groups include:

- People born in or who frequently travel to countries where TB is common
- People who currently, or used to, live in large group settings

CDC also recommends testing for TB infection among healthcare workers, contacts of people with confirmed or suspected TB disease, and as part of disease management for people with certain conditions, or as indicated prior to the use of certain medications. These groups are currently the focus for the Tuberculosis Prevention and Control Program.

- d. **Family Planning/Teen Health Mall** – Staff is focused on searching for an Advanced Practice Registered Nurse (APRN) to fill a recent vacancy. The position is being advertised through Nevada Advanced Practice Nurse Association's website and email blasts to members. In

addition, staff is reaching out to community contacts to generate interest. Alternative website advertising venues are being explored with the assistance of Human Resources.

- e. **Chronic Disease Prevention Program (CDPP)** – Staff are working with the Washoe County Food Policy Council to develop a Healthy Food Access Resolution to coincide with Food Day, which is October 24<sup>th</sup>. The Food Policy Council is requesting to bring the resolution to the Board of County Commissioner's October 18<sup>th</sup> meeting for adoption. They will also request resolutions from the cities of Reno and Sparks.

Staff has formed partnerships with TMCC and Sierra Nevada College and are providing assistance with tobacco free campus efforts. TMCC has been awarded a grant from the Truth Initiative to advance their efforts and SNC is in the process of gathering information.

Staff is planning the 2016 Healthy Living Forum which will be held on December 1<sup>st</sup> at UNR's Joe Crowley Student Union.

The program collaborated with community partners and Air Quality Management on the Sparks Streets event on August 20, 2016. The event celebrated and promoted active living as the Sparks route opened streets to pedestrians, cyclists and other non-motorized transport.

- f. **Maternal, Child and Adolescent Health (MCAH)** – Please see FIMR Program Report above.
- g. **Women, Infants and Children (WIC)** – WIC will be setting up a temporary clinic for the last two weeks of September while new furniture is installed at the 9<sup>th</sup> street clinic. This new furniture will also include a new flow for clients and improved confidentiality during WIC visits. Year-end grant funds from USDA, through the State of Nevada, are being used to fund the project.



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# Antibiotic-Resistant Gonorrhea Worries Washoe Health Officials

By ANH GRAY • AUG 18, 2016

## SHARE

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Graphic from the Centers for Disease Control and Prevention.

The Centers for Disease Control and Prevention published a [list](#) of the most drug-resistant illnesses in the country. The bacterial STD, gonorrhea, is on that list. As Reno Public Radio's Anh Gray reports gonorrhea infections are rising in Washoe County.

Angela Penny is with the [Washoe County Health District](#). She says in the first six months of this year, gonorrhea infections increased by 16.4 percent compared to the same time last year.



Listening...

0:49

"That's a big spike," Penny says.

Penny says a [dual antibiotic therapy](#) is the common treatment. But there has been no evidence of antibiotic-resistant gonorrhea in the community so far.

"What we would have seen is a specific individual repeatedly testing positive," Penny explains, "in spite of being treated."

In a recent [CDC report](#), the number of antibiotic-resistant gonorrhea have more than quadrupled in the U.S. in just one year. The disease can cause pelvic inflammatory disease, infertility and can increase the spread of HIV.

DD	<u>BS</u>	_____
DHO	_____	<u>RD</u>
DA	<u>NA</u>	_____
Risk	<u>NA</u>	_____

**Staff Report**  
**Board Meeting Date: September 22, 2016**

**DATE:** September 9, 2016  
**TO:** District Board of Health  
**FROM:** Robert O. Sack, Division Director, Environmental Health Services (EHS)  
775-328-2644; [bsack@washoecounty.us](mailto:bsack@washoecounty.us)  
**SUBJECT:** EHS Division and Program Updates - Food, Land Development, Vector-Borne Disease, Waste Management and EHS Inspections / Permits / Plan Review.

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**DIVISION UPDATE**

- The Division has evaluated data from the past year regarding vehicle use since the EHS motor pool fleet was downsized and the GPS units were installed. Mileage data from January to June was compared from calendar year 2015 and 2016. From January through June 2015 EHS usage was 81,845 miles in comparison from January through June 2016 EHS usage was 61,710 miles for a reduction of over 20,135 miles or 25% less usage. This reduction in vehicle usage has occurred as the Division has seen an increase in activities completed over the same time period. The reduction in mileage has covered the cost of the installation and monthly service fees associated with the installation of the GPS units. Over the next two months, management will be working with staff to potentially downsize the EHS fleet again based on this data.
- Staff is working to promote and utilize social media to reach the general public, over the course of the summer. The Division's Facebook page continues to add followers and likes of the page.
- The reclassified Senior Environmental Health Specialist Position is working closely with internal staff and the corresponding government agencies to find ways to streamline and efficiently manage the review of administrative development applications and construction plans. Developing new internal procedures are a major focus of the position at this time.
- Currently the Division is fully staffed based on the approved budget and staff positions. The four newly hired trainees have completed their basic inspection training and are currently working in their assigned subprograms. The licensed engineer also has completed basic training and is reviewing water project plans, commercial plans and residential septic and well plans along with assisting in the Safe Drinking Water (SDW) Program.
- Staff continues to work closely with Washoe County Community Services Department regarding the conversion of residents on residential septic systems to community sewer. With the assistance of staff, CSD was able to receive \$500,000.00 in funding for the project through the State Revolving Fund. A public meeting will be held in mid to late September with the residents to explain the public health concerns with the surfacing sewage and to discuss a timeline for the construction and conversion to the community sewer system.

- The new hard deadline to convert from Permits Plus to the new regional permitting and licensing software is set for October 31, 2016. This date will allow the region to utilize the Nevada Day holiday to complete the conversion process from the older Permits Plus program to the new Accela program without impacting daily operations or customer service. The Division is moving forward with internal training of staff regarding the use of the inspection documentation and workflow processes at this time.

## **PROGRAM UPDATES**

### **Food**

- The amendments to the Regulations of the Washoe County District Board of Health (DBOH) Governing Food Establishments were approved by the State Board of Health on September 9, 2016 after being adopted by the DBOH during the August 25, 2016 meeting. The amended regulations allow for the implementation of a new inspection process and rating system which will emphasize a risk based inspection approach by identifying the status of each foodborne illness risk factor and public health intervention. **Implementation of the regulations and subsequent inspection process meets the criteria of Standard I – Regulatory Foundation, Standard 3 – Inspection Program Based on HACCP Principles, and Standard 9 – Program Assessment**
- Staff will hold three workshops on September 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> for food establishment operators and the general public on the new food establishment inspection process which will begin in November 2016. The workshops will cover education on the new inspection form, associated field guide and the color coded (green, yellow, red) rating system. **Participation in workshops for the consumers and industry meets the criteria of Standard 7 – Industry and Community Relations**
- Staff operated a food safety educational booth at the Great Reno Balloon Races. Booth activities focused on the No Bare Hand Contact with Ready-to-Eat Foods requirement, proper handwashing procedures, and Norovirus awareness and prevention. **Participation in educational outreach for the consumers and industry meets criteria of Standard 7 – Industry and Community Relations**
- The month of August is the beginning of major special events, starting with Hot August Nights and ending with Street Vibrations, Fall Rally, in mid-September. A total of 19 staff volunteered and worked the 2016 Best of the West Nugget Rib Cook-Off over the course of the event, staff conducted 521 inspections. While conducting inspections, staff continues to address issues with proper cooling procedures, handwashing and No Bare Hand Contact with Ready-to-Eat.
- There were 28 foodborne illness complaints and referrals handled by staff in August. There have been referrals for positive cryptosporidiosis, giardiasis, shigellosis and campylobacteriosis in which environmental water exposures are suspected more strongly than food. There was a family group of 2 confirmed and 7 probable cases of shigellosis that all had exposure to the Truckee River during a gathering.

### **Schools**

- Staff met with Washoe County School District (WCSD) staff on August 11, 2016 and finalized the plans and procedures for the WCSD to implement during gastrointestinal outbreaks.
- As part of ongoing educational efforts associated with the start of the new academic year and gastrointestinal outbreak education staff developed a “Noro-week” from August 21<sup>st</sup> to August 27<sup>th</sup> utilizing social media and videos.
- Staff has started completing inspections for the 2016-2017 academic year, which includes both Washoe County School District schools and independent private schools.
- Staff is working to develop a new inspection form and various Standard Operating Procedures (SOPs) for school inspections, while also evaluating the possibility of developing stand-alone regulations for school oversight and inspections.

### **Childcares**

- The month of August saw a reduction of Hand, Foot and Mouth Disease in the childcare facilities with only four small outbreaks of which all have been closed.

### **Land Development**

- The program is continuing to progress towards having all records stored electronically. The goal includes reorganizing the multiple server file locations for the program down to one new program folder. This will allow all records to be searchable for quick and efficient record locating.
- Staff is working on streamlining communications and duplicative work between the State of Nevada and the Health District in the Safe Drinking Water program.
- Staff is concentrating on completing the remaining sanitary surveys of Public Water Systems (PWS) for the calendar year prior to the start of winter.

### **Underground Storage Tank (UST) Program**

- Staff has been involved in two large UST construction projects, both of which have had multiple logistical issues which have delayed the projects and increased the number of required inspections. Fees associated with UST construction activities have dramatically offset the time and costs associated with these inspections.

### **Vector-Borne Diseases**

- Staff conducted its fourth mosquito abatement operation on Thursday, September 8, 2016. Helicopter application of Vectolex was applied to 800 acres of wetlands in the Lemon Valley, Rosewood Lakes, Butler Ranch, South Meadows, Damonte Ranch and

Washoe Valley. During this application Vector Control staff took time to orientate and educate one of the Environmental Health Specialist Trainees as part of their preparation to take the Registered Environmental Health Specialist exam.

- Staff continues to monitor for the two Aedes mosquitoes that transmit Zika virus. We doubled the number of traps and now have 10 traps to detect these mosquitoes. The new traps are called a GAT trap (Gravid Aedes trap).

### Waste Management

- Staff has reviewed and provided comments and recommended changes on the draft State of Nevada Solid Waste Management Plan.
- Staff has completed the draft Washoe County Solid Waste Management Plan. Staff is currently soliciting comments on the plan. Notice of the draft plan and comment period has been solicited through social media, electronic media postings, email blasts and County News ListServe. Additionally two public comment workshops will be held in September.
- The permitted temporary transfer stations in Empire and Reno were inspected at various times prior to, during and after the Burning Man event and found to be in compliance with their waste collection and recycling/reuse operational plans.
- Staff continues to work closely with Waste Management of Nevada on the planning and construction of the new EcoCenter waste processing facility located within the City of Reno.

### **EHS 2016 Inspections / Permits / Plan Review**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD	Mo Avg
Child Care	8	6	7	5	15	10	17	11	79	10
Complaints	103	68	103	93	97	175	121	144	904	113
Food	217	317	454	369	363	580	706	580	3,586	448
General	38	73	125	137	296	185	164	365	1,383	173
Development Reviews Received	20	26	27	34	41	42	21	39	250	31
Plans Received (Comm-Food/Pool/Spa/etc)	11	9	6	12	25	34	32	39	168	21
Plans Inspections (Commercial)	35	31	63	41	52	22	16	30	290	36
Plans Received (Residential - Septic)	54	35	63	76	59	73	72	69	501	63
Residential Septic/Well Inspections	58	67	94	110	86	93	74	90	672	84
Temporary Food/Special Events	24	26	45	106	120	360	286	305	1,272	159
Well Permits	11	7	20	20	15	21	11	18	123	15
Waste Management	19	29	16	16	14	13	12	28	147	18
	598	694	1023	1019	1183	1608	1532	1718	9,375	1,172

\* **General Inspections Include:** Invasive Body Decorations; Mobile Homes/RVs; Public Accommodations; Pools; Spas; RV Dump Stations; and Sewage/Wastewater Pumping.

DD	<u>RT</u>
DHO	<u>KD</u>
DA	<u>NA</u>
Risk	<u>NA</u>

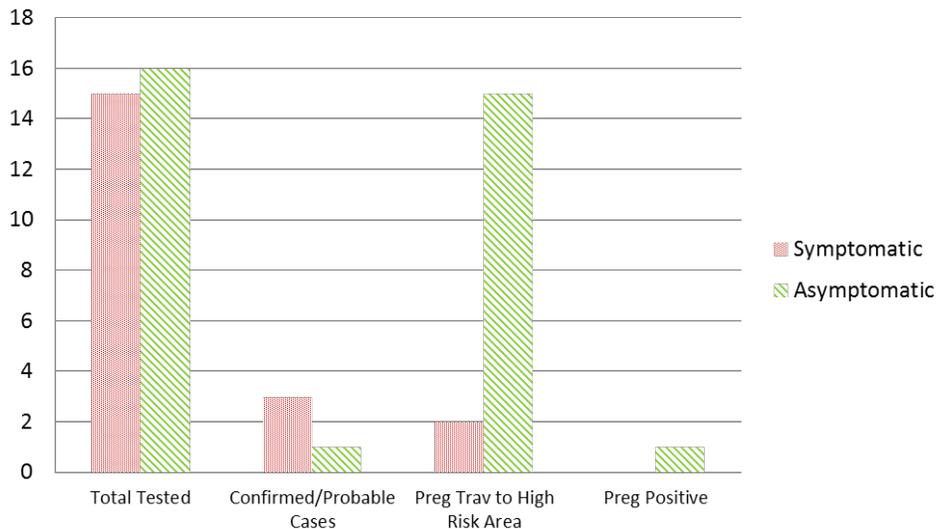
**EPIDEMIOLOGY AND PUBLIC HEALTH PREPAREDNESS  
DIVISION DIRECTOR STAFF REPORT  
BOARD MEETING DATE: September 22, 2016**

**DATE:** September 15, 2016  
**TO:** District Board of Health  
**FROM:** Randall Todd, DrPH, EPHP Director  
 775-328-2443, [rtodd@washoecounty.us](mailto:rtodd@washoecounty.us)  
**Subject:** Program Updates for Communicable Disease, Public Health Preparedness, and  
 Emergency Medical Services

**Communicable Disease (CD) –**

**Zika Virus Disease Evaluation and Testing** - As of September 7, 2016 there have been 31 individuals referred by local healthcare providers for evaluation of possible Zika virus infection. Four cases have been reported. One of the four cases was an asymptomatic pregnant woman. This woman is being monitored throughout the remainder of her pregnancy for any fetal abnormalities.

**Zika Virus Testing in Washoe County  
As of September 7, 2016**



**Hand Foot and Mouth Disease (HFMD)** - Since March 2016, the CD Program has investigated 17 HFMD outbreaks in childcare facilities. Approximately 275 cases were reported. As of September 7, 2016, there are two outbreaks open. The last outbreak was reported on August 26.

**New Delhi Metallo-beta-lactamase producing Klebsiella pneumoniae** - On Thursday, August 25, 2016, the CD team was notified by a local hospital that a hospitalized case (admitted on August 18th) was ill with pan-resistant Klebsiella pneumoniae (including Carbapenem resistance) infection. An additional chart review revealed that the case was treated in India for a hip infection in June 2016. Considering her medical care history in India, this patient was suspected to have New Delhi metallo-beta-lactamase producing KP infection. The isolate was forwarded to the state lab for further testing on Friday, August 26. On Monday, August 29, the state lab notified us that the isolate is truly pan-resistant (resistant to all drugs tested) and Modified Hodge Test (MHT) was positive. On Thursday, September 1, the case was confirmed with NDM-producing KP infection by CDC. The patient expired on September 1st. The CD team is working closely with CDC and the hospital to perform additional follow-up to prevent any further transmission.

### **Public Health Preparedness (PHP)**

A regional Training and Exercise Planning Workshop (TEPW) was held on August 24<sup>th</sup>. The purpose of the TEPW is to develop a regional calendar outlining all training and exercises to increase collaboration across the county. The Health District was represented by the Healthcare PHERC.

The Final Planning Meeting for the full-scale hospital evacuation exercise on October 19<sup>th</sup> was held on September 6<sup>th</sup> where regional hospitals, REMSA, and RTC met with Washoe County Health District staff to enhance collaboration for the community exercise.

A Memorandum of Agreement between the Health District and the Sparks Police Department (SPD) was executed on September 7th. This allows for the SPD Officers to don personal protective equipment in the event of a Public Health Emergency. This initiative was brought to the DBOH during the April 28<sup>th</sup> meeting.

A Memorandum of Agreement between the Health District and the Gerlach Fire Department was executed on September 15th. This allows for Gerlach first responders to don personal protective equipment in the event of a Public Health Emergency. This initiative was brought to the DBOH during the April 28th meeting.

A Mid Term Planning meeting for Operation Vaccination, a Point of Dispensing exercise at the Reno-Sparks Indian Colony was held on September 8<sup>th</sup>. This is in follow-up to the Point of Dispensing Memorandum of Agreement that was signed on June 1<sup>st</sup>.

The first isolation pod demonstration event was held on September 15<sup>th</sup> at Saint Mary's Regional Medical Center. This event was to train hospital staff on the use of isolation pods. There is another demonstration planned for September 20<sup>th</sup>, and a media event on the 21<sup>st</sup> to showcase the isolation pods and our community partnerships.

Medical Reserve Corps (MRC) Volunteers aided in the "Hidden Valley Emergency Preparedness and Safety Fair" sponsored by Washoe County Emergency Management and Homeland Security Office. It was held at the Hidden Valley Elementary School on August 18, 2016. MRC volunteers helped in the dissemination of emergency preparedness and health and safety educational materials and information. This event was well attended and well received by the Hidden Valley Community.

### **Emergency Medical Services (EMS) –**

In mid-August the EMS Coordinator participated in a three-day training for EOC operations and planning for all-hazards events. The course offered insight and practical experience with emergency management and decision-making skills necessary to effectively manage an EOC response to a large-scale incident. The training culminated with a full-scale response where all participants were assigned an EOC position for a simulation incident.

The EMS Statistician conducted a ride along with Reno Fire Department's Station 1 crews on August 16th. The ride along allows EMS staff to have firsthand experience with the fire responder's daily duties as well as response to both fire and EMS calls.

The EMS Coordinator participated in the annual Reno Air Racing Association tabletop discussion on August 23. The exercise involved an active assailant incident where the individual was shooting into the vendor and grandstand areas. Attendees were asked to discuss their agency role/response to the incident and the plans that would be activated during this type of disaster.

On August 24 the EMS Coordinator traveled to Gerlach to attend a meeting and tabletop discussion hosted by Burning Man staff. The meeting was well attended by numerous local, state and federal agencies and allowed for discussion about the various types of incidents and responses that could occur during Burning Man.

The EMS Coordinator attended the Reno Fire Department (RFD) Station 7 ceremony on August 29. All RFD stations are now open; station 7 will be staffed with a two-person crew that can respond to medical calls.

The EMS Coordinator held a final planning meeting on September 6 for the full-scale hospital evacuation exercise that is scheduled for October 2016. Personnel from the participating agencies met to finalize the scenario, timeline and exercise documents. The results of this exercise will be used to determine any necessary revisions to the Mutual Aid Evacuation Annex (MAEA).

The EMS Coordinator met with the REMSA Education Manager on September 8 to discuss the quarterly Fire EMS trainings. REMSA provided an update on the changes to the scheduling process and upcoming trainings while the EMS Coordinator presented ideas for possible training enhancements based on a presentation by the Mass Bay Community College at the 2016 EMS Today conference.

On September 9 the EMS Coordinator conducted a WebEOC refresher training for hospital representatives. Since this is not a system used on a regular basis, the EMS Coordinator developed a user guide with step-by-step instructions for hospital staff. The training also included demonstrations on inputting information into the MCI and hospital evacuation boards.

On behalf of Washoe County Health District, the EMS Statistician submitted the HeartSafe application for approval by Nevada Project Heartbeat on September 13. If the application is approved, the County will be a HeartSafe Community, which is a system that helps to strengthen the Chain of Survival for victims of sudden cardiac arrest.

**REMSA Percentage of Compliant Responses  
 FY 2016 -2017**

<b>Month</b>	<b>Zone A</b>	<b>Zone B</b>	<b>Zone C</b>	<b>Zone D</b>	<b>Zones B, C and D</b>	<b>All Zones</b>
July 2016	94%	91%	100%	100%	94%	94%
August 2016	93%	88%	100%	100%	92%	93%
YTD	94%	89%	100%	100%	93%	94%

**REMSA 90<sup>th</sup> Percentile Responses**

<b>Month</b>	<b>Zone A 8:59</b>	<b>Zone B 15:59</b>	<b>Zone C 20:59</b>	<b>Zone D 30:59</b>
July 2016	8:04	15:33	13:39	N/A*
August 2016	8:18	16:02	18:12	N/A*

\*There were 5 or less calls per month in Zone D, therefore a statistically meaningful 90<sup>th</sup> percentile analysis cannot be conducted. However, no calls in Zone D exceeded the 30:59 time requirement.

**DISTRICT HEALTH OFFICER STAFF REPORT**  
**Board Meeting Date: September 22, 2016**

**TO:** District Board of Health

**FROM:** Kevin Dick, District Health Officer  
(775) 328-2416, kdick@washoecounty.us

**SUBJECT:** District Health Officer Report – Prescription Drug Abuse, Regional License/Permit Program, Hillside Cemetery, Regional EMS Oversight, Legislature, Quality Improvement, Truckee Meadows Healthy Communities (TMHC), Community Health Improvement Plan, Other Events and Activities and Health District Media Contacts

Prescription Drug Abuse

Dr. Hess and I attended the Governor’s Prescription Drug Abuse Summit held on August 31 and September 1, 2016 in Las Vegas. The summit was organized around four breakout tracks with discussion designed to produce recommendations for consideration by the Governor and Cabinet Level Officials,

- 1) Prescriber Education & Guidelines
- 2) Treatment Options and Third-Party Payers
- 3) Data Collection and Intelligence Sharing
- 4) Criminal Justice Interventions

Summit presentations are available at: <http://gov.nv.gov/News-and-Media/RX/RX-Drug-Abuse-Summit/>.

A summary report of the recommendations is being prepared.

A teleconference is scheduled with the NDPBH, SNHD and WCHD to discuss the role local health authorities could play in response to this public health concern.

A meeting is scheduled for September 22 with Social Services, Washoe County Sheriff’s Office, Washoe County School District, School Police and the Health District to discuss possible activities to conduct outreach and education for students and parents.

Regional License/Permit Program

On August 29, the Regional Oversight Group met and decided to schedule the Accela Automation go-live date for October 31. This will allow data conversion and transition from the Permits Plus System to occur over the preceding three-day Nevada Day weekend. The Group decided that we will go live on October 31 with the functionality that is available and that the date will not be further postponed. Staff remains very busy and heavily engaged with user acceptance testing and addressing issues that are identified as the testing proceeds. Scripting for reports needed for system functionality continues.

The next Regional Oversight Group Meeting will be held on October 6.

### Hillside Cemetery

The Health District has provided a one-year extension to a permit for disinterment of human remains at Hillside Cemetery originally issued to Sierra Memorial Gardens on August 13, 2015, in accordance with NRS 451.045. The reinterment of the disinterred remains will occur within the Hillside Cemetery. The community notification of the proposed disinterment has created concerns that have been expressed by County residents regarding the disinterment and plans to reinter the remains to consolidate them in a smaller area of land within the existing cemetery.

### Regional EMS Oversight

A workgroup has been formed to discuss and develop approaches for further developing our understanding of regional response and patient outcomes. Data reporting issues with the fire agencies remain unresolved and no data has been provided to the EMS Oversight Program for the current fiscal year as of September 15. The EMS Advisory Board will meet on October 6, 2016.

### Legislature

I attended a Children's Advocacy Alliance Reception for their 2017 Legislative Briefing Book and Scorecard on September 13. On September 14, I participated in the monthly Nevada Public Health Association Advocacy call. Over 440 BDRs have been submitted as of August 14.

### Quality Improvement

The Q-Team is working on a QI Refresher training for the new fiscal year, and will be providing the annual QI survey to all staff before the end of 2016. Furthermore, the process to propose new QI projects within the Health District has been greatly simplified. Staff will be updated via e-mail on the new process the week of September 19th, and the Q-Team will review the new process during the QI Refresher training.

### Truckee Meadows Healthy Communities

TMHC is in the process of recruiting an independent contractor to provide staff support and a backbone for TMHC to proceed under the collective impact model.

The TMHC Committee members met with the President of the Federal Reserve Bank of San Francisco on September 6 to discuss to discuss the Truckee Meadows Healthy Communities initiative and provide a tour of the 89502 zip-code area.

I chaired the monthly TMHC Steering Committee meeting which was held on September 7.

The sixth Family Health Festival is scheduled for October 19th from 1:00-4:00 pm at Reno Town Mall. Health District staff, along with the Family Health Festival Planning Committee is working to increase evaluation efforts for future Family Health Festivals. The focus of the October event will be workforce development.

### Community Health Improvement Plan (CHIP)

A total of nine goals with sixty-six corresponding objectives were developed for the 2016-2018 Washoe County CHIP. Seven months after the Board of Health approved the CHIP, a total of twenty-nine (of the 66) objectives are being addressed in new subcommittees that formed as a result of the CHIP, and some as a result of the Truckee Meadows Healthy Communities Coalition. The purpose of the CHIP-related subcommittees comes in several forms: operationalize new programs and services, support existing services and programs that are

already proven effective, and/or align with other organizations through the collective impact model. Below is a summary of these workgroups and the objectives each subcommittee is addressing. Additional information related to the successes of these workgroup and participating organizations will be provided at next month's Board of Health meeting. Finally, it is important to note that the subcommittees below are those that were formed as a result of the CHIP or TMHC and have the direct support of the Health District. Many other committees (not mentioned below) within Washoe County are also addressing CHIP objectives.

Several sub-committees have now been established to address **CHIP Access to Healthcare and Social Services** goals and objectives. The subcommittees and their related objectives include:

- **Subcommittee:** Family Health Festival Planning Committee
  - **Objective 1.1:** By December 31, 2018, provide a minimum of four Family Health Festivals per year to at-risk communities in Washoe County.
  - **Objective 2.2:** By July 1, 2016, develop a Family Health Festival Strategic Plan to identify goals, objectives, and strategies for future Family Health Festivals.
- **Subcommittee:** Medicaid Referrals
  - **Objective 1.3:** By December 31, 2018, increase the percentage of Washoe County residents who have a usual primary care provider.
- **Subcommittee:** Nevada 2-1-1 Strategic Planning Workgroup
  - **Objective 2.1:** By July 2016, Nevada Department of Health and Human Services and statewide community partners will develop a strategic plan to restructure and improve Nevada 2-1-1, a call center and online directory that provides information and referral sources to Nevada residents.
- **Subcommittee:** Access to Health and Behavioral Services Meeting
  - **Objective 2.2:** By December 2016, explore models for engagement of assistance providers in underserved communities.

Two sub-committees have now been established to address **CHIP Behavioral Health** goals and objectives. The subcommittees and their related objectives include:

- **Subcommittee:** Opioid Workgroup
  - **Objective 3.1:** By December 2018, increase the proportion of adults aged 18 years and older with serious mental illness who receive treatment.
  - **Objective 3.2:** By December 2018, increase the proportion of adults aged 18 years and older with major depressive episodes who receive treatment.
  - **Objective 3.3:** By December 2018, increase the proportion of persons with co-occurring substance abuse and mental disorders who receive treatment for both disorders.
  - **Objective 5.14:** By December 2019, decrease the percentage of Washoe County high school students who have ever used heroin by 10%.

- **Objective 5.16:** By December 2019, decrease the percentage of Washoe County high school students who ever took prescription drugs without a doctor's prescription by 10%.
- **Objective 5.17:** By December 2020, decrease the percentage of University of Nevada, Reno students who ever took prescription painkillers without a doctor's prescription by 10%.
- **Subcommittee: Youth Mental Health Workgroup**
  - **Objective 4.1:** By December 2020, decrease the number of K-12 bullying incidents within the Washoe County School District by 20%.
  - **Objective 4.1.a:** By December 2019, decrease the percentage of Washoe County high school students who are bullied on school property by 20%.
  - **Objective 4.1.b.:** By December 2019, decrease the percentage of high school students who are electronically bullied by 20%.
  - **Objective 4.2:** By December 2019, decrease the percentage of Washoe County high school students who miss school because they feel unsafe at school or on their way to or from school by 20%.
  - **Objective 4.3:** By December 2019, decrease the percentage of Washoe County high school students who feel sad or hopeless by 20%.
  - **Objective 4.4:** By December 2019, decrease the percentage of Washoe County high school students who seriously consider attempting suicide by 20%.
  - **Objective 4.5:** By December 2019, decrease the percentage of Washoe County high school students attempting suicide by 20%.

One sub-committee has been established to address **CHIP K-12 Education** goals and objectives. The subcommittee and its related objectives include:

- **Subcommittee: CHIP Youth Mental Health Workgroup**
  - **Objective 7.1:** By December 2017, the Washoe County School District will adopt a Student Wellness Policy that meets state and federal requirements for nutrition and physical activity.
  - **Objective 7.3:** By June 30, 2018, increase the number of Title 1 Schools with Girls on the Run programming by 466%.
  - **Objective 7.3.a.:** By June 30, 2018, provide the Girls on the Run program to 500 adolescent girls annually.
  - **Objective 7.4:** By June 30, 2017, the University of Nevada, Reno Coaches Challenge program will be piloted in at least 20 elementary school classrooms within Washoe County.
  - **Objective 7.4.a.:** By June 30, 2017, Washoe County elementary students who complete Coaches Challenge will report at least a 20% increase in physical activity compared with their behaviors prior to participating in the program.

- **Objective 7.4.b.:** By June 30, 2017, Washoe County elementary students who complete Coaches Challenge will report at least a 20% increase in nutritious eating compared with their behaviors prior to participating in the program.

Two sub-committees have been established to address **CHIP Food Security** goals and objectives. The subcommittees and their related objectives include:

- **Subcommittee:** C4C Food Security Community Action Network (CAN)
  - **Objective 8.1:** By June 30, 2016, conduct a community needs assessment in the 89502 zip code with the goal of better understanding the role of food banks and their partners in a structured approach to achieve community-based outcomes that improve family stability.
  - **Objective 8.2:** By June 30, 2017, design a plan for improving outcomes identified through the community needs assessment program (identified in Objective 8.1), including the identification of interventions that draw from the best available evidence base.
  - **Objective 8.3:** By June 30, 2017, design an evaluation and data collection plan for those interventions identified in Objective 8.2.
  - **Objective 8.4:** By June 30, 2018, implement interventions in Objective 8.2 and assess outcomes utilizing the evaluation plan in Objective 8.3.
- **Subcommittee:** Gardening Workgroup
  - **Objective 8.5:** By December 31, 2016, develop a Washoe County Community Garden Plan to identify goals, objectives, and strategies for Community Gardens in low-income neighborhoods.

#### Other Events and Activities

Attended the REMSA Board meeting on September 26.

I met with the Food Policy Council leadership on September 26.

Attended a Crisis Action Team meeting September 8.

I attended the State Board of Health via teleconference on September 9 and provided a quarterly Health Officer report.

Attended the REMSA/Renown announcement of agreement for support of Community Paramedicine and Nurse Healthline services on September 12.

Attended Washoe County Department Heads meeting September 14.

Attended the Renown/DRI partnership announcement for community-based genome testing and research on September 15.

Participated in the Nevada Association of Local Health Officials call September 19.

A new staff orientation to the Health District was held on September 19.

Attended the Nevada Economic Development Conference President's Reception September 20.

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Attended the Health District Personal Protective Equipment Distribution and Isopod demonstration event at St. Mary's on September 21.

Met with the Division Directors and Supervisors on September 7 and the Division Directors on September 21. I meet regularly with the Division Directors and ODHO staff on an individual basis.

**Health District Media Contacts: August 2016**

<u>DATE</u>	<u>MEDIA</u>	<u>REPORTER</u>	<u>STORY</u>
8/30/2016	UNR Sagebrush	Emily Fisher	Air Quality - Inouye
8/29/2016	Reno Gazette-Journal	Anjeanette Damon	Hillside Cemetery - Ulibarri/Sack
8/29/2016	KRNV CH4 - NBC Reno	Terri Hendry	Hillside Cemetery - Ulibarri/Sack
8/26/2016	KOLO CH8 - ABC Reno	Rebecca Kitchen	Norovirus - Ulibarri
8/26/2016	Associated Press International	Michelle Rindel	Zika - Ulibarri/Todd
8/26/2016	Las Vegas Review Journal	Pashtana Usufy	Zika - Ulibarri/Todd
8/26/2016	Reno Gazette-Journal	Yvonne Beasley	Zika - Ulibarri/Todd
8/26/2016	KKOH Radio 780AM - CNN Reno	Jim Fannon	Zika - Ulibarri/Todd
8/26/2016	KUNR 88.7 FM - PBS Reno	Michelle Bole	Zika - Ulibarri/Todd
8/26/2016	CBS Radio News New Yoork	Emmet Henry	Zika - Ulibarri/Todd
8/26/2016	KRNV CH4 - NBC Reno	Olivia DeGennaro	Zika - Ulibarri/Todd
8/26/2016	KTVN CH2 - CBS Reno	Zach Mooney	Zika - Ulibarri/Todd
8/26/2016	KOLO CH8 - ABC Reno	Sydnee Scofield	Zika - Ulibarri/Todd
8/25/2016	KUNR 88.7 FM - PBS Reno	Ahn Gray	Rabid Bats - Shaffer
8/25/2016	KRNV CH4 - NBC Reno	Terri Hendry	West Nile - Shaffer
8/23/2016	Las Vegas Review Journal	Pashtana Usufy	Hep A from Hawaii - Ulibarri
8/23/2016	Las Vegas Review Journal	Pashtana Usufy	West Nile - Ulibarri
8/23/2016	KKOH Radio 780AM - CNN Reno	Daniella Zannino	Mosquito Fogging/West Nile - Ulibarri
8/19/2016	KOLO CH8 - ABC Reno	Rebecca Kitchen	WashoeEats - Macaluso
8/18/2017	KOLO CH8 - ABC Reno	Sarah Johns	Air Quality - Ulibarri
8/17/2016	KUNR 88.7 FM - PBS Reno	Ahn Gray	Drug Resistant Gonorrhea - Penny
8/17/2016	KOLO CH8 - ABC Reno	Terri Russell	Air Quality - Inouye
8/15/2016	Reno Gazette-Journal	Marcella Corona	Ozone levels - Inouye
8/4/2016	KOLO CH8 - ABC Reno	Ray Kinney	Mosquito larviciding - Ulibarri
8/3/2016	UNIVISION	Liliana Salgado	Zika - Ulibarri
8/2/2016	KRNV CH4 - NBC Reno	Madison Cortney	Zika - Ulibarri

**Press Releases/Media Advisories/Editorials/Talking Points**

8/30/2016	Free workshops on the food establishment rating Ulibarri
8/26/2016	First Zika Pregnancy confirmed in Washoe Coun Ulibarri
8/25/2016	Rabies found in five separtae cases in Washoe C Ulibarri
8/15/2016	Another West Nile collection confirmed in Wash Ulibarri
8/13/2016	Second West Nile collection confirmed in Wash Ulibarri
8/10/2016	First West Nile collection confirmed in Washoe Ulibarri
8/3/2016	Health District conducts third mosquito treatmen Ulibarri

**Social Media Postings**

<b>Facebook</b>	AQMD/CCHS/ODHO 77 EHS	
<b>Twitter</b>	AQMD/CCHS	47
<b>Grindr/Sexual Health Program</b>	CCHS	67 posts 817,139 total engagements