



STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

1/3/2017 1:00 P.M.

26 SOUTH B STREET, VIRGINIA CITY, NEVADA

AGENDA

MARSHALL MCBRIDE
CHAIRMAN

ANNE LANGER
DISTRICT ATTORNEY

LANCE GILMAN
VICE-CHAIRMAN

JACK MCGUFFEY
COMMISSIONER

VANESSA STEPHENS
CLERK-TREASURER

Members of the Board of County Commissioners also serve as the Board of Fire Commissioners for the Storey County Fire Protection District, Storey County Brothel License Board, Storey County Water and Sewer System Board and the Storey County Liquor and Gaming Board and during this meeting may convene as any of those boards as indicated on this or a separately posted agenda.

All matters listed under the consent agenda are considered routine, and may be acted upon by the Board of County Commissioners with one action, and without an extensive hearing. Pursuant to NRS 241.020 (2)(d)(6) Items on the agenda may be taken out of order, the public body may combine two or more agenda items for consideration, and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The Commission Chair reserves the right to limit the time allotted for each individual to speak.

All items include discussion and possible action to approve, modify, deny, or continue unless marked otherwise.

1. **SWEARING IN OF NEWLY ELECTED OFFICIALS**
2. **CALL TO ORDER REGULAR MEETING AT 1:00 P.M.**
3. **ELECTION OF CHAIRMAN TO THE STOREY COUNTY BOARD OF COMMISSIONERS FOR THE TERM OF ONE YEAR** Pursuant to Storey County Code 2.04.008

4. **ELECTION OF VICE CHAIRMAN TO THE STOREY COUNTY BOARD OF COMMISSIONERS FOR THE TERM OF ONE YEAR** Pursuant to Storey County Cide 2.04.008

5. **PLEDGE OF ALLEGIANCE**

6. **DISCUSSION/POSSIBLE ACTION:**

2017 Appointments to serve on State, County and Regional Boards:

1. Safety Committee – Vanessa Stephens – Chair (Was Chris Hood)
2. Legislative Representative – Marshall McBride with all others, including staff as needed (No Change)
3. Historic Fourth Ward School and Museum Board – Jack McGuffey (No Change)
4. NACO – Jack McGuffey with Austin Osborne as alternate (No Change)
5. Nevada Works – Austin Osborne with Jessie Fain as alternate (Was Lance/Austin)
6. Virginia City Senior Center – Cherie Nevin (No Change)
7. Lockwood Senior Center – Lance Gilman and Cherie Nevin (No Change)
8. St. Mary’s Art Center – Jack McGuffey with Cherie Nevin as alternate (Adding Cherie as alternate)
9. Western Nevada Development District – Dean Haymore (No Change)(Will need alternate replacement effective July 1, 2017)
10. Carson Water Subconservancy District – Austin Osborne with Kathy Canfield as alternate (Adding Kathy Canfield)
11. State Land Use Planning Advisory Council – Austin Osborne with Kathy Canfield as alternate (Substitutes Kathy for Jason VanHavel)
12. Truckee River Flood Management Authority (Technical Advisory Committee) – Lance Gilman with Austin Osborne and Kathy Canfield as alternates (Substitutes Kathy for Dessie)
13. Comstock Historic District – Marshall McBride (No Change)
14. Nevada Commission for the Reconstruction of the V& T Railway – Jack McGuffey (No Change)
15. Virginia City Tourism Commission – Lance Gilman (No Change) and confirming continued appointments of Scott Jolcover, Angelo Petrini Pam Ambercrombie and Ron Gallagher (Remains the same)
16. Oversight of Fire and Public Works – Marshall McBride (No Change)
17. Economic Development
 - a. EDAWN – Pat Whitten (No Change)
 - b. NNDA – Lance Gilman with Austin Osborne as alternate (Adding Austin as alternate)
18. Washoe-Storey Conservation District – Austin Osborne with Kathy Canfield as alternate (Substitutes Kathy for Jason)

7. **CONSENT AGENDA**

I For possible approval, LICENSING BOARD FIRST READINGS:

A. ROAD AND HIGHWAY BUILDERS, LLC - Contractor / 175 Salomon Circle ~ Sparks (contractor)

- B. NEVADA OFFICE MACHINES, INC. - General / 1855 Vassar ~ Reno (office equipment sales & svc)
- C. EGC CONSTRUCTION, LLC - Contractor / 4571 China Rose Circle ~ Reno (contractor)
- D. AUGUSTA FIBERGLASS COATINGS, INC. - Contractor / 86 Lake Cynthia Rd ~ Blackville, SC (cont.)
- E. ISRA SURFACE VISION - Professional / 4470 Peachtree Lakes Dr ~ Berkly Lakes, GA (consultant)
- F. PREMIER AUOTMATION CONTRACTORS - Contractor / 4099 Dolan Dr ~ Flint, MI (contractor)
- G. DOUGLAS A MILES, RESIDENTIAL DESIGNER - Professional / 40 McKissick ~ Chilcoat, CA (architect)
- H. CLEAN AIR PRODUCTS - Contractor / 8605 Wyoming Avenue ~ Brooklyn, MN (equipment install)
- I. SURESITE CONSULTING GROUP, LLC - Professional / 3659 Green Rd ~ Beachwood, OH (consult.)
- J. CARL ZEISS INDUSTRIAL METROLOGY, LLC - Contractor / 1 Zeiss Dr ~ Thornwood, NY (ind. measuring mach.)
- K. STAR2STAR COMMUNICATIONS, LLC - Contractor / 600 Tallevast ~ Sarasota, FL (communications)
- L. JAVA ELECTRIC, LLC - Contractor / 6705 Alicante ~ Reno (contractor)
- M. ROBERT MUSGROVE dba SPORTSKIDS OF AMERICA - Home Business / 720 Sutro Springs Road ~ Dayton (internet retail sales office)
- N. INTELLIGENT FIRE SYSTEMS & SOLUTIONS, INC. - Contractor / 28422 Constellation Rd ~ Valencia, CA (fire alarm contractor)
- O. JR PIERCE PLUMBING CO., INC. - Contractor / 3610 Cincinnati Ave ~ Rocklin, CA (plumbing cont.)
- P. DUNKEL MACHINERY MOVING, LLC - Contractor / 1344 Disc Drive ~ Sparks (machinery mover)
- Q. WALLIS STEEL, INC. - Contractor / 32 Stokes Drive ~ Carson City (steel fabricator)
- R. CHASEN USA, INC. - Contractor / 5300 Los Altos Pkwy ~ Sparks (cargo handler)
- S. KS CONTROL, INC. - Professional / 420 The Parkway ~ Greer, SC (engineering)
- T. EASTEC GmbH - Contractor / Dr.vonFrommStr 9 92637 ~ GERMANY
- U. ADVANTAGE INDUSTRIAL SYSTEMS, LLC - Contractor / 9320 Corsair Rd ~ Frankfort, IL (rigging)
- V. AEROTEK, INC. - General / 7301 Parkway Dr ~ Hanover, MD (staffing company)
- W. SEPAM AMERICAS, INC. - General / 3100 South Gessner ~ Houston, TX (staffing company)
- X. STS TEMPS, INC/ESSG dba STS Staffing & Temp Services - General / 780 Vista ~ Sparks (staffing)
- Y. SHOE INN, LLC - General / 1482 Linda Way ~ Sparks (shoe cover dispensers)
- Z. SURGE STAFFING - General / 1110 Morse Road ~ Columbus, OH (staffing company)
- AA. KS-SCHNEIDER/RUHLAND GmbH - Contractor / Germanenstrasse ~ GERMANY (engineer)

BB. BAYSIDE INSULATION - Contractor / 1635 Challenge Dr ~ Concord, CA
(contractor)

CC. MR. DAVID'S FLOORING INT'L - Contractor / 865 W Irving Park ~ Itasca, IL
(contractor)

DD. ENERGY MECHANICAL INSULATION, INC. - Contractor / 4005 W Dewey ~
Las Vegas (contractor)

EE. THE ELECTRIC COMPANY - Contractor / 660 Kresge Lane ~ Sparks
(contractor)

II For possible approval: Update to Storey County Administrative Policies and Procedures including: Policies 102 Computing Time for Notice; 106 Disposal of Personnel Records; 212 Code of Ethical Standards; 218 Children, Pets, and Visitors in the Workplace; 221 Telecommuting; 601 Holidays; 604 Catastrophic Leave; 606 Leave of Absence Without Pay; 607 Court Leave; 608 Bereavement Leave; 609 Military Leave; 610 Emergency Conditions; 611 Leave for Parents; 802 Layoff and Terminations; and 901 Performance Management.

III For possible approval: First reading for AlliedBarton security Services LLC, out of county security gaurd service provider to Storey County.

IV For possible approval: Treasurer's Report for November 2016.

V For possible approval: Payroll checks dated 12/02/2016 for \$495,636.04, dated 12/08/2016 for \$76,346.94 and \$133,402.78 an dated 12/16/2016 for \$444,358.34. Accounts payable checks dated 11/14/2016 for \$12,269.00, dated 12/09/2016 for \$397,711.11 and \$22,754.35 and dated 12/23/2016 for \$131,816.87 and \$24,566.49.

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

9. **BOARD COMMENT (No Action - No Public Comment)**

10. **DISCUSSION ONLY (No Action):**

VC Silver Bricks Robotics Team with Coach Nicole Frens presenting a way to keep wild horses safe. This will also be presented in competition (school-wide) on December 10, 2016. Also speaking is Valerie LeBel-Flately with VRWPA.

11. **DISCUSSION/POSSIBLE ACTION:**

Consideration of letters of interest and appointmnet of planning commissioners to fill the vacancies and serve a term representing Precinct 1, Precinct 5, and At-Large (Virginia City/Gold Hill, Highlands, and At-Large) positions on the Storey County Planning Commission. The vacancies were posted and letters of interest were received by December 22, 2016.

12. **RECESS TO CONVENE AS THE STOREY COUNTY BROTHEL BOARD**

13. **DISCUSSION/POSSIBLE ACTION:**

Appeal to re-issue Sheriff's Work Card by Johnna P. Nichols.

14. **DISCUSSION/POSSIBLE ACTION:**

Regarding the brothel inspection of 10/7/16, possible violations, brothel ordinance and matters related thereto.

15. **ADJOURN TO RECONVENE AS THE STOREY COUNTY BOARD OF COMMISSIONERS**

16. **DISCUSSION/POSSIBLE ACTION:**

Approval of the second reading of the general out of county business license for Pacific Summit Energy LLC, an out of county gas company providing service to a Storey County business.

17. **DISCUSSION/POSSIBLE ACTION:**

LICENSING BOARD SECOND READINGS:

- A. SHANGHAI RESTAURANT dba SHANGHAI EXPRESS FOOD TRUCK - General / 1269 Baring Blvd ~ Sparks (mobile food truck)
- B. SAINT MARY'S MEDICAL GROUP, INC. - General / 411 W Sixth St ~ Reno (mobile medical)
- C. ASTEELFLASH USA CORPORATION - Contractor / 4211 Starboard Dr ~ Fremont (manufacturing)
- D. ROSS HEATING AND AIR CONDITIONING, INC. - Contractor / 5245 Vista ~ Sparks (hvac cont.)
- E. BRAZILIAN STONE, INC. - Contractor / 2 Round Robin Lane ~ Reno (paver installer)
- F. WEST EDNA ASSOC dba Mojave Electric - Contractor / 3755 W Hacienda ~ Las Vegas (elect cont)
- G. FST TECHNICAL SERVICES, LLC - Professional / 450 E Warner ~ Chandler, AZ (quality assurance)
- H. INTERSTATE FIRE SALES & SVC dba State Fire DC Specialties - Contractor / 5370 East Idaho Street ~ Elko (fire suppression and security)
- I. AUTOMATION MOVERS INTERNATIONAL - Contractor / 4110 Maret Place ~ Flint, MI (mechanical)
- J. COMMUNICATION TECHNOLOGY SERVICES, LLC - Contractor / 33 Locke Dr ~ Marlborough, MA (wireless services contractor)
- K. AMERICAN DOOR INSTALLATION, LP - Contractor / 209 W Mayflower ~ N Las Vegas (contractor)
- L. GOFERU - Home Business / 350 Prospector ~ Dayton (errands concierge)
- M. MESA ENERGY SYSTEMS, INC. dba EMCOR Services Nevada - Contractor / 2 Cromwell ~ Irvine, CA (hvac contractor)

- N. COLD JET, LLC - General / 455 Wards Corner ~ Loveland, OK (blasting machine sales)
- O. DREAMCRAFTERS, LLC - Contractor / 5488 Reno Corporate Blvd ~ Reno (general contractor)
- P. BART MANUFACTURING, INC. - Contractor / 3787 Spinnaker Ct ~ Fremont (manufacturing)
- Q. PROSTAR STAFFING SERVICES, INC. - General / 390 Potrero Ave ~ Sunnyvale, CA (staffing svcs)
- R. CLASSIC TOUCH MOBILE EQUIPMENT REPAIR - Contractor / 9756 N Virginia St ~ Reno (equipment repair)
- S. SWEEP EASY CHIMNEY SWEEP, LLC - General / 935 Bejay Place ~ Reno (chimney sweep)
- T. AQUA METALS RENO, INC. - General / 2500 Peru Drive (battery recycling facility) TRI

18. **CORRESPONDENCE**

I Detention Facility Inspection Report of the Storey County Jail

II Storey County Fire Protection Disitrcct Report for November 2016.

19. **PUBLIC COMMENT (No Action)**

20. **ADJOURNMENT**

NOTICE:

- Anyone interested may request personal notice of the meetings.
- Agenda items must be received in writing by 12:00 noon on the Monday of the week preceding the regular meeting. For information call (775) 847-0969.
- Items may not necessarily be heard in the order that they appear.
- Public Comment will be allowed at the end of each meeting (this comment should be limited to matters not on the agenda). Public Comment will also be allowed during each item upon which action will be taken on the agenda (this comment should be limited to the item on the agenda). Time limits on Public Comment will be at the discretion of the Chairman of the Board. Please limit your comments to three minutes.
- Storey County recognizes the needs and civil rights of all persons regardless of race, color, religion, gender, disability, family status, or nation origin.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Commissioners' Office in writing at PO Box 176, Virginia City, Nevada 89440.

CERTIFICATION OF POSTING

I, Vanessa Stephens , Clerk to the Board of Commissioners, do hereby certify that I posted, or caused to be posted, a copy of this agenda at the following locations on or before 12/28/2016; Virginia City Post Office at 132 S C St, Virginia City, NV, the Storey County Courthouse located at 26 S B St, Virginia City, NV, the Virginia City Fire Department located at 145 N C St, Virginia City, NV, the Virginia City Highlands Fire Department located a 2610 Cartwright Rd, VC Highlands, NV and Lockwood Fire Department located at 431 Canyon Way, Lockwood, NV.

By 
Vanessa Stephens Clerk-Treasurer



Storey County Board of County Commissioners Agenda Action Report

Meeting date: January 3, 2017

Estimate of time required: 5 Minutes

Agenda: Consent Regular agenda Public hearing required

1. **Title:** Appointments to serve on State, County and Regional Boards

2. **Recommended motion:** Move to approve committee appointments as recommended by staff (or as alternatively determined)

3. **Prepared by:** Pat Whitten

Department: Commissioners

Telephone: 847-0968

4. **Staff summary:** Annually at the first Commission meeting in January, the Commission appoints certain individuals to serve on various Committees. Please see the attached list of recommended appointments for each Committee/Board.

5. **Supporting materials:** None

6. **Fiscal impact:** None other than mileage to attend various meetings

Funds Available: Yes

Fund: As budgeted

____ Comptroller

7. **Legal review required:** No

____ District Attorney

8. **Reviewed by:**

____ Department Head

Department Name:

____ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 6

2017 Appointments to Serve on State, County and Regional Boards

1. Safety Committee – Vanessa Stephens – Chair (Was Chris Hood)
2. Legislative Representative – Marshall McBride with all others, including staff as needed (No Change)
3. Historic Fourth Ward School and Museum Board – Jack McGuffey (No Change)
4. NACO – Jack McGuffey with Austin Osborne as alternate (No Change)
5. Nevada Works – Austin Osborne with Jessie Fain as alternate (Was Lance/Austin)
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17. Economic Development
 - a. EDAWN – Pat Whitten (No Change)
 - b. NNDA – Lance Gilman with Austin Osborne as alternate (Adding Austin as alternate)
18. Washoe-Storey Conservation District – Austin Osborne with Kathy Canfield as alternate (Substitutes Kathy for Jason)



Storey County Board of County Commissioners Agenda Action Report

Meeting date: 1-3-17

Estimate of time required: 0 - 5

Agenda: Consent Regular agenda Public hearing required

1. **Title:** Business License First Readings

2. **Recommended motion:** None required (if approved as part of the Consent Agenda)
I move to approve all first readings (if removed from consent agenda by request)

3. **Prepared by:** Stacey Bucchianeri

Department: Community Development

Telephone: 847-0966

4. **Staff summary:** First readings of submitted business license applications are normally approved on the consent agenda. The applications are then submitted at the next Commissioners' meeting for approval.

5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:** None

Funds Available:

Fund:

___ Comptroller

7. **Legal review required:** None

___ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Community Development

___ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 7 I

Storey County Community Development

Business Licensing

P O Box 526 • Virginia City NV 89440 • (775) 847-0966 • Fax (775) 847-0935 • buslic@storeycounty.org

To: Vanessa Stephens, Clerk's Office
Pat Whitten, County Manager

December 23, 2016

Via email

Fr: Stacey Bucchianeri

Please add the following item(s) to the **January 3, 2017**, COMMISSIONERS Consent Agenda:

LICENSING BOARD

FIRST READINGS:

- A. **ROAD AND HIGHWAY BUILDERS, LLC** – Contractor / 175 Salomon Circle ~ Sparks (contractor)
- B. **NEVADA OFFICE MACHINES, INC.** – General / 1855 Vassar ~ Reno (office equipment sales & svc)
- C. **EGC CONSTRUCTION, LLC** – Contractor / 4571 China Rose Circle ~ Reno (contractor)
- D. **AUGUSTA FIBERGLASS COATINGS, INC.** – Contractor / 86 Lake Cynthia Rd ~ Blackville, SC (cont.)
- E. **ISRA SURFACE VISION** – Professional / 4470 Peachtree Lakes Dr ~ Berkly Lakes, GA (consultant)
- F. **PREMIER AUOTMATION CONTRACTORS** – Contractor / 4099 Dolan Dr ~ Flint, MI (contractor)
- G. **DOUGLAS A MILES, RESIDENTIAL DESIGNER** – Professional / 40 McKissick ~ Chilcoot, CA (architect)
- H. **CLEAN AIR PRODUCTS** – Contractor / 8605 Wyoming Avenue ~ Brooklyn, MN (equipment install)
- I. **SURESITE CONSULTING GROUP, LLC** – Professional / 3659 Green Rd ~ Beachwood, OH (consult.)
- J. **CARL ZEISS INDUSTRIAL METROLOGY, LLC** – Contractor / 1 Zeiss Dr ~ Thornwood, NY (ind. measuring mach.)
- K. **STAR2STAR COMMUNICATIONS, LLC** – Contractor / 600 Tallevast ~ Sarasota, FL (communications)
- L. **JAVA ELECTRIC, LLC** – Contractor / 6705 Alicante ~ Reno (contractor)
- M. **ROBERT MUSGROVE dba SPORTSKIDS OF AMERICA** – Home Business / 720 Sutro Springs Road ~ Dayton (internet retail sales office)
- N. **INTELLIGENT FIRE SYSTEMS & SOLUTIONS, INC.** – Contractor / 28422 Constellation Rd ~ Valencia, CA (fire alarm contractor)
- O. **JR PIERCE PLUMBING CO., INC.** – Contractor / 3610 Cincinnati Ave ~ Rocklin, CA (plumbing cont.)
- P. **DUNKEL MACHINERY MOVING, LLC** – Contractor / 1344 Disc Drive ~ Sparks (machinery mover)
- Q. **WALLIS STEEL, INC.** – Contractor / 32 Stokes Drive ~ Carson City (steel fabricator)
- R. **CHASEN USA, INC.** – Contractor / 5300 Los Altos Pkwy ~ Sparks (cargo handler)
- S. **KS CONTROL, INC.** – Professional / 420 The Parkway ~ Greer, SC (engineering)
- T. **EASTEC GmbH** – Contractor / Dr.vonFrommStr 9 92637 ~ GERMANY
- U. **ADVANTAGE INDUSTRIAL SYSTEMS, LLC** – Contractor / 9320 Corsair Rd ~ Frankfort, IL (rigging)
- V. **AEROTEK, INC.** – General / 7301 Parkway Dr ~ Hanover, MD (staffing company)
- W. **SEPAM AMERICAS, INC.** – General / 3100 South Gessner ~ Houston, TX (staffing company)
- X. **STS TEMPS, INC/ESSG dba STS Staffing & Temp Services** – General / 780 Vista ~ Sparks (staffing)
- Y. **SHOE INN, LLC** – General / 1482 Linda Way ~ Sparks (shoe cover dispensers)

Storey County Community Development

Business Licensing

P O Box 526 • Virginia City NV 89440 • (775) 847-0966 • Fax (775) 847-0935 • buslic@storeycounty.org

- Z. SURGE STAFFING** – General / 1110 Morse Road ~ Columbus, OH (staffing company)
- AA. KS-SCHNEIDER/RUHLAND GmbH** – Contractor / Germanenstrasse ~ GERMANY (engineer)
- BB. BAYSIDE INSULATION** – Contractor / 1635 Challenge Dr ~ Concord, CA (contractor)
- CC. MR. DAVID'S FLOORING INT'L** – Contractor / 865 W Irving Park ~ Itasca, IL (contractor)
- DD. ENERGY MECHANICAL INSULATION, INC.** – Contractor / 4005 W Dewey ~ Las Vegas (contractor)
- EE. THE ELECTRIC COMPANY** – Contractor / 660 Kresge Lane ~ Sparks (contractor)

Inspection Required

ec: Chris Hood, Building Dept.
Austin Osborne, Planning Dept.
Dean Haymore, Comm Dev.

Gary Hames, Fire Dept.
Patty Blakely, Fire Dept.
Fritz Klingler, Fire Dept.

Sheriff's Office
Assessor's Office
Commissioners' Office



Storey County Board of County Commissioners Agenda Action Report

Meeting date: 01/03/17

Estimate of time required: 15 min.

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

1. **Title:** Discussion/Possible Action. Update to Storey County Administrative Policies and Procedures including: Policies 102 Computing Time for Notice; 106 Disposal of Personnel Records; 212 Code of Ethical Standards; 218 Children, Pets, and Visitors in the Workplace; 221 Telecommuting; 601 Holidays; 604 Catastrophic Leave; 606 Leave of Absence Without Pay; 607 Court Leave; 608 Bereavement Leave; 609 Military Leave; 610 Emergency Conditions; 611 Leave for Parents; 802 Layoff and Terminations; and 901 Performance Management.

2. **Recommended motion:** Based on the recommendation by staff and in conformance with the Storey County Administrative Policies and Procedures, I (Commissioner) motion to approve the amendments to Storey County Administrative Policies 102 Computing Time for Notice; 106 Disposal of Personnel Records; 212 Code of Ethical Standards; 218 Children, Pets, and Visitors in the Workplace; 221 Telecommuting; 601 Holidays; 604 Catastrophic Leave; 606 Leave of Absence Without Pay; 607 Court Leave; 608 Bereavement Leave; 609 Military Leave; 610 Emergency Conditions; 611 Leave for Parents; 802 Layoff and Terminations; and 901 Performance Management.

3. **Prepared by:** Austin Osborne

Department: Human Resources

Telephone: 847-0968

4. **Staff summary:** The purpose of the Storey County Administrative Policies and Procedures is to establish authority to implement the personnel program on a consistent basis. The Policies and Procedures require that review and necessary updates occur every five years and otherwise as needed.

5. **Supporting materials:** Enclosures: Draft policy markup updates.

6. **Fiscal impact:** None on local government.

Funds Available: Fund: _____ Comptroller

7. **Legal review required:** _____ District Attorney

8. **Reviewed by:**
 ___@___ Department Head Department Name:
 ___ County Manager Other agency review: _____

9. **Board action:**
 Approved Approved with Modifications
 Denied Continued

Agenda Item No. 7 II

Enclosures: Draft policy chapters

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 102
EFFECTIVE DATE: 11-18-08
REVISED: 01/03/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Computing Time for Notice/Failure to Receive Notices

1 PURPOSE: Determining the length of time periods for processing an action in these policies and responsibility for written communications.

2 POLICY:

2.1 ~~For the purpose of determining~~ *Unless otherwise provided*, the length of time periods for processing an action in these policies, days shall be counted beginning with the calendar day following mailing or delivery of notice and concluding at 5:00 p.m., on the last day to be counted. If the last day to be counted falls on a weekend or holiday, the period will end at 5:00 p.m., on the first business day following the last counted day.

2.2 Written communications to employees considered to be routine in nature shall be delivered by regular mail to the current address on record or via email. Written communications to employees identified as significant, important and/or time-sensitive shall be hand-delivered or sent by certified mail, return receipt required, to the current address on record or via email utilizing the read receipt function. All written communications to applicants shall be hand-delivered or sent by U.S. mail to the address shown on the application for employment or sent via email as shown on the application. The employer is not responsible in the event mail is not received. It is the employee's responsibility to respond to all employer communications, including those mailed and/or emailed to the address on record, and the responsibility of the applicant to comply with all phases of the selection process within the specified time. Failure to respond for any reason, including failure to receive written notice, may have an adverse effect on an individual's employment status and/or result in disqualification from the selection and hiring process.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 106
EFFECTIVE DATE: 05/06/08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Disposal of Personnel Records

1 PURPOSE: To ensure proper disposal of any records containing employee personal or financial information. A disposition schedule identifies the minimum time period the records must be retained, per NRS 239.080 or NAC 239; NSLA-Records Management-Local

Government Records Retention Schedules, disposition must not occur before this time period expires. (<http://dmla.clan.lib.nv.us/docs/nsia/records>).

2 POLICY:

- 2.1 NRS 239B.030 states that government agencies shall ensure that personal information, defined as social security numbers, driver's license numbers, or bank account numbers, required to be maintained by state or federal statute and received after January 1, 2007, be maintained in a confidential manner.
- 2.2 If the agency has records containing personal information which is not required by specific state or federal statute and the information was received prior to January 1, 2007, the information must be obliterated or removed from documents and computer systems on or before January 1, 2017.
- 2.3 To be in compliance with the Fair and Accurate Credit Transactions (FACT) Act Disposal Rule dated June 1, 2005, employer shall dispose of sensitive information derived from consumer reports to ensure there will be no unauthorized access to – or use of – any confidential information. "Consumer Reports" are defined as reports which contain information from a consumer reporting company, such as reports obtained from third party agencies who conduct employment background checks on behalf of the employer.

- 2.4 Sensitive information includes any and all documents containing employee information, which can include:

- Employee name
- Social security number
- Driver's license number
- Phone number
- Physical address
- Email address
- Any other personal identifiers

In addition, any identifying personal information, such as that described above, which is stored on electronic files, shall be destroyed or erased so that the information cannot be read or reconstructed.

- 2.5 **Method of disposal.** The employer shall dispose of sensitive information by shredding or burning any and all documents which contain personal information. Although the law specifically applies to consumer reports and the information derived from consumer reports, the employer shall, in accordance with good personnel practices, properly dispose of any records containing employee personal or financial information. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.
- 2.6 The employer will determine whether the disposal of consumer report documents will take place by utilizing an internal process and equipment or by procuring the services of a document destruction contractor to dispose of material that is specifically identified as consumer report information. The employer will exercise due diligence to ensure that a

contractor disposes of documents as required by law. Due diligence may consist of requiring that the disposal company be certified by a recognized trade association to ensure the disposal company complies with the disposal rule requirements.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 601
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Holidays

PURPOSE: To designate recognized holidays and legibility for holiday pay.

POLICY: ~~A. Holidays Designated~~

The following holidays are recognized by the employer (~~NRS 236.015~~):

~~New Year's Day—January 1~~

~~Martin Luther King, Jr.'s Birthday—Third Monday in January~~

~~President's Day—Third Monday in February~~

~~Memorial Day—Last Monday in May~~

~~Independence Day—July 4~~

~~Labor Day—First Monday in September~~

~~Nevada Day—Last Friday in October~~

~~Veterans Day—November 11~~

~~Thanksgiving Day—Fourth Thursday in November~~

~~Family Day—Friday following the fourth Thursday in November~~

~~Christmas Day—December 25~~

~~One floating holiday per calendar year to be pre-approved by the employee's supervisor.~~

~~Any day declared a legal holiday by the President of the United States and/or the Governor of the State of Nevada will be observed in accordance with the presidential or gubernatorial proclamation. Storey County may observe a holiday, which occurs on a Saturday or a Sunday, on the day before or after the holiday.~~

B. Holiday Pay

~~Recognized holidays are typically non-work days. Each regular employee in a, full-time, and part-time employee's who is on paid status on his/her~~

~~regularly scheduled work day before or after a holiday will be paid. The holiday pay shall be equivalent to the employee's regularly scheduled shift hours of pay at his/her rate of pay for each recognized holiday. Each regular, part-time, employee shall receive holiday pay based on their regularly scheduled shift.~~

C. — Weekend Holidays

~~For employees regularly assigned to work Mondays and/or Fridays, if a holiday falls on a Saturday, the Friday preceding will be observed as the holiday. If a holiday falls on a Sunday, the Monday following will be observed as the holiday. When a holiday falls on Saturday or Sunday for an employee regularly scheduled to work on the Saturday or Sunday, the employee will observe the holiday on the Saturday or Sunday, unless an alternative is authorized by the employer. If the holiday falls on a regularly scheduled day off, the employee will observe the holiday on the next regularly scheduled work day, unless an alternative is authorized by the employer.~~

D. — No Accrual

~~Holiday leave shall not be accrued except as may be otherwise provided by a collective bargaining agreement.~~

E. — Work on Holidays

~~Non-exempt employees who work on a designated holiday shall be paid for the holiday plus one and one half (1.5) times their regular rate of pay for any time worked on a holiday. Bargaining unit employees who work on a holiday shall be paid overtime as provided in the collective bargaining agreement.~~

1. Observed holidays.

For the purposes of this policy, holiday pay shall be defined as a premium paid to eligible employees related to holidays in accordance with NRS 236:

New Year's Day (January 1st)

Martin Luther King's Day (Third Monday in January)

President's Day (Third Monday in February)

Memorial Day (Last Monday in May)

Independence Day (July 4th)

Labor Day (First Monday in September)

Nevada Day (Last Friday in October)

Veterans Day (November 11th)

Thanksgiving Day (Fourth Thursday in November)

Day after Thanksgiving (Friday following the Fourth Thursday in November)

Christmas Day (December 25th)

Any day that may be appointed by the President of the United States for public fast, Thanksgiving, or as a legal observed holiday, except Columbus Day.

- a. If a holiday falls on a Saturday, the preceding Friday becomes the observed holiday.*

- b. *If a holiday falls on a Sunday, the following Monday becomes the observed holiday.*

One floating holiday per calendar year to be pre-approved by the department head.

2. *Holiday compensation for days worked.*

Each regular full-time employee shall receive holiday compensation. The holiday compensation shall be equivalent to the employee's regularly scheduled shift – 8, 10, or variation between 8- and 10-hour shifts. If the employee is scheduled for 3, 12 hour shifts followed by 1, 4 hour shift during the regular workweek, the holiday compensation will be 12 hours.

- a. *Holidays worked during regular shift. An employee required to work his/her regularly scheduled shift during a recognized holiday shall receive their regular pay PLUS additional payment of holiday compensation computed at 1.5 the base-rate for the regularly scheduled shift, the combined total being 2.5 compensation.*
- b. *Holidays worked while on overtime. An employee required to work overtime on a recognized holiday shall receive overtime compensation computed at 1.5 of regular rate of pay for the overtime worked PLUS holiday pay at 1.0 times the base rate, the combined total being 2.5 compensation.*
- c. *Employees in the Communications series and VCTC shall receive holiday pay and/or overtime holiday pay, as applicable, for hours worked on a holiday, regardless of the day of the week the holiday falls.*

3. *Holiday compensation for days not worked.*

- a. *Employees who are not required to work on a recognized holiday shall receive holiday compensation equivalent to one (1) regularly scheduled shift.*
- b. *Except for employees in the communications series and the Virginia City Tourism Commission (VCTC), if an employee's regularly scheduled day off falls on a holiday or observed holiday, the employee will be granted 1 shift off with pay during the workweek of the holiday. The day of that workweek to be taken off is subject to scheduling and upon mutual agreement of the employee and the department head.*
- c. *If the regularly scheduled day off of a communications series and Virginia City Tourism Commission (VCTC) employee falls on a holiday, the employee may elect to take 1 regularly scheduled shift off in lieu of holiday pay within 30 days following the holiday as mutually agreed between the employee and department head. If the employee does not take the day off from work within this period of time, s/he will receive holiday pay at the next following payroll period.*

4. *Compensation for regular part-time employees. Regular part-time employees shall*

receive holiday compensation as provided in this policy based on their regularly scheduled shift.

5. *Pay status. In order to receive holiday compensation, an employee must be in pay status immediately before and after the holiday.*
6. *Holiday bank time pursuant to subsection 3 of this policy will be paid to an employee upon separation for any reason except for a reduction in force with less than two weeks of notice.*

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 604
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Catastrophic Sick Leave

PURPOSE: To establish a mechanism for staff to donate accrued annual or sick leave hours to an established Catastrophic Sick Leave Bank, which shall be available for eligible employees to use if they have exhausted their own accrued annual / sick leave and other compensatory time, and have a catastrophic illness or injury.

POLICY:

A. ~~Definition~~ Catastrophe means the employee is unable to perform the duties of his/her position or a modified duty assignment because of a serious illness or accident which is life threatening or which will require a lengthy convalescence. "Life Threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death. "Lengthy Convalescence" means a period of disability which the attending physician determines will exceed ten (10) weeks. Catastrophic leave may not be used when the subject of the catastrophe is a member of the employee's family. Catastrophic leave is limited to catastrophes which befall the employee.

B. ~~Request for Catastrophic Leave~~

1. ~~An employee may not receive any leave from the catastrophic leave account until s/he has used all his/her accrued annual, sick and other paid leave.~~
2. ~~An employee who is himself/herself affected by a catastrophe as defined in paragraph (A.) may request in writing that a specified number of hours of catastrophic leave be granted.~~
3. ~~The request form will be made available at the personnel office and must be completed by the employee except in cases where the employee is unable to do so. (form 204 F)~~

4. ~~The maximum number of hours that may be granted to an employee shall be 480 hours per calendar year.~~
 5. ~~An employee may not receive any hours from the catastrophic leave account until s/he has worked for the County for at least two years and has made the minimum annual contribution to the catastrophic leave account.~~
 6. ~~An employee who fails to qualify for catastrophic leave pursuant to the requirements set forth in subsection (5) may receive catastrophic leave if eligible employees independently contribute a designated number of hours to the non-qualifying employee's specific catastrophic event. The receipt of such catastrophic leave shall be subject to the remaining requirements set forth in this Article.~~
 7. ~~An employee who receives catastrophic leave from the account is entitled to payment for that leave at a rate no greater than his/her own rate of pay.~~
 8. ~~A request for catastrophic leave must be approved by the Personnel Director and/or Administrative Officer after consultation with the employee's supervisor.~~
 9. ~~An employee must provided to the Personnel Director and/or Administrative Officer a medical certificate issued by the licensed physician or health practitioner providing treatment, that certifies the illness or injury prevents the employee from performing the full functions of his/her regular position and/or from performing the duties of any alternate/modified duty position which the County has offered.~~
- C. ~~The minimum annual contribution to the catastrophic leave account shall be eight (8) hours per calendar year. An Employee must have a combined balance of at least two hundred and forty (240) hours of sick and annual leave on the books to contribute to the account. Contribution form must be submitted to the Payroll Dept. (Form 204 F1)~~
- D. ~~Any hours of annual or sick leave that have been transferred from an employee's account to the catastrophic leave account may not be returned or restored to that employee. This section does not prevent the employee from receiving leave pursuant to section (B.) of this Article.~~
- E. ~~All employees of the County who are eligible to use sick leave, may use the leave from the catastrophic leave account and/or donate to this account, subject to the remaining requirements set forth in this Article, unless such employees are covered by the Firefighters Association IAFF Local 4227 or Sheriffs Employee Association/Operating Engineers Local Union No.3.~~
- F. ~~Annual and sick leave will be transferred at the rate of one hour for one hour credit donated consistent with the provisions of NRS 245.210. Donated time will be converted to a dollar amount based upon the donating employee's current base hourly rate of pay. When an employee is granted use of catastrophic leave, the catastrophic leave account will be reduced by an amount determined by multiplying the receiving employee's current base hourly rate of pay by the total number of hours granted.~~
- G. ~~Review of Status of Catastrophe; Termination of Leave; Disposition of Hours Not Used~~
- (1.) ~~The Personnel Director and/or Administrative Officer or his/her designee shall review the status of the catastrophe of the employee and determine when the catastrophe no longer exists, based on appropriate medical documentation.~~

~~(2.) The Personnel Director and/or Administrative Officer or his/her designee shall not grant any hours of leave from the catastrophic leave account after the catastrophe ceases to exist, or the employee who is receiving the leave resigns or his/her employment with the County is terminated.~~

~~(3) Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the employee must be returned to the catastrophic leave account.~~

~~H. Maintenance of Records on Catastrophic Leave—Records will be maintained by the Payroll Department under the direction of the County Comptroller.~~

~~I. Substantiation of Catastrophe—The Personnel Director and/or Administrative Officer or his/her designee may require written substantiation of the catastrophe and expected duration by a physician of his/her choosing. Said physician shall be of equal or greater qualification as the treating physician. The cost of such written substantiation shall be borne by the employer. Visits to said physician shall be on County time.~~

1. Key Definitions

- a. ***“Catastrophe” means the employee is unable to perform the duties of his/her position or a modified duty assignment because of a serious illness or injury which is life threatening, which requires in-patient care at a medical facility, or which renders an employee bedridden at home in lengthy convalescence. The illness or injury cannot be a result of the employee’s gross criminal conduct.***
- b. ***“Bedridden” means limiting an individual’s ambulatory state to home allowing attention to in-home personal care needs, attend physicians’ appointments, and receiving necessary medical treatment related to their catastrophic illness.***
- c. ***“Life Threatening” means a condition which is diagnosed by a physician as creating a substantial risk of death.***
- d. ***“Lengthy Convalescence” means a period of disability which the attending physician determines will exceed 6 weeks.***

2. Request for Catastrophic Leave

- a. ***Catastrophic Leave may not be used when the subject of the catastrophe is a member of the employee’s family. Catastrophic leave is limited to catastrophes which befall the employee.***
- b. ***An employee may not receive any leave from the catastrophic leave account until s/he has used all his/her accrued annual, sick, and other paid leave.***
- c. ***An employee who is himself/herself affected by a catastrophe as defined in subsection (1) may request in writing that a specified number of hours of catastrophic leave be granted.***
- d. ***The request form will be made available at the personnel office and must be completed by the employee, except in cases where an employee is unable to do so.***

(Form 204 F)

- e. The maximum number of hours that may be granted to an employee shall be 480 hours per rolling calendar year. Any requests for an exception to this limit must be reviewed and approved by the county manager and personnel director.*
 - f. An employee may not receive any hours from the catastrophic leave account until s/he has worked for the county for at least 2 years and has made the minimum annual contribution to the catastrophic leave account.*
 - g. An employee who fails to qualify for catastrophic leave pursuant to the requirements set forth in subsection (f) above may receive Catastrophic leave if eligible employees independently contribute a designated number of hours in 8 hour increments to the non-qualifying employee's specific catastrophic event. The receipt of such catastrophic leave shall be subject to the remaining requirements set forth in this policy.*
 - h. An employee who receives donated hours is entitled to payment for the leave at a rate no greater than his/her own rate of pay.*
 - i. A request for catastrophic leave, inclusive of exceptions to the aforementioned, must be approved by the personnel director.*
- 3. The minimum annual contribution to the catastrophic leave account shall be 8 hours per rolling calendar year. An employee must have a combined balance of at least 240 hours of sick and annual leave on the books to contribute to the account.*
- 4. Any hours of annual or sick leave that have been transferred from an employee's account to the catastrophic leave account may not be returned or restored to that employee. This section does not prevent the employee from receiving leave pursuant to section (2) of this policy.*
- 5. All employees of the county who are eligible to use sick leave may use the leave from the catastrophic leave account and/or donate to this account, subject to the remaining requirements set forth in this policy. This provision is subject to limitations in any collective bargaining agreement.*
- 6. Annual and sick leave will be transferred at the rate of 1 hour for 1 hour credit donated consistent with the provisions of NRS 245. Donated time will be converted to a dollar amount based upon the donating employee's current base hourly rate of pay. When an employee is granted use of catastrophic leave, employee's current base hourly rate of pay by the total number of hours granted.*
- 7. Review of Status of Catastrophe; Termination of Leave; Disposition of Hours Not Used:*
- a. The personnel director shall review the status of the catastrophe of the employee and determine when the catastrophe no longer exists based on appropriate documentation.*
 - b. The personnel director shall not grant any hours of leave from the catastrophic*

leave account after the catastrophe ceases to exist or the employee who is receiving the leave resigns or his/her employment with the county is terminated from employment.

c. Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the employee must be returned to the catastrophic leave account.

8. Maintenance of Records on Catastrophic Leave. *Records will be maintained by the payroll office under the direction of the Comptroller. Any recognized bargaining union may request in writing information concerning the use of the catastrophic leave account provided that any request for medical information be accompanied by a written release signed by the affected employee(s).*

9. Substantiation of Catastrophe. *The personnel director may require written substantiation of the catastrophe and expected duration by a physician of his/her choosing. The physician shall be of equal or greater qualification as the treating physician. The cost of such written substantiation shall be borne by the employer. Visits to the physician shall be on county time.*

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 606
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Leave of Absence Without Pay

PURPOSE: To establish a policy for granting leave of absence time to employees.

POLICY: The Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent may approve leaves of absence without pay for up to six (6) months. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with the employer's needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of the employee's department. Such leave may be extended for an additional period of up to six (6) months at the sole discretion of the Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent. The employer will require the use of all accrued paid leave prior to granting leave without pay.

Procedure

1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by the Personnel Director and/or Administrative Officer *with substantiating documentation explaining the reason for and supporting the requested leave.*

2. Approval – More Than 30 Days

The Personnel Director and/or Administrative Officer may grant a leave in excess of thirty (30) days following written certification by the employee that the leave is consistent with the intent of this section *and substantiating documentation explaining the reason for and supporting the requested leave as requested by the employer is provided.*

3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if the Personnel Director and/or Administrative Officer determine that the granting of such leave is in its best interest.

4. Employer Termination of Leave

The Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent may terminate any leave of absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five (5) calendar days or by a later-approved alternate date. In the event the employer terminates a leave of absence, the employee will be returned to the same class or position s/he occupied when the leave of absence was granted.

5. Insurance

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with COBRA health benefit continuation regulations

6. Return from Leave

Employees on approved leave of absence without pay are required to return to work on the first work day following the end of leave. An employee who does not return from a leave of absence without pay on the first work day following the end of a leave will be considered to have resigned.

7. Orientation Period

If an employee is granted unpaid leave during his/her introductory period, the introductory period will be extended by the number of days of leave taken by the employee during his/her orientation period.

8. Medical Leaves

The Personnel Director and/or Administrative Officer may require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay. *The employer may also require a statement from a health care provider certifying that the employee is fit-for-duty and to return to work.*

9. Anniversary Date

An employee's anniversary date will be adjusted by the number of days off work for all unpaid leaves of absence in excess of fifteen (15) days during any ~~Orientation~~ *12-month* period. (See special provisions for Military Leave in *Policy 609*).

10. Benefit Accrual

If an employee is on unpaid leave for more than one-half (1/2) of his/her regularly scheduled work hours in any pay period, no leave benefits shall be accrued for that period, nor shall the employer contribute toward the cost of insurance benefits.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 607
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Court Leave

PURPOSE: To establish guide for Court Leave.

POLICY: The employer will grant court leave to allow employees to serve as juror or a witness in a court proceeding provided that neither employee nor the employee's collective bargaining representative is a party to the action. Employees shall provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

A. Compensation

Subject to the following conditions, eligible employees shall receive their regular base rate of pay for those hours spent in court and traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work. ~~Non-regular~~ *Casual, seasonal, or temporary* employees will be granted time off without pay. Law enforcement personnel appearing in court as part of their duties are not affected by this policy.

1. The employee's regular rate of pay shall be limited to compensation for court and travel time which occurs during the employee's regularly scheduled hours of work. Court leave will not result in payment of overtime or be considered as

hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

2. Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will immediately forward any compensation received from the court or other party to the employer upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employees, unless the employer has reimbursed the employee for such expenses or such expenses were paid by the employer.
3. An employee shall not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the employer. However, the employee may choose to use his/her annual leave.

B. Late Start/Early Release

An employee who *servng as a witness and* is not required to report to court until the middle of his/her scheduled work day or who is released from court/jury duty before the end of his/her scheduled work day shall report to work for the hours which are not required for court duty or for related travel time.

Employees who are required to report to jury duty will not be required to work eight hours prior to reporting. If the employee's service lasts four hours or more, including time going and returning from court, the employee will not be required to work between 5:00 p.m. of the day of jury duty and 3:00 a.m. the following day per NRS 6.190.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 608
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: ___PAW

SUBJECT: Bereavement Leave

PURPOSE: To establish guidelines for Bereavement Leave

POLICY:

A regular, full-time or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of twenty-four (24) hours of bereavement leave per each occurrence. Bereavement leave longer than twenty-four (24) hours may be charged to accumulated sick leave, up to a maximum of sixteen (16) additional

hours, with the advance approval of the employer. Employees who are not regular full-time or part-time employees may take up to 5 days of bereavement absence without pay. Supervisors or managers may require evidence of attendance at the funeral. *Casual, seasonal, temporary employees are not eligible for bereavement leave.*

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 609
EFFECTIVE DATE: 11-10-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: MILITARY LEAVE

1. PURPOSE

To establish a policy for military leave.

2. POLICY

Employees who are members of the uniformed services are entitled to military leave. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or nations emergency. The Army National Guard and Air National Guard are also covered.

2.1 Notice and notification

- a. The employer must provide employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where the employer customarily places notices for employees.
- b. The employer may require written (orders) or verbal notice of service obligation, but must waive the requirement if notice is impossible or unreasonable.

2.2 Salary and Benefits

a. Leave without pay

1. The employer will treat the employee the same as any other employee on leave without pay.
2. The employee is entitled to 15-working days of leave with pay in one calendar year (NRS 281.145).
3. The employer is not required to pay the employee's salary after 15-working days.
4. The employee may choose to use annual leave and compensatory time, if any, before going on leave without pay.

b. Health Insurance

There is no impact to the employee's insurance coverage, including life insurance inclusive of the health insurance package *if the services is less than 30 days*. *During the 30 day time period*, the employer and employee premium payments or obligations, if any, remain unchanged. ~~for 30 days~~. Employee may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) for either 24 months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is less (see Reemployment, Section 2.3 below). The employer must reinstate coverage upon the employee's prompt reemployment without the imposition of exclusions or waiting periods. ~~An employee who takes up to 90 days after leaving the military before commencing his/her reemployment may stay on the military health insurance; however, it is the employee's responsibility to verify the continuation, scope, and duration of coverage.~~

c. Seniority

An employee is entitled to the seniority (and rights and benefits governed by seniority) s/he had accrued at the commencement of military leave, plus any additional seniority rights and benefits that s/he would have attained if s/he had remained continuously employed (the "escalator principle"). However, if an introductory period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of introduction upon reemployment. The employer must count time served for the purpose of determining annual and sick leave accrual rates, if the accrual amount is based on seniority. Additionally, the employer must count time in the military when determining the employee's rate of pay if the rate is based on seniority (e.g., a grade-and-step pay system). The employer is not required to accumulate annual or sick leave for an employee during his/her absence. The "escalator principle" will be applied to a returning employee's opportunities to take promotional examinations or skills tests and to merit pay increases.

d. Retirement

Time served will be counted as work time for purposes of retirement. The employer must make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. The employer contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

e. Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. The employer must make the retirement contribution up to the date of the death or disability.

f. Other Leave

The employer must count time served in the military when calculating the employee's Family Medical Leave Act eligibility.

2.3 Reemployment

- a. An employee has certain report-to-work obligations following military service. Eligible returning service members must be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:

1. Service of one to 30 days: The beginning of the next regularly-scheduled work period on the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.
 2. Service of 31 to 180 days: Application for reinstatement must be submitted not later than 14 days after completion of military duty.
 3. Service of 181 or more days: Application for reinstatement must be submitted not later than 90 days after completion of military duty.
- b. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the employer must make reasonable accommodations for the impairment.
 - c. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same employer. Time spent in National Guard and reservist training does not count towards the five-year period.

2.4 Discharge

If time served is greater than 30 days, but less than 181 days, an employee may not be discharged within 180 days of reemployment, except for just cause. If time served is greater than 180 days, an employee may not be discharged for one year, except for just cause.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 610
EFFECTIVE DATE: 11-18-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Emergency Conditions/Disaster Leave

PURPOSE: To establish a policy for employee leave time in the event of emergency conditions, including but not limited to dangerous weather or road conditions, natural disaster and power outages.

POLICY:

A. Emergency Volunteer Service

An employee who is a participant in any volunteer emergency service (e.g., fire protection, ambulance service, or search and rescue) shall not schedule him/herself for on-call duty during work hours. In the event an employee is required to respond to an emergency during normal working hours, s/he shall remain in full

employment status and shall receive total regular compensation while performing the volunteer service for the period that s/he would have been working for the employer.

B. Emergency Road Conditions

1. Any employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides shall not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued annual leave or accrued compensatory leave time.
2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use annual leave or accrued compensatory leave time to complete the normal work period.
3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the employer on the basis of documentation or confirmation of the hazardous conditions by either a law enforcement agency or the appropriate public works agency having jurisdiction over the roadways in question.

C. Disaster Area Declaration

4. "Disaster Area" is defined as a designated area affected by an event declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Employees who are unable to report to work due to a disaster may use accrued annual leave or compensatory leave time as compensation for scheduled time not worked.
5. ~~In the event the County or a portion thereof closed due to a health, welfare, or safety issue, and such closure is authorized by the State or County Commissioner, employees who are unable to report to work due to such official closure shall be paid up to five (5) working days, per incident, at their regular rate of pay per day. **NOTE:** This shall not apply to employees in classified positions in public works, roads, water, communication, information tech, fire and sheriff departments, without approval by the County Manager.~~ ***In the event the county or a portion thereof closes due to a health, welfare, or safety issues, and such closure is authorized by the State or County Commissioners, employees who are unable to report to work due to such official closure shall be paid up to 5 working days per incident at their regular rate of pay per day.***

This policy section does not apply to employees in classified positions in public works roads, water, sewer; communications; information technology; fire line employees; and sheriff deputies, corrections officers, and other sheriff line employees. Employees in classified positions in the public works, roads, water, sewer, communications, and information technology (but not fire and sheriff line employees) who are regularly scheduled and required to report to work during an emergency closure shall be awarded comparable time off at the rate of 1 hour for each hour of emergency closure pay received by those employees not required to report to work during the incident.

6. Employees shall make every effort to report to work as soon as is reasonable under such conditions provided the employer's operation is open and functioning. An employee who has made such an effort, yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 611
EFFECTIVE DATE: 11-03-09
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: ___PAW

SUBJECT: Leave for Parents of Children Enrolled in School

PURPOSE: To establish policy for requesting leave for parents of children enrolled in school.

Policy

Employees who are parents of children enrolled in public or private school (K-12) are entitled to four (4) hours of unpaid leave, per school year, for each child enrolled in school. *The employee may use the entitled leave time to:*

1. *Attend parent-teacher conferences;*
2. *Attend school-related activities during regular school hours;*
3. *Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and*
4. *Attend school-sponsored events.*

The time for the leave must be mutually agreed upon by the employee and the Elected Official, Dept. Head or Supervisor. The employee must request the leave in writing at least five (5) school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that s/he was present at the school activity for which the leave was provided.

Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The County Administrative Officer and/or Personnel Director shall provide the employee with all of the forms necessary for the claim filing.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 212
EFFECTIVE DATE: 05/19/08
REVISED: 01/03/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Code of Ethical Standards

POLICY: The elected and appointed officers and employees of employer recognize that holding public office and/or employment is a public trust. To preserve that trust, we demand the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

- A) The officers and employees of employer shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.
1. All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.
 2. They will act with care and diligence in the course of their employment.
 3. They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.
 4. They will comply with all applicable federal, state, and local laws.
 5. They will comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction.
 6. They will maintain appropriate confidentiality.
 7. They will disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
 8. They will use employer resources in a proper manner.
 9. They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.
 10. They will, at all times, act in a way that upholds the values and the integrity and good reputation of employer.
 11. They will comply with any other conduct requirement that is prescribed by the employer.
- B) In addition, consistent with the provisions of NRS 281A.400 and NRS 281.230, the employer's officials and employees are required to comply with the following:

1. No official or employee shall seek or accept any gift, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.
2. No official or employee shall use his/her position with the employer to secure or grant unwarranted privileges, preferences, exemptions, or advantages for him/herself, any member of his/her household, any business entity in which s/he has a significant pecuniary interest, or any other person.
3. No official or employee shall participate as an agent of government in the negotiation or execution of a contract between the governmental entity and any private business in which s/he has a significant pecuniary interest.
4. No official or employee shall accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.
5. If an official or employee acquires, through his/her public duties or relationships, any information which by law or practice is not at the time available to the public generally, s/he shall not use such information to further his/her own current or future pecuniary interests or the current or future pecuniary interests of any other person or business entity.
6. No official or employee shall suppress any governmental report or other document or information because the release of such report or information has the potential to impact his/her own pecuniary interests or those with whom s/he has a business or personal relationship.
7. No official or employee shall use governmental time, property (including monies or funds), equipment, or other facility to benefit his/her personal or financial interests.
8. No official or employee shall attempt to benefit his/her personal or financial interest(s) by influencing or intimidating a subordinate.
9. No official or employee shall seek other employment or contracts through the use of his/her official position or the influence associated thereto.
10. An official or employee shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which the employer is in any way interested or affected except:

A member of any board, commission, or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of his/her business, bid on or enter into a contract with any governmental agency, except the board ~~or~~, commission **or body** of which s/he is a member, if s/he has not taken part in developing the contract plans or specifications and s/he will not be personally involved in opening, considering, or accepting offers.

A public officer or employee, other than an officer or employee described in a. above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, s/he has not taken part in developing the

contract plans or specifications, and s/he will not be personally involved in opening, considering, or accepting offers.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 218
EFFECTIVE DATE: 06/17/08
REVISED: 01/03/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Children and, Pets, and Visitors in the Workplace

I Policy

~~To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community and to reduce personal and property liability, employees are forbidden to bring children and/or pet's to the workplace. This policy is intended to address the presence of children and/or pet's while the employee is on duty and does not include official functions or activities promoted by employer.~~

~~Supervisors may grant a temporary exception to this rule, not to exceed one (1) work day, to accommodate the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child or pet. It is not acceptable to request an accommodation to bring sick children or pet's into the workplace.~~

a. Children and visitors

- 1. To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community and to reduce personal and property liability, employees are forbidden to bring children to the workplace and are limited in having family and friends visit. This policy is intended to address the presence of children and family members while the employee is on-duty and does not include official functions or activities promoted by the employer which may allow accompanying children and family members.*
- 2. Supervisors may grant a temporary exception to the rule prohibiting children in the workplace, not to exceed one work day per fiscal year, to accommodate the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.*
- 3. The employer understands that an occasion may arise when an employee receives a visit from a family member or friend during working hours and allows such visits providing they are short in duration and not disruptive to other employees or the public.*

b. Service animals

- 1. An employee who requires the help of a service animal in accordance with the Americans with Disabilities Act (i.e., any dog that is individually trained to do*

work or perform tasks for the benefit of an individual with a disability in accordance with the NRS 426.097) will be permitted to bring a service animal to the workplace, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the employer.

c. Non-service animals

- 1. Storey County is responsible for assuring the health and safety of all employees. In keeping with this objective, the employer has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the workplace if its health and behavior are acceptable within the workplace setting, and if it does not adversely affect workplace operations.*
- 2. A pet owner wishing to bring a pet to the workplace must first obtain written permission from his or her immediate supervisor, subject to approval of the County Manager. Any decision to allow a pet to come to the workplace, or to exclude a pet from the workplace, will be made by the owner's immediate supervisor, subject to approval by the County Manager. That decision will be final, except in cases involving service animals, which should be referred to the Administrative Officer and/or Personnel Director.*
- 3. The department head may prohibit pets in the department for any reason, subject to approval by the County Manager.*
- 4. The employee and supervisor must meet with all other employees in the office to determine if any person objects to having a pet in the workplace. No such animal will be permitted if any person is allergic, phobic, or otherwise objects to the pet in the office.*
- 5. Animal exclusions: Any animal, except service animals as defined this policy, may be excluded from the workplace if it:*
 - i. Causes any person to experience allergic reactions, fear, or other physical, emotional, or psychological discomfort;*
 - ii. Distracts any employee from his/her work; reduces any employee's productivity or quality of work;*
 - iii. Exhibits hyperactive behavior, howls, or barks;*
 - iv. Growls, or behaves aggressively or hyperactively toward other animals or humans;*
 - v. Is less than 12 months of age;*
 - vi. Is not owned and supervised by the owner for at least 180 days;*
 - vii. Is ill or exhibits symptoms of being ill; has fleas, ticks, parasites, or any disease that is communicable to other animals in the workplace or to humans;*
 - viii. Has not been properly vaccinated, and has not been spayed or neutered;*
 - ix. Is not potty-trained, fouls outside the building without the owner immediately removing and properly disposing of the material or fouls anytime inside a building;*
 - x. Sheds large amounts of hair;*
 - xi. Does not meet the requirements of Storey County Code regulating animals.*
- 6. The following limitations apply to pets in the workplace.*

- i. *Only one pet allowed at any given time in a single department office. The department head should coordinate with employees to establish a fair and equitable practice amongst employees.*
 - ii. *No pet is allowed in a water or wastewater treatment facility, automotive repair facility, machine shop, woodworking shop, welding area, near bodies of water, near heavy equipment, in parking lots and vehicle travel areas, or within the Storey County Jail facilities (except for law enforcement K-9 units and/or animal impounding purposes), and Storey County Fire Protection District facilities.*
 - iii. *Dogs must be leashed at all times indoors and outdoors. The pet must be in continuous full control of the owner. The pet must be in the physical presence of the owner and in the owner's work space area at all times.*
 - iv. *No pet is allowed in an employee breakroom where food is kept and prepared.*
 - v. *No pet may occupy an area typically occupied by customers and/or the public, such as waiting areas and front counter areas.*
 - vi. *No pet may obstruct a doorway, emergency exit, hallway, or walkway. Dogs and cats must wear a bell in order to increase awareness of their presence at ground-level.*
 - vii. *The office where a pet is allowed shall be made safe for the pet by, at a minimum, ensuring that electrical wires, cables, internet cable, chemicals, cleaning agents, trash bins, and other potentially hazardous conditions are not accessible to the pet.*
 - viii. *The pet owner must arrive to work prepared with the animal's needs including food, water, toys, bedding, etc.*
 - ix. *No pet may occupy a rented or leased space in which the owner of the space prohibits animals.*
 - x. *No pet may be brought onto private property or other property not owned by Storey County.*
7. *Disagreement: Any individual with a complaint regarding an animal at the workplace should bring the matter to the attention of the owner or owner's immediate supervisor. The employee may also bring the matter to the attention of the Human Resources Director or the County Manager if s/he is uncomfortable bringing the matter to the attention of the owner or immediate supervisor.*
 8. *The employer may require the owner to furnish valid documentation that the subject animal meets the provision of this policy.*
 9. *An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.*
 10. *Storey County may, at its discretion, require the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy, and may require the owner to pay for such coverage.*
 11. *Storey County shall not be liable for loss of, or injury to, any animal brought to the office.*

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 221
EFFECTIVE DATE: 08-03-10
REVISED: 01/03/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Telecommuting

- I. **Purpose:** The purpose of this policy is to define the telecommuting program of the employer and the guidelines under which it will operate. Telecommuting is defined as working at an alternate worksite that is away from the main or primary worksite typically used by the employer. Telecommuting is a mutually agreed upon alternative work location between the telecommuting employee and employer. Telecommunicating is not an employee benefit, but rather a work alternative *or possible accommodation* based upon the job content, satisfactory work performance, and work requirements of the department and employer.
- II. **Scope:** The policy applies to all employees, supervisors, and managers who are approved to telecommute as a work alternative. All supervisors, managers, and department heads must be familiar with the contents of this policy.

A. Requesting Permission to Telecommute

An employee who wishes to request a telecommuting arrangement shall submit a written request for approval to his/her supervisor. The form shall be approved by the appropriate department head before employee may telecommute. *Note: Employees requesting telecommuting as an ADA accommodation shall make such requests to their supervisor and the ADA coordinator.*

B. Employee Rights and Responsibilities

1. Except as specified in this policy or agreed to in the individual telecommuting agreement signed by the employee, employee rights and responsibilities are not affected by participating in telecommuting. An employee's compensation, benefits, and expected total number of hours worked will not change regardless of work location.
2. No benefits provided by employer are enhanced or abridged by the implementation of a telecommuting agreement. All forms of telecommuting imply an employee-employer relationship. The employee is expected to adhere to all of the same policies, regulations, and performance expectations established for all employees of employer.
3. Telecommuting employees must keep their supervisor informed of progress on assignments worked on at the alternative worksite, including any problems they may experience while telecommuting. The employee must generate a synopsis of activities and accomplishments for the workday in a prescribed format. Methods of

planning and monitoring the work shall be at the discretion of the supervisor, department head, and/or employer.

4. Office needs will take precedence over telecommute days. An employee must forgo telecommuting if needed in the office on the regularly scheduled telecommute day.
5. The employee is responsible for providing an appropriate workspace, including all necessary equipment to perform their normal job functions unless otherwise stated in the written agreement. Equipment supplied by employer is to be used for business purposes only. Any additional financial burden resulting from the telecommuting arrangement is solely the responsibility of the employee *unless the arrangement is identified as the ADA reasonable accommodation in which case, the situation will be addressed individually.*
6. Telecommuting is not intended to serve as a substitute for child or adult care. If children or adults, in need of primary care, are in the alternate work location during employees' work hours, some other individual must be present to provide care.

C. Employer Rights and Responsibilities

1. Participation in a telecommuting agreement is at the sole discretion of the employer. Except as specified in this policy or agreed to in the individual telecommuting agreement, employer rights are not affected by an employee's participation in telecommuting.
2. The employer will determine the methods of planning, monitoring, receiving, and reporting the employee's activity and accomplishment. Employer must manage the work of employees in their area of responsibility and assure that employees receive the assistance they need to accomplish their responsibilities.
3. The employees will be given as much advance notice as possible if they will be needed in the office on the regularly scheduled telecommute day.
4. Each telecommuting agreement will be discussed and renewed at least annually, or whenever there is a major job change. Because telecommuting is selected as a feasible work option based on a combination of job characteristics, employee performance, and employer needs, a change in any one of these elements may require a review of the telecommuting agreement.
5. Employer may, upon request, inspect the employee's alternate workspace for safety and workers' compensation concerns.

D. Termination of Telecommuting Agreement

1. Employer and/or employee may terminate the telecommuting agreement for any reason, at any time. Whenever feasible, written notice will be provided, but this is not a requirement.
2. The opportunity to participate in a telecommuting agreement is offered only with the understanding that it is the responsibility of the employee to ensure a proper

work environment is maintained, dependent care arrangements must not interfere with work, and personal disruptions such as non-business telephone calls and visitors must be kept to a minimum. Employees must notify their supervisor of any changes to their standard workweek (i.e. sickness, health care provider visits, or annual leave). Failure to maintain a proper work environment, as determined by employer, provides cause for discipline and the termination of the employee's telecommuting agreement.

3. Approval for any telecommuting request is based upon employer and department requirements as determined by the employer. Employees previously participating in a telecommuting agreement are not assured a telecommuting agreement in the future. *Note: If telecommuting is considered as a reasonable accommodation, the employer and employee will follow the employer's ADA policy and process, to include proper use of appropriate forms and procedures.*

RESPONSIBILITY FOR REVIEW: *The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 802
EFFECTIVE DATE: 12-2-08
REVISED: 01-03-17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Layoffs & Reinstatement

POLICY: A. **Layoffs:** The employer may layoff employees because of lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by the employer. An employee hired for a project of limited duration (e.g., grant funded) will not be afforded rights relative to layoff at the end of the funding period unless, at the time of hire, the employer elected to grant layoff rights to the employee. The order of layoff among employees in the same class within a department will be as follows: employees serving an orientation period and Temporary employees will be considered first, and then all other employees will be considered.

1. Alternatives to Layoff

Whenever a layoff is anticipated, the Personnel Director and/or Administrative Officer will notify employees whose jobs may be affected by the situation and explain all available options to them. The Personnel Director and/or Administrative Officer will make reasonable efforts to integrate affected employees into other available positions. Storey County may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in class or pay.

2. Order of Layoffs

In deciding which employees shall be laid off and which retained, the Personnel Director and/or Administrative Officer shall consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with Storey County; and efficiency of operations.

Where two employees are equally qualified based on the application of these factors, the employer shall retain the employee with the most County Seniority in the job classification(s) (Seniority see policy # 801).

3. Designation of Employees to be Laid-Off

In the event of a layoff, the Personnel Director and/or Administrative Officer shall provide the County Manager with a list designating the class, position, and names of employees to be laid off. The Personnel Director and/or Administrative Officer shall be responsible for providing the rationale for selecting particular employees within the same job class for layoff. The District Attorney shall review the list for conformance to employer policy.

4. Layoff Notice

Upon confirmation of the layoff list, the Personnel Director shall provide each affected employee with a written notice of layoff. Such written notice of the layoff shall either be delivered in person or mailed to the affected employees *at least 30 days prior to the expected date of layoff*. ~~If practical, the layoff notice shall be delivered or mailed at least thirty (30) days prior to the expected date of layoff.~~

B. Reinstatement

Persons who have been laid off shall be placed on one or more reinstatement lists. All employees laid off from positions in the same class shall be placed on a single reinstatement list without regard to department. A laid-off employee may request and receive placement on a reinstatement list for any job class in which s/he previously held post-introductory status. When a vacancy occurs in the same job class for which a reinstatement list exists, the Personnel Director and/or Administrative Officer shall fill the vacancy using the appropriate reinstatement list.

1. Reinstatement Process

The most recently laid-off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be reinstated. The Personnel Director and/or Administrative Officer may select the most appropriately qualified employee based upon the same considerations described under the *Order of Layoffs*.

An employee reinstated:

- To a position in the same class and department as held prior to the layoff will not be required to serve an additional introductory period, provided the required introductory had been served prior to layoff.

- Shall accrue annual & sick leave according to Policy #603 section 1 from the date of reinstatement, employee will be exempt from the six month waiting period list in policy #603 section 1.b.
- Shall have their insurance benefits commence immediately;
- Shall have a new anniversary date that shall be the date of reinstatement, for seniority see Policy Rehire # 311, section A.5.

NOTE: No credit for former accrued sick or annual leave from prior employment shall be granted.

2. Duration of Reinstatement List

The names of persons laid off shall be maintained on a reinstatement list for ~~two (2) years~~ *eighteen (18) months* from the date of layoff. Persons on this list who are hired in positions in the same or (should they apply for and be selected for a vacancy) higher class from which they were laid off shall, upon such hire, be removed from the reinstatement list. An employee who refuses reinstatement to the same position from which the layoff occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list for the designated period of time the reinstatement list is active.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 901
EFFECTIVE DATE: 12-2-08
REVISED: 01/03/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: PERFORMANCE MANAGEMENT

POLICY: Storey County’s performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the job effectiveness of each employee by communicating to the employee his/her status and the objectives and standards of performance which s/he is expected to achieve. Storey County views performance management as an ongoing process that focuses on the future and continued improvement.

A. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and the Elected Official, Dept. Head or Supervisor regarding job performance. This process is designed to:

1. Clarify the employer's goals and link them to performance expectations.
2. Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
3. Identify and document performance achievements and deficiencies.
4. Provide ongoing opportunities for the Elected Official, Dept. Head or Supervisor to coach and encourage personal development and improved job performance.

B. Ongoing Communication Regarding Performance

It is the policy of Storey County and the responsibility of each Elected Official, Dept. Head or Supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, Storey County encourages frequent, ongoing discussions of job performance and expectations between employees and Elected Official, Dept. Head or Supervisor. Performance evaluations, whether formal or informal, do not create a contract or other right to continued employment.

C. Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year. Additionally, *the* Elected Official, Dept. Head or Supervisor may *shall* conduct formal evaluations at the following times:

2. For new employees, no later than five (5) months after initial hire and ~~at the completion of the employees orientation period or probation period.~~ *at 11 months after hire.*
3. Six (6) months following transfer to a new position within the same class.
4. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.
5. Within three (3) months following an evaluation documenting that the employee's performance needs substantial improvement. (Storey County encourages frequent, ongoing meetings between the employee and Elected Official, Dept. Head or Supervisor.)
6. At any other more frequent interval as the Elected Official, Dept. Head or Supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

D. Written Record

Performance evaluations should not be considered as discipline. Elected Official, Dept. Head or Supervisor will conduct evaluations in a private

meeting with the employee. Formal evaluations will be in writing, utilizing the approved performance evaluation form. All information on the form shall be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

E. Personnel Actions Resulting from Performance Evaluations

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in *Policy No. 1001 Disciplinary Actions and Appeals*.

F. Employee Involvement

Storey County strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

1. Elected Official, Dept. Head or Supervisor providing employees with an opportunity to present a self-evaluation which the Elected Official, Dept. Head or Supervisor may then consider prior to and discuss during the evaluation meeting.
2. Discussions between the Elected Official, Dept. Head or Supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
3. If requested by the employee, a discussion with the next level supervisor or Personnel Director and/or Administrative Officer to review any disagreements over a performance evaluation.

G. Procedure

1. Steps in the Performance Evaluation Process

As part of the performance evaluation process, the Elected Official, Dept. Head or Supervisor will:

- a. Establish and communicate a written performance plan at the beginning of the evaluation period which states expectations the employee must meet.
- b. Review notes taken on the employee's performance since the last formal evaluation and the employee's self-evaluation, if provided.
- c. Complete a performance evaluation form comparing the employee's actual performance with the established performance expectations and standards.
- d. Schedule a meeting with the employee.
- e. During the evaluation meeting:

1. Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the “what’s” and “how’s” of the employee’s performance, strategies for improvement, and the employee’s own goals for personal growth.
 2. Jointly establish new performance expectations and goals for the next performance evaluation period.
 3. Obtain appropriate signatures and employee comments.
 4. Review any areas of disagreement. If the employee does not agree with all or part of the performance evaluation, s/he should be referred to the next level manager, Personnel Director and/or Administrative Officer or to the process in their collective bargaining agreement.
- f. Continue to monitor performance, providing feedback, as well as coaching and counseling, throughout the evaluation cycle.

2. Documentation of Performance Evaluations

The Elected Official, Dept. Head or Supervisor must use the employer’s approved performance evaluation form and ensure that the completed and signed form becomes a permanent record in the employee’s personnel file.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.



Storey County Board of County Commissioners Agenda Action Report

Meeting date: 01/03/17

Estimate of time required:

Agenda: Consent Regular agenda Public hearing required

1. **Title:** First reading for AlliedBarton Security Services LLC, out of county security guard service provider to Storey County.

2. **Recommended motion:** I motion to approve as part of the consent agenda the first reading, a General Out of County License for AlliedBarton Security Services LLC. 777 N. Rainbow Rd., #170, Las Vegas, NV 89107.

3. **Prepared by:** Jennifer Burns

Department: SCSO

Telephone: 775-847-0959

4. **Staff summary:** I motion to approve as part of the consent agenda the first reading, a General Out of County License for AlliedBarton Security Services LLC. 777 N. Rainbow Rd., #170, Las Vegas, NV 89107.

5. **Supporting materials:** See attached Agenda letter

6. **Fiscal impact:** None

Funds Available:

Fund:

___ Comptroller

7. **Legal review required:**

___ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Gerald Antinoro

___ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued



STOREY COUNTY SHERIFF'S OFFICE

Gerald Antinoro
Sheriff

December 2, 2016

To: Vanessa Stephens, Clerk's Office
Pat Whitten, County Manager

Fr: Jennifer Burns

Please add the following item(s) to the January 3, 2017 Commissioners Consent Agenda:

LICENSING BOARD
FIRST READING:

- A. AlliedBarton Security Services LLC. 777 N. Rainbow Rd., #170, Las Vegas, NV 89107

PO Box 498
205 South C Street
Virginia City, NV 89440
Office: (775) 847-0959 Fax: (775) 847-0924



Storey County Board of County Commissioners Agenda Action Report

Meeting date: January 3, 2017 **Estimate of time required:** 0.

Agenda: Consent Regular agenda Public hearing required

1. **Title:** For possible approval: Treasurer's Report for November 2016.

2. **Recommended motion:** Approve as part of consent agenda.

3. **Prepared by:** Vanessa Stephens

Department: Clerk & Treasurer

Telephone: 847-0969

4. **Staff summary:** Monthly Treasurer's Report.

5. **Supporting materials:** Attached

6. **Fiscal impact:** N/A

Funds Available:

Fund:

____ Comptroller

7. **Legal review required:** N/A

____ District Attorney

8. **Reviewed by:**

VS Department Head

Department Name: Clerk & Treasurer

____ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 7 IV

NOVEMBER 2017

TREASURER	001	001-500	150	160	060	170	010	185	001	250	001	001-34104	001-36506	165	TOTAL
	GENERAL	INDUST GID	SCH OP	SCH DB	CAP AQU	STATE	IND MED	IND ACC	YOUTH	FIRE/EMER	PENALTIES	A/R 6%	OVRPMT	A/R 2%	
2005/2006															
2006/2007															
2007/2008															
2008/2009	\$ 18.23		\$ 7.80	\$ 1.50	\$ 0.52	\$ 1.77	\$ 0.32	\$ 0.03	\$ 0.05	\$ 5.68	\$ 106.00				\$ 141.90
2009/2010	\$ 172.11		\$ 73.56	\$ 14.21	\$ 4.88	\$ 16.69	\$ 2.93	\$ 1.48	\$ 0.46	\$ 53.49	\$ 31.93				\$ 371.74
2010/2011															
2011/2012															
2012/2013															
2013/2014	\$ 143.12		\$ 60.57	\$ 11.68	\$ 4.04	\$ 13.73	\$ 0.81	\$ 1.21	\$ 0.37	\$ 44.00	\$ 642.86				
Special Assess															
Total 2013/2014	\$ 143.12	\$ -	\$ 60.57	\$ 11.68	\$ 4.04	\$ 13.73	\$ 0.81	\$ 1.21	\$ 0.37	\$ 44.00	\$ 642.86				\$ 922.39
2014/2015	\$ 186.39		\$ 78.72	\$ 15.18	\$ 5.25	\$ 17.85	\$ 0.82	\$ 1.58	\$ 0.62	\$ 57.17	\$ 109.80				
Special Assess															
2014/2015	\$ 186.39		\$ 78.72	\$ 15.18	\$ 5.25	\$ 17.85	\$ 0.82	\$ 1.58	\$ 0.62	\$ 57.17	\$ 109.80				\$ 473.38
Subtotal	\$ 519.85		\$ 220.65	\$ 42.57	\$ 14.69	\$ 50.04	\$ 4.88	\$ 4.30	\$ 1.50	\$ 160.34	\$ 890.59				\$ 1,909.41
2015/2016	\$ 2,926.91		\$ 1,239.41	\$ 238.51	\$ 82.69	\$ 281.07	\$ 15.03	\$ 24.79	\$ 7.36	\$ 899.48	\$ 942.08				
Special Assess															
2015/2016	\$ 2,926.91		\$ 1,239.41	\$ 238.51	\$ 82.69	\$ 281.07	\$ 15.03	\$ 24.79	\$ 7.36	\$ 899.48	\$ 942.08				\$ 6,657.33
Subtotal	\$ 3,446.76		\$ 1,460.06	\$ 281.08	\$ 97.38	\$ 331.11	\$ 19.91	\$ 29.09	\$ 8.86	\$ 1,059.82	\$ 1,832.67				\$ 8,566.74
2016/2017	\$ 20,370.45	\$ 39,606.00	\$ 28,652.61	\$ 5,523.82	\$ 1,684.12	\$ 5,747.23	\$ 330.69	\$ 500.99	\$ 150.27	\$ 18,429.98	\$ 2,222.50				\$ 123,218.66
Special Assess															
TOTAL 16/17	\$ 20,370.45	\$ 39,606.00	\$ 28,652.61	\$ 5,523.82	\$ 1,684.12	\$ 5,747.23	\$ 330.69	\$ 500.99	\$ 150.27	\$ 18,429.98	\$ 2,222.50				\$ 123,218.66
TOTAL SECURED	\$ 23,817.21	\$ 39,606.00	\$ 30,112.67	\$ 5,804.90	\$ 1,781.50	\$ 6,078.34	\$ 350.60	\$ 530.08	\$ 159.13	\$ 19,489.80	\$ 4,055.17				\$ 131,787.90
Refund Secured															
TOTAL SECURED															\$ 2.50
REPORT TOTALS	\$ 23,817.21	\$ 39,606.00	\$ 30,112.67	\$ 5,804.90	\$ 1,781.50	\$ 6,078.34	\$ 350.60	\$ 530.08	\$ 159.13	\$ 19,489.80	\$ 4,055.17				\$ 131,787.90
ASSESSOR															
2006/2007															
2007/2008															
2008/2009															
2009/2010															
2010/2011															
2011/2012															
2012/2013															
2013/2014															
2014/2015															
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
2015/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
TOTAL PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
2016/2017	\$ 15,259.43	\$ 4,327.02	\$ 8,289.94	\$ 1,599.39	\$ 552.72	\$ 1,879.26	\$ 110.22	\$ 165.31	\$ 49.68	\$ 6,022.03	\$ 598.65	\$ 2,494.89	\$ 0.31	\$ 831.64	\$ 42,180.18
Overpayment															
TOTAL UNSEC	\$ 15,259.43	\$ 4,327.02	\$ 8,289.94	\$ 1,599.39	\$ 552.72	\$ 1,879.26	\$ 110.22	\$ 165.31	\$ 49.68	\$ 6,022.03	\$ 598.65	\$ 2,494.89	\$ 0.31	\$ 831.64	\$ 42,180.49
MISC															
PX PC DIST															
MX DIST															
PX DIST															
PC DIST															
GRAND TOTAL	\$ 39,076.64	\$ 43,933.02	\$ 38,402.61	\$ 7,404.29	\$ 2,334.22	\$ 7,957.60	\$ 460.82	\$ 695.39	\$ 208.81	\$ 25,511.83	\$ 4,653.82	\$ 2,494.89	\$ 2.81	\$ 831.64	\$ 173,968.39

Report No: Br1762
 Run Date : 12/28/16
 Run Time : 08:13:13
 STOREY COUNTY
 TREASURER'S ACCOUNTING
 Outstanding Checks
 From 0/00/00 - 11/31/16
 Through 999999

TP	Check #	Bank Seq	Person #	Vendor/Employee Name	From	Check Date	Amount
CK	81922	199	403959	BENDER, DEBORAH		4/17/15	60.00
CK	81937	199	404621	EVANS, CHAD		4/17/15	16.91
CK	81973	199	404619	SEAY, JOHN		4/17/15	39.75
CK	82404	199	403382	DUFRESNE, JOHN		6/12/15	90.00
CK	82475	199	404670	PIPER, LINDA & BARRY		6/12/15	86.05
CK	82591	199	404676	JEFFCOAT, HUGH		6/26/15	90.18
CK	82917	199	403938	THREE GGG INC		7/24/15	78.00
CK	83250	199	404736	HOBSON, TABITHA		9/04/15	75.00
CK	83390	199	404697	MURRAY, ANN MARIE ARAGON		9/18/15	14.08
CK	84999	199	403677	CORELOGIC INC		3/18/16	801.00
CK	85416	199	404769	MACKAY MANSION MUSEUM		4/29/16	60.00
CK	85761	199	404873	LYNCH, TERRIE		6/10/16	25.34
CK	85953	199	403938	THREE, GGG INC		6/24/16	39.00
CK	86021	199	404895	HARLOW, TONYA		7/08/16	100.00
CK	86073	199	101256	NEVADA GRAZING BOARD		7/08/16	15.19
CK	86195	199	404908	HAWKINS, JASON		7/22/16	19.93
CK	86449	199	404936	BUIST, BOBBIE JO		8/19/16	29.62
CK	86494	199	404769	MACKAY MANSION MUSEUM		8/19/16	310.00
CK	86538	199	101717	ST CO SCHOOL DISTRICT		8/19/16	46.00
CK	86611	199	103340	INNOVATIVE IMPRESSIONS		9/02/16	46.00
CK	86624	199	404953	LEIGHTON, GLENN & CELESTE		9/02/16	8.43
CK	86676	199	403892	SUN PEAK ENTERPRISES		9/02/16	2,344.00
CK	86738	199	100877	HAYMORE, DEAN		9/16/16	14.00
CK	86743	199	103340	INNOVATIVE IMPRESSIONS		9/16/16	46.00
CK	86794	199	404958	SCHOENING, KURT		9/16/16	100.00
CK	86878	199	402987	OSBORNE, AUSTIN		9/30/16	18.75
CK	86889	199	101630	SIERRA PACIFIC POWER CO		9/30/16	10,192.86
CK	86921	199	404634	BRANDON, RUSSELL D		10/14/16	60.00
CK	86946	199	100854	GALLS INC		10/14/16	103.94
CK	86966	199	404769	MACKAY MANSION MUSEUM		10/14/16	468.11
CK	86967	199	404663	MADISON, SCOTT & LISA		10/14/16	2,348.47
CK	86977	199	404682	NEV DEPT OF CONSERVATION		10/14/16	216.11
CK	87074	199	404972	COUNTY OF SACRAMENTO		10/27/16	1,348.30
CK	87126	199	404969	RADCLIFFE PAINTING		10/27/16	11,175.00
CK	87138	199	404975	SMITHS FOOD AND DRUG		10/27/16	100.00
CK	87145	199	403892	SUN PEAK ENTERPRISES		10/27/16	1,768.00
CK	87149	199	404786	THE ROASTING HOUSE		10/27/16	150.00
CK	87175	199	404634	BRANDON, RUSSELL D		11/10/16	60.00
CK	87176	199	403671	BURRELL, SCOTT LEWIS		11/10/16	486.00
CK	87178	199	100463	BUSINESS & PROFESSIONAL		11/10/16	269.82
CK	87220	199	100995	JONES WEST FORD		11/10/16	54,138.50
CK	87232	199	404691	MARK TWAIN COMMUNITY CTR		11/10/16	1,666.67
CK	87239	199	101168	NACO		11/10/16	250.00
CK	87243	199	101226	NEV COMPTROLLER		11/10/16	3,459.20
CK	87257	199	402987	OSBORNE, AUSTIN		11/10/16	9.92
CK	87258	199	403895	PETRINI, ANGELO D		11/10/16	106.00
CK	87267	199	10026	RUPPCO INC		11/10/16	233.10
CK	87293	199	403893	VIRGINIA CITY TOURS INC		11/10/16	1,166.00
CK	87307	199	403619	AT&T TELECONFERENCE SERVI		11/23/16	48.58
CK	87311	199	404683	BEST BUY STORES, I.P.		11/23/16	109.99
CK	87314	199	403671	BURRELL, SCOTT LEWIS		11/23/16	223.50
CK	87316	199	100463	BUSINESS & PROFESSIONAL		11/23/16	90.11
CK	87320	199	401408	CHANSIOR, MARIJYN/SCOTTY		11/23/16	168.00
CK	87322	199	100655	COMMUNITY CHEST INC		11/23/16	150.00

Report No: Br1762 Run Date : 12/28/16 Run Time : 08:13:13

STOREY COUNTY
TREASURER'S ACCOUNTING
Outstanding Checks
Check # 1 Through 999999
From 0/00/00 - 11/31/16

TP	Check #	Bank Seq	Person #	Vendor/Employee Name	From	Check Date	Amount
CK	87324	199 00	99652	COMSTOCK CHRONICLE (VC)		11/23/16	199.89
CK	87326	199 00	404060	CREATIVE CONCEPTS MEDIA +		11/23/16	455.00
CK	87330	199 00	403626	DAY, ELIZABETH ANN		11/23/16	110.00
CK	87331	199 00	404986	DE SIMONE, LAURA ANGELINA		11/23/16	135.00
CK	87333	199 00	401385	DIXON, SHARON		11/23/16	135.00
CK	87337	199 00	403216	FARR WEST ENGINEERING		11/23/16	15,845.21
CK	87340	199 00	402959	FLAG STORE OF NEW INC-THE		11/23/16	29.95
CK	87341	199 00	404998	FLANAGAN, ERLENE		11/23/16	130.00
CK	87343	199 00	100854	GALLS INC		11/23/16	8.95
CK	87346	199 00	403518	HART, DAVID E		11/23/16	285.00
CK	87349	199 00	401186	HERRINGTON, EILEEN		11/23/16	8.79
CK	87352	199 00	103340	INNOVATIVE IMPRESSIONS		11/23/16	46.00
CK	87361	199 00	404102	LIQUID BLUE EVENTS LLC		11/23/16	45,917.99
CK	87362	199 00	404769	MACKAY MANSION MUSEUM		11/23/16	45,167.00
CK	87363	199 00	404899	MCCARTHY, TIMOTHY		11/23/16	700.00
CK	87368	199 00	403629	MIGAN, TAMARA		11/23/16	31.86
CK	87372	199 00	401157	MOORE, DEBORAH		11/23/16	168.00
CK	87373	199 00	404049	MOORE, MONYA EVON		11/23/16	135.00
CK	87380	199 00	101319	NEV PUBLIC DEFENDER		11/23/16	19,733.00
CK	87383	199 00	402987	OSBORNE, AUSTIN		11/23/16	63.00
CK	87386	199 00	403630	PANZIERA, THERESA		11/23/16	142.50
CK	87387	199 00	403895	PETRINI, ANGELO D		11/23/16	80.00
CK	87388	199 00	101434	PITNEY BOWES INC		11/23/16	1,900.00
CK	87389	199 00	404993	PITTSLEY, MARK		11/23/16	100.00
CK	87393	199 00	404888	QUIGLEY, KATHRYN J.		11/23/16	127.50
CK	87396	199 00	103273	REMSA EDUCATION DEPT		11/23/16	10.00
CK	87399	199 00	404915	SANDBERG, DAVID R.		11/23/16	5,687.50
CK	87402	199 00	404187	SHOAF, BRIAN ALLEN		11/23/16	12.00
CK	87404	199 00	101726	ST CO SENIOR CENTER (VC)		11/23/16	3,930.00
CK	87407	199 00	404615	THE ANTOS AGENCY		11/23/16	840.00
CK	87408	199 00	101786	THERMATEMP		11/23/16	140.00
CK	87410	199 00	403627	THROWER-VICTORINE, DENISE		11/23/16	168.00
CK	87414	199 00	404902	VENEGAS, ESMIE		11/23/16	145.00
CK	87415	199 00	403893	VIRGINIA CITY TOURS INC		11/23/16	898.00
ET	110116	199 00	101848	USDA RURAL DEVELOPMENT		11/01/16	3,253.00
ET	110916	199 00	404671	PORTER GROUP LLC		11/09/16	6,000.00
ET	111416	199 00	101848	USDA RURAL DEVELOPMENT		11/14/16	9,907.00
PR	34231	199 00	900615	SHERIFF FEE COLLECTION/GA		8/15/14	10.71
PR	34705	199 00	900201	COLONIAL LIFE INS. 125		8/14/15	50.73
PR	34774	199 00	900107	MEDICAL/EMPLOYEE BUYUP		10/09/15	1,143.53
PR	35013	199 00	900113	LIFE INSURANCE		4/08/16	736.93
PR	35194	199 00	1219	HESS, COLT		7/15/16	486.27
PR	35362	199 00	900402	AFSCME/UNION DUES		11/04/16	495.42
PR	35379	199 00	900402	AFSCME/UNION DUES		11/18/16	496.20
PR	35380	199 00	900501	FIRE FIGHTER ASSOC #4227		11/18/16	1,410.00
				Bank Total:			217,614.34
				Total:			217,614.34



Storey County Board of County Commissioners

Agenda Action Report

Meeting date: January 3, 2017

Estimate of time required: 0 min

Agenda: Consent Regular agenda Public hearing required

For possible approval: Payroll checks dated 12/02/2016 for \$495,636.04, dated 12/08/2016 for \$76,346.94 and \$133,402.78 an dated 12/16/2016 for \$444,358.34. Accounts payable checks dated 11/14/2016 for \$12,269.00, dated 12/09/2016 for \$397,711.11 and \$22,754.35 and dated 12/23/2016 for \$131,816.87 and \$24,566.49.

2. **Recommended motion:** Approval of claims as submitted.

3. **Prepared by:** Hugh Gallagher

Department: Comptroller

Telephone: 775 847-1006

4. **Staff summary:** Please find attached the claims

5. **Supporting materials:** Attached

6. **Fiscal impact:**

Funds Available: NA

Fund: NA

__NA__ Comptroller

7. **Legal review required:**

__NA__ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Comptroller

___ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 75

Rept: PR0510A
Run: 11/30/16 12:19:26

STOREY COUNTY PAYROLL SYSTEM
Check Register

Payroll Type: Regular Check Date: 12/02/16 Period-end Date: 11/27/16
Payroll Groups: 1 2 3 4 5 6 7 8 9

Check/ DD #	Emp #/ Ded #	Payee	Amount
		Total User Transfer for EFTPS:	61,318.52
		Total Deductor Checks:	129,603.36
		Total Employee Checks:	1,012.82
		Total Employee Direct Deposit:	291,665.30
		Total Employee Deds Xferd on Dir Dep File:	9,849.29
		Total User Transfer to Deductor:	2,186.75
		Total Disbursed:	495,636.04

Approved by the Storey County Board of Commissioners: _____

CHAIRMAN _____ COMMISSIONER _____ COMMISSIONER _____

COMPTROLLER _____

TREASURER _____

Rept: PR0510A
Run: 12/08/16 12:40:20

STOREY COUNTY PAYROLL SYSTEM
Check Register

Page 2
PRELIMINARY

Payroll Type: Deductor Check Date: 12/08/16

Check/ DD #	Emp #/ Ded #	Payee	Amount
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Total User Transfer for EFTPS:			.00
Total Deductor Checks:			76,346.94

Approved by the Storey County Board of Commissioners: _____

CHAIRMAN	COMMISSIONER	COMMISSIONER
_____	_____	_____
COMPTROLLER	_____	_____
_____	_____	_____
TREASURER	_____	_____

Rept: PR0510A
Run: 12/08/16 12:36:02

STOREY COUNTY PAYROLL SYSTEM
Check Register

Payroll Type: Deductor Check Date: 12/08/16

Check/ DD #	Emp #/ Ded #	Payee	Amount
----------------	-----------------	-------	--------

Total User Transfer for EFTPS:			.00
Total Deductor Checks:			133,402.78

Approved by the Storey County Board of Commissioners: _____

CHAIRMAN

COMMISSIONER

COMMISSIONER

COMPTROLLER

TREASURER

Report No: PB1390
 Run Date : 11/14/16
 CHECK FISCAL

STOREY COUNTY
 TYPED CHECKS REGISTER

Page 1

DESCRIPTION

NUMBER	YEAR	RECORD#	VENDOR NAME	AMOUNT	CHECK TOTAL	CHECK DATE	INVOICE#	DESCRIPTION
87302	2017	4128	CENTRAL SIERRA CONST INC	11,069.00	11,069.00	11/14/16	1498	COURT HOUSE PREP
87303	2017	4129	NEAL, KIMBERLY	1,200.00	1,200.00	11/14/16	NOV 1,2016	LEASE FOR PARKING

TYPED CHECKS TOTAL 12,269.00
 ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

 COMPTROLLER

 TREASURER

 CHAIRMAN

 COMMISSIONER

 COMMISSIONER

Report No: PB1315
 Run Date : 12/08/16
 CHECK
 NUMBER

STOREY COUNTY
 CHECK REGISTER 12/09/16

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
87422	ALSCO INC	ST 71 LAUNDRY		12/09/16	79029	9.69	
		ST 72 LAUNDRY		12/09/16	79029	8.77	
		ST 75 LAUNDRY		12/09/16	79029	16.52	
		ST 74 LAUNDRY		12/09/16	79029	10.52	
		SHOP		12/09/16	79056	48.54	
		CH		12/09/16	79056	21.05	
		SHOP		12/09/16	79056	99.69	
		SHOP		12/09/16	79056	48.54	
		CH		12/09/16	79056	21.05	284.37
87423	AMERICAS PROPANE LP	VTC 201039552		12/09/16	78994	127.28	127.28
87424	BATTERIES PLUS (RENO)	APC BAT REPLACE		12/09/16	79086	175.00	175.00
87425	BOB BARKER COMPANY INC	SPORKS & TOOTH PASTE		12/09/16	79038	74.72	74.72
87426	BOUND TREE MEDICAL, LLC	EMS SUPPLIES		12/09/16	79040	440.00	
		EMS SUPPLIES		12/09/16	79040	205.50	
		EMS SUPPLIES		12/09/16	79040	77.94	723.44
87427	BRANDON, RUSSELL D	PUBLIC ADMINISTRATION		12/09/16	79088	60.00	60.00
87428	BURRELL, SCOTT LEWIS	NOV 17-30, 2016		12/09/16	78995	120.00	
				12/09/16	78995	240.00	
				12/09/16	78995	18.00	378.00
87429	CAPITAL CITY AUTO PARTS	PW28288- OIL COOLER LINE		12/09/16	78961	95.31	
		STOCK FILTERS		12/09/16	78961	82.32	
		PW48223 LAMP KIT		12/09/16	78961	23.38	
		SHOP56405- TOOLS		12/09/16	78961	109.98	
		PW63957 MIRROR		12/09/16	78961	6.45	
		PW63987 WIPER SWITCH		12/09/16	78961	29.20	
		WT-72 TIGHTENER		12/09/16	78961	93.16	
		ROADS-BRUSH & HANDLE		12/09/16	78961	39.48	
		STOCK-FILTER		12/09/16	78961	8.18	
		PW28288- OIL COOLER LINE		12/09/16	78961	43.16	
		PW66604-WIRE HARNESS		12/09/16	78961	14.99	
		SC54234 INT DOOR HNDL		12/09/16	78961	20.53	
		PW45173-FITTING		12/09/16	78961	8.24	
		PW45173-FITTINGS		12/09/16	78961	49.44	623.82
87430	CAPITOL REPORTERS	BARRON TRANSCRIPT LANGTRY		12/09/16	79093	90.00	90.00
87431	CASELLE INC	JANUARY 2017 SUPPORT 1/2		12/09/16	79057	202.00	202.00
87432	CASSINELLI LANDSCAPING &	MATERIALS, INSTALL PAVERS		12/09/16	78956	3,000.00	3,000.00
87433	CELCO PARTNERSHIP	INV 9774856126 NOV WIFI		12/09/16	79070	40.01	
		IT IPAD		12/09/16	79081	80.02	
		HUGH		12/09/16	79064	40.01	160.04
87434	CENTRAL SANITARY SUPPLY	REST ROOM SUPPLIES		12/09/16	78996	59.95	59.95
87435	CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES		12/09/16	78999	54.76	54.76
87436	CITY OF CARSON TREASURER						

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
87437	COLLECTION SERVICE OF NEV	DEPT 1 AND 2 SUPPORT		12/09/16	79008	35,000.00	35,010.00
		STOREY CO DRUG COURT FEES		12/09/16	79010	10.00	
87438	COMMUNITY CHEST INC	GARNISHMENT DISBURSED		12/09/16	79032	357.29	357.29
87439	COSTCO WHOLESALE MEMBERSH	DEC 2016 PROGRAM SUPPORT		12/09/16	78973	11,833.33	11,833.33
87440	CROP PRODUCTION SERV INC	DECORATION CH & PARTY		12/09/16	79101	624.69	624.69
87441	DAIHOHS USA INC	SWR PLNT-WEED CONTROL		12/09/16	78962	66.88	66.88
		ST 72 WATER		12/09/16	79041	73.95	
		ST 71 WATER		12/09/16	79041	30.95	
		ST 74 WATER		12/09/16	79041	36.95	
		ST 75 WATER		12/09/16	79041	30.95	
		CH-WATER		12/09/16	78963	51.60	
		MONTHLY WATER		12/09/16	79089	25.95	
		LOCKWOOD WATER		12/09/16	79071	25.95	
				12/09/16	79036	82.85	359.15
87442	DILLON, CALVIN D	5 DYS 4HRS @ \$10		12/09/16	79044	200.00	200.00
87443	ELLIOTT AUTO SUPPLY INC	S051639 HUB CAP		12/09/16	78964	78.90	
		S066024 VALVE ASM EVAP		12/09/16	78964	30.37	
		BC-70 HUB ASSY		12/09/16	78964	312.88	
		T71-DEL31-90OCT		12/09/16	78964	700.14	
		BC-70 BELT		12/09/16	78964	127.65	
		COM DEV- BRAKES		12/09/16	78964	196.15	
		FR65598-DEL94R/FG		12/09/16	78964	280.34	845.37
87444	FAIN, NICHOLAS A	DECORATIONS & PARTY ITEMS		12/09/16	79100	217.94	217.94
87445	FARR WEST ENGINEERING	ROAD INDEX		12/09/16	78965	5,997.50	
		ROAD INDEX		12/09/16	78965	15,051.69	
		LOT AND WALL		12/09/16	79099	6,207.08	27,256.27
87446	FINDLEY, LEISA			12/09/16	79016	500.00	500.00
87447	FIRE SVCS INSTITUTE INC	FFI/VFD GRANT		12/09/16	79042	580.00	580.00
87448	GALLAGHER, HUGH III	HUGH, FOOD, HOTEL, MILEAGE		12/09/16	79073	1,205.82	1,205.82
87449	GLADDING, EDWARD A.	16137CR BLACK		12/09/16	79090	4,152.00	4,152.00
87450	GLOBAL TOWER LLC	POND PEAK RENT		12/09/16	79033	342.14	
		UTILITIES		12/09/16	79033	40.00	382.14
87451	GOLDEN GATE/SET PETROLEUM	TRI-DSL & UNL		12/09/16	78966	372.78	
		LW-UNL & DSL		12/09/16	78966	651.01	
		TRI-UNL & DSL		12/09/16	78966	748.53	
		TRI-UNL & DSL		12/09/16	78966	712.50	
		LW-UNL & DSL		12/09/16	78966	623.68	
		TRI UNL		12/09/16	78966	268.36	
		LW-DSL & UNL		12/09/16	78966	691.60	4,068.46
87452	GRAINGER	JANITORIAL SUPPLIES		12/09/16	78967	922.70	

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87453	GRANSBERRY, TOM	5 X45.00		12/09/16	79063	225.00	922.70
87454	GREAT BASIN TERMITES & PES	ST 72 PEST CONTROL		12/09/16	79043	65.00	225.00
		ST 71 PEST CONTROL		12/09/16	79043	65.00	
		ST 75 PEST CONTROL		12/09/16	79043	65.00	
		ST 74 PEST CONTROL		12/09/16	79043	65.00	260.00
87455	GTP INVESTMENTS LLC	POND QUAD COUNTY		12/09/16	79085	584.93	584.93
87456	HAT, LTD	ROADS		12/09/16	78978	1,085.95	1,085.95
87457	HD SUPPLY CONST SUPPLY LT	SAFETY JACKETS		12/09/16	79058	143.98	143.98
87458	HOT SPOT BROADBAND INC	ST72 INTERNET		12/09/16	79082	82.50	82.50
87459	HYDRAULIC INDUSTRIAL SERV	SWPR-AB CONN, ADAPT, TUBE		12/09/16	78969	43.20	43.20
87460	INTERMOUNTAIN SLURRY SEAL	EDGELINE PAINT		12/09/16	78970	4,500.00	4,500.00
87461	IRON MOUNTAIN INFO MGT IN	NT147 DEC 2016		12/09/16	79076	230.29	
		1/2 SHRED BIN SOFFICE		12/09/16	79097	175.00	
		1/2 SHRED BIN CONSOLE		12/09/16	79097	87.50	492.79
87462	JAMES C MCLENNAN MDPC	DEC 2016 HEALTH OFFICER		12/09/16	78974	500.00	500.00
87463	JBP LLC	PW48223- AIR SWITCH		12/09/16	78975	37.59	
		PW48223 FUEL SENDR, HARNES		12/09/16	78975	210.22	
		KW704		12/09/16	78975	67.39-	
		KW703-ABSORBER		12/09/16	78975	111.26	
		PW48223-FUEL SENDER		12/09/16	78975	210.04	
		PW42883-FUEL SENDER		12/09/16	78975	210.04-	
		PW48223-FUEL SENDER		12/09/16	78975	210.22-	
		PW45173-TUBE UNION		12/09/16	78975	72.30	
		FR59722 VALVE		12/09/16	78975	288.99	442.75
87464	JDS CRIMINALISTICS	STUTTS		12/09/16	79005	1,543.20	1,543.20
87465	JUDGE EDWARD R JOHNSON			12/09/16	79077	600.56	600.56
87466	KIMBALL MIDWEST	SHOP- MISC HRDWR		12/09/16	78976	251.75	251.75
87467	LABSOURCE INC	SHOP- GLOVES		12/09/16	78977	310.00	310.00
87468	LEARK, ROBERT A	HENDERSON		12/09/16	79004	1,893.75	1,893.75
87469	LIFE-ASSIST INC	EMS SUPPLIES		12/09/16	79045	486.97	486.97
87470	LIQUID BLUE EVENTS LLC			12/09/16	78997	2,285.00	2,285.00
87471	MA LABORATORIES INC	SENIOR CENTER DIR PC		12/09/16	79087	1,574.49	
		RADIO LAPTOP UPGRADE		12/09/16	79087	395.78	
		WT PLANT CAM SYSTEM		12/09/16	79087	1,948.59	
		PLAN REVIEW PC		12/09/16	79087	1,471.50	5,390.36
87472	MACKAY MANSION MUSEUM	NOV 17-30, 2016		12/09/16	78998	80.00	

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87473	MADISON, SCOTT & LISA	100X100 FIBER		12/09/16	78998	95.00	179.00
87474	MARK TWAIN COMMUNITY CTR			12/09/16	78998	4.00	
87475	METRO OFFICE SOLUTIONS IN	DEC 2016 PROGRAM SUPPORT		12/09/16	79080	2,348.47	2,348.47
87476	MICHAEL HOHL MOTOR CO	OFFICE SUPPLIES		12/09/16	78972	1,666.67	1,666.67
87477	MIGAN, TAMARA	OFFICE SUPPLIES		12/09/16	79046	23.19	
87478	MORRIS, ROBERT T	TABS, CD CASE, POP-UP NOTES		12/09/16	79007	42.52	
87479	NACO			12/09/16	78960	248.24	313.95
87480	NEAL, KIMBERLY	SO66024 STRUT		12/09/16	78979	29.05	
87481	NEV COMPTROLLER	SO-48326, FRAME, SHLD, TANK		12/09/16	78979	1,984.39	
87482	NEV COMPTROLLER	SO48326 GEAR		12/09/16	78979	385.21	
87483	NEV DEPT HUMAN RESOURCES	PW-28288 HOSE		12/09/16	78979	40.69	2,439.34
87484	NEV DEPT OF PUBLIC SAFETY	TAMI MIGAN		12/09/16	79060	32.12	32.12
87485	NEV DEPT TAXATION	BILL FOR NOVEMBER 2016		12/09/16	79091	600.00	600.00
87486	NEV DIV ENVIRONMENT PROTE	2016 CONF REGISTRATION		12/09/16	78953	250.00	250.00
87487	NEV DIV OF FORESTRY	LEASE FOR PARKING		12/09/16	78952	1,200.00	1,200.00
87488	NEV LEGISLATIVE COUNSEL	DIST COURT ADMIN ASSESS		12/09/16	79012	347.00	347.00
87489	NEV TREASURER			12/09/16	79084	125.00	
87490	NEVADA LEGAL SERVICE INC	COUNTY MATCH OCTOBER		12/09/16	78980	3,971.09	3,971.09
87491	NEVADA SPEEDOMETER SERVIC	2ND QUARTER FY2017		12/09/16	79006	956.61	956.61
87492	NEXTEL OF CALIFORNIA INC	VC TOURISM		12/09/16	79017	66.96	66.96
87493	NORTH LYON COUNTY FIRE PR	WWTP NV0020451		12/09/16	78992	1,500.00	1,500.00
		INTERLOCAL AGREEMENT		12/09/16	79048	37,500.00	37,500.00
		SAMPLE BALLOTS		12/09/16	79013	2,787.88	2,787.88
		FEES COLLECTED		12/09/16	79083	15.00	15.00
		WI-72 ADAPTER		12/09/16	79011	25.00	25.00
		COMM DEVELOPMENT		12/09/16	78981	45.00	45.00
		FIRE DEPT 139 NOV		12/09/16	79098	259.88	
		COMPTROLLER		12/09/16	79098	348.72	
		PLANNING COMMISSION		12/09/16	79098	243.19	
		TRAINING		12/09/16	79098	503.75	1,355.54
				12/09/16	79047	1,375.00	1,375.00

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87494	NORTON CONSULTING LLC						1,375.00
87495	OCCUPATIONAL HEALTH CENTE	SAFETY JACKET		12/09/16	79065	66.10	96.10
87496	OFFICE DEPOT INC	STREET SIGN		12/09/16	79065	30.00	
87497	OLIVAS, RICHARD A	HANDLEY VFD PHYSICAL		12/09/16	79049	197.00	197.00
87498	OPTUMINSIGHT INC	WIRELESS KEYBOARD LYNDI		12/09/16	79015	28.19	28.19
87499	OSBORNE, JOAN	INSTALL PLAY EQUIP- GRANT		12/09/16	78982	9,500.00	9,500.00
87500	OVERHEAD FIRE PROTECTION	CUST 735660 \$3.75/EA		12/09/16	79096	131.25	131.25
87501	PDM STEEL SERVICE CENTER	BILL FOR NOVEMBER		12/09/16	79092	3,250.00	3,250.00
87502	PEEK BROTHERS CONST INC	SPRINKLER INSPECTION JAIL		12/09/16	79030	342.00	342.00
87503	PETRINI, ANGELO D	1/4 X 6 FLAT		12/09/16	79059	76.27	76.27
87504	PIASECK, MELISSA MD PC	LOT CONSTRUCTION-PYMT 1		12/09/16	78958	116,290.49	116,290.49
87505	PITNEY BOWES GLOBAL (LEA)	NOV 17-30, 2016		12/09/16	79018	44.00	44.00
87506	PITNEY BOWES INC	HENDERSON		12/09/16	79003	3,150.00	3,150.00
87507	PROTECTION DEVICES INC	LEASE PAYMENT 0017237675		12/09/16	79002	1,190.97	1,190.97
87508	PUBLIC EMPLY RETIREMENT S	POSTAGE MACHINE INK		12/09/16	79031	122.38	122.38
87509	PURCELL TIRE & RUBBER CO	DEC 27-MAR 26, 2016		12/09/16	79019	75.00	75.00
87510	RAD STRATEGIES INC	MONITORING COURT HOUSE		12/09/16	79035	75.00	150.00
		INTEREST ON BEDFORD		12/09/16	79072	12.05	12.05
		SO66023- TIRES		12/09/16	78984	351.60	703.20
		SO62213- TIRES		12/09/16	78984	351.60	
87511	RAY MORGAN CO INC (CA)	GIS PLOTTER CN2676-01		12/09/16	79079	158.01	
87512	RED'S CANDIES	COPIER-COMM C STREET		12/09/16	79079	453.00	611.01
87513	RENO CIRCUIT BREAKERS	ELECTION WORKER LUNCH		12/09/16	79001	216.00	216.00
87514	REPORTING SYSTEMS, INC	ST75-AIR STN 75 PUMP		12/09/16	78985	82.89	82.89
87515	ROCKY MOUNTAIN AMBULANCE	FIRE/EMS REPORTING SYSTEM		12/09/16	79050	564.00	564.00
87516	ROSS EQUIPMENT CO INC	R73-STRUT,BLWR,BULBS		12/09/16	78986	97.98	150.24
		R-73 LATCH, LEVER W/KEY		12/09/16	78986	52.26	
		BRSH75-SOLENROID		12/09/16	78987	1,241.16	

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87517 RUSSELL, ALICIA
 87518 SACK, GARY
 87519 SAINT MARYS ARTCENTER INC
 87520 SIERRA FRONT WILDFIRE COO
 87521 SIERRA PACIFIC POWER CO

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POSTAGE		12/09/16	79051	7.57
FINAL & DEPOSIT REFUND		12/09/16	78988	7.64
NOV 17-30, 2016		12/09/16	79020	64.00
MEMBERSHIP DUES		12/09/16	79053	650.00
VIRGINIA CITY ST LIGHTS		12/09/16	78989	846.07
SC COMMISSIONERS ST LIGHT		12/09/16	78989	105.59
2610 CARTWRIGHT PUMPHSE		12/09/16	78989	79.98
431 CANYON WAY ST 4		12/09/16	78989	204.69
2612 CARTWRIGHT RD RES		12/09/16	78989	68.17
145 N C ST UNIT		12/09/16	78989	95.51
381 N C ST RESTSTOP		12/09/16	78989	153.51
130 TOLL RD BLDG		12/09/16	78989	45.06
110 TOLL RD BLDG		12/09/16	78989	102.43
100 TOLL RD SHOP 1/2		12/09/16	78989	217.05
201 S C ST DA		12/09/16	78989	72.63
203 S C ST SO		12/09/16	78989	78.80
205 S C ST SO		12/09/16	78989	74.03
911 US HWY 341 JAIL		12/09/16	78989	730.13
490 SAM CLEMENS PARK		12/09/16	78989	18.63
100W SOUTH ST WTR PLNT		12/09/16	78989	544.86
21 S C ST GASLMO		12/09/16	78989	177.32
500 SPANIAL RAVINE RD *V*		12/09/16	78989	47.73
205 N E ST VC PARK		12/09/16	78989	32.32
SUITON ST		12/09/16	78989	30.20
104 S B ST GARAGE		12/09/16	78989	32.32
S C ST UNIT VC/372 C ST		12/09/16	78989	55.69
S C ST OUTDOOR/PAL LIGHT		12/09/16	78989	38.47
S C ST UNIT VC		12/09/16	78989	132.67
CARSON ST BALLPARK		12/09/16	78989	32.67
N C ST FIREHS		12/09/16	78989	246.52
141 N C ST (TRAINING)		12/09/16	78989	438.78
MAIN ST UNIT GH DEPOT		12/09/16	78989	37.58
2220 SIX MILE CANYON		12/09/16	78989	1,244.74
26 S B ST COURTHOUSE		12/09/16	78989	467.22
176 N C ST LIGHTS		12/09/16	78989	74.43
342 S C ST LIGHTS		12/09/16	78989	105.38
531 S C ST LIGHTS		12/09/16	78989	116.30
800 PERI RANCH RD		12/09/16	78989	109.92
1705 PERU DR		12/09/16	78989	1,018.22
185 N C ST		12/09/16	78989	63.53
420 CANYON WAY UNIT B		12/09/16	78989	189.36
420 CANYON WY UNIT A		12/09/16	78989	220.28
2141 EMPIRE RD VCH PARK		12/09/16	78989	32.32
1000 PERI RANCH RD PARK		12/09/16	78989	33.10
160 UNION ST/ B OF A		12/09/16	78989	79.83
TOWN OF GH STR LIGHTS		12/09/16	78989	94.90
100 TOLL RD PED(FOUNTAIN)		12/09/16	78989	498.71
2610 CARTWRIGHT FIREHSE		12/09/16	78989	192.77
GHDEPOT PEST CONTROL		12/09/16	79021	55.00

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87522 SIERRA PEST CONTROL INC
 87523 SLICK INDUSTRIES LLC DBA

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87524	SOUTHERN GLAZERS WINE & S	ACCOUNTABILITY BOARDS		12/09/16	79054	52.00	
		VANHAVEL, WIEZEBICKI		12/09/16	78957	76.00	
		PARTNER OF THE YEAR AWARD		12/09/16	78971	11.50	
		COUNTY SEAL STICKERS		12/09/16	78957	60.00	
		PLAQUE		12/09/16	78957	75.00	274.50
87525	SPALLONE, DOMINIC J III	3 CASES CEM GIN		12/09/16	79022	1,238.10	1,238.10
87526	SPB UTILITY SERVICES INC	CLEANING SUPPLIES		12/09/16	79055	267.42	267.42
87527	ST CO AMBULANCE	NOV SUPPORT		12/09/16	79061	836.15	836.15
87528	ST CO SCHOOL DISTRICT	INMATE TRANSPORT		12/09/16	79039	610.35	610.35
87529	ST CO WATER SYSTEM	PROPERTY TAX RECEIVED		12/09/16	79000	7,404.29	
		PROPERTY TAX RECEIVED		12/09/16	79000	38,402.61	45,806.90
		VISITOR CENTER		12/09/16	78990	128.59	
				12/09/16	79023	152.75	
				12/09/16	78990	140.67	
				12/09/16	78990	140.67	
				12/09/16	78990	128.59	
				12/09/16	78990	128.59	
				12/09/16	78990	138.96	
				12/09/16	78990	134.63	
				12/09/16	78990	78.20	
				12/09/16	78990	78.20	
				12/09/16	78990	128.59	
				12/09/16	78990	34.96	
				12/09/16	78990	441.22	
				12/09/16	78990	117.52	
				12/09/16	78990	243.35	
				12/09/16	78990	128.59	
				12/09/16	78990	66.82	
				12/09/16	78990	34.96	
				12/09/16	79023	78.20	2,524.06
87530	STAR2STAR COMMUNICATIONS,	GOLD HILL DEPOT		12/09/16	79095	255.33	
				12/09/16	79095	127.66	382.99
87531	STEPHENS, JESSICA	11/20-12/19		12/09/16	79094	1,830.00	
		ICE SYSTEMS/PROCESSES		12/09/16	79094	140.00	1,970.00
87532	SUMMERS, SALLY	COURSE MATERIALS		12/09/16	79094	250.00	250.00
87533	SUN PEAK ENTERPRISES	FEE REFUND 2016 030		12/09/16	79014	750.00	
		INCOME/STEM DRAIN CLOSURE		12/09/16	78959	690.00	
		NOV 17-30, 2016		12/09/16	79024	44.00	1,484.00
87534	TEST NOTICE LLC			12/09/16	79078	25.00	25.00
87535	THE ROASTING HOUSE	REST AREA DECORATING		12/09/16	79026	32.30	
		DOCENT PARADE OF LIGHTS		12/09/16	79026	50.00	82.30
87536	THOMAS PETROLEUM LLC	PW-UNL 446 / DSL 52		12/09/16	78983	879.67	
		VCH- DSL 99		12/09/16	78983	163.59	1,043.26

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87537	TIJSSELING, DICK G	PW-UNL 571 / DSL 190 VCH-DSL 145		12/09/16 12/09/16	78983 78983	1,396.91 256.83	2,697.00
87538	TRI GENERAL IMPROVEMENT	WINE FOR GIFT SHOP		12/09/16	79025	240.00	240.00
87539	UNITED FINANCE INDUSTRIAL	1705 PERU -W/S 1705 PERU -IRR		12/09/16 12/09/16	79062 79062	201.24 167.80	369.04
87540	VANHAVEL, JASON	GARNISHMENT DISBURSED		12/09/16	79034	292.00	292.00
87541	VCTC	TRI ROAD SIGN MATERIALS		12/09/16	79075	40.87	40.87
87542	VIRGINIA CITY TOURS INC	A. DIMARZO PAT HAMBRIGHT		12/09/16 12/09/16 12/09/16	79027 79027 79027	64.00 100.00 28.20	192.20
87543	WA STATE DEPT OF CORRECT	NOV 17-30, 2016		12/09/16	79028	528.00	566.00
87544	WASHOE CO CORONER	INMATE FOOD & FREIGHT		12/09/16	79028	38.00	6,241.76
87545	WASHOE COUNTY, NEVADA	TOX & AUTOPSY FEES		12/09/16	79037	1,283.00	1,283.00
87546	WEDCO INC	DNA TESTING NRS 176.0915		12/09/16	79009	282.00	282.00
87547	WESTERN ENVIRONMENTAL LAB	CH BULBS ST.75 AIR PUMP		12/09/16 12/09/16	78991 78991	358.00 212.58	570.58
87548	WESTERN NEVADA SUPPLY CO	WATER TESTING O2,FECAL,PH,NITRO,SUSP SOL ALK,TTL COLI, TTL ORG CAR		12/09/16 12/09/16 12/09/16	79067 79066 79066	315.00 206.00 145.00	666.00
87549	WESTERN NV KENWORTH LLC	ST71-ELECT WATER HEATER KW704-48223-FUEL SENDER		12/09/16 12/09/16	78993 79074	328.40 237.09	328.40 237.09

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NUMBER	VENDOR	FUND-DEPT	INVOICE #	PAYMENT	DESCRIPTION	DATE	TRANS#	AMOUNT
95	WELLS ONE COMMERCIAL CARD							
				AMAZON PRIME REFUND	NACO EVENT PAHRUMP	12/09/16	947	99.00-
				BEST WESTERN HAYMORE	INTERNET-372 S C STREET	12/09/16	944	141.88
				C.NEVIN-ATT	NACO 2016 HOTEL	12/09/16	940	70.00
				C.NEVIN-BESTWESTERN	TRAINING-NEVIN/GILBER	12/09/16	940	212.52
				C.NEVIN-NVHUMANRES	PAPER/CERTIFICATES	12/09/16	940	80.00
				C.NEVIN-OFFICEDEPOT	CAR WASH- EX62668	12/09/16	940	86.93
				C.NEVIN-PRESTIGE	CHRISTMAS CARDS	12/09/16	940	18.95
				C.NEVIN-VISTAPRINT	2018-19 M&S COST BOOKS	12/09/16	940	82.54
				CORELOGIC	TO BE REFUNDED	12/09/16	943	988.40
				CORELOGIC SALES TAX	EQUIPMENT MAINTENANCE	12/09/16	943	77.76
				COYLE WI CONST SUPPL	BUSINESS OF THE YEAR	12/09/16	949	399.99
				CW BOTCHA-CALOOP'S	CARPET CLEANING	12/09/16	941	125.00
				CW EVERGREEN CARPET	SPLT \$22.15 FRAME BUS	12/09/16	941	433.25
				CW WM SUPERCENTER	SPLT \$22.15 ZIP TIES	12/09/16	941	5.86
				CW WM SUPERCENTER	SPLT \$22.15 ZIP TIES	12/09/16	941	16.29
				DD BR FACTORY US	SHIRTS FOR LOGO-DIRECT	12/09/16	941	43.20
				DD PALACE RESTAURANT	MTG W DD AND J. VANHAV	12/09/16	941	22.86
				DD THE HOME DEPOT	SPLT CRTHOUSE CHST TRE	12/09/16	941	74.98
				DD THE HOME DEPOT	SPLT VISITOR CENTER TR	12/09/16	941	54.98
				DUPRESNE BATTERIS +	BATTERIES	12/09/16	949	39.00
				EDAWN BUCCHIANERI	WHITTEN, OSBORNE, MCB	12/09/16	944	60.00
				FAIN BEST WESTERN	PAHRUMP NACO PW JF	12/09/16	950	365.50
				FAIN BEST WESTERN	NACO PAHRUMP M NEVIN	12/09/16	950	141.68
				FAIN HOBBY LOBBY CH	HOLIDAY DECORATIONS	12/09/16	950	221.31
				FAIN NV SEC STATE	NETTY NOTARY	12/09/16	950	35.00
				FAIN UC DAVIS MS	GET WELL GIFT	12/09/16	950	60.57
				GAVENDA - SCSO	POSTAGE PROPERTY RETUR	12/09/16	942	12.80
				GRIMM AMAZON	BUILDING MAINTENANCE	12/09/16	949	690.27
				HAMES CONST EXAM	TRAINING	12/09/16	949	950.00
				HAMES CROWD CONTROL	VFD GRANT BARRICADES	12/09/16	949	2,280.11
				HAMES ICC	MEMBERSHIP DUES	12/09/16	949	199.00
				HAMES NICC	PLANS EXAMINER EXAM	12/09/16	949	395.97
				HAMES SOUTHWEST	TRAINING	12/09/16	949	39.97
				JASONW-LOWES	MATERIALS FOR XMAS LI	12/09/16	945	83.72
				JEFFH- HOME DEPOT	MOP & BUCKET	12/09/16	945	59.97
				JEFFH- HOME DEPOT	SOLAR LIGHT	12/09/16	945	59.97
				JEFFH- HOME DEPOT	FIRE	12/09/16	945	15.48-
				JEFFH-HOME DEPOT	CH-DOOR CLOSER	12/09/16	945	64.98
				JEFFH-HOME DEPOT	LW SUBSTN-BULBS	12/09/16	945	50.74
				JEFFH-HOME DEPOT	TOOL BOX FOR ROADS	12/09/16	945	19.97
				JEFFH-HOME DEPOT	ST 71-POP OFF VALVE	12/09/16	945	15.48
				JEFFH-HOME DEPOT	LWSC- SCREWS	12/09/16	945	21.97
				JEFFH-LOWES	CANDY CANES FOR FTHR	12/09/16	941	28.39
				KD DOLLAR TREE	TRAINING	12/09/16	941	40.00
				KD N. NEVADA HUMAN R	CHRISTMAS DECORATIONS	12/09/16	941	10.32
				KD TARGET	VC STATION 11/18/16	12/09/16	950	101.00
				MCBRIDE-NACO GAS	WESTERN NACO	12/09/16	950	141.68
				MCBRIDE-31808 BEST	U75 FUEL	12/09/16	949	71.19
				MCCULLOUGH HARDYS	STUDIES	12/09/16	950	398.00
				MCGUFFEY-UNR EXTEND	SAMSUNG TABLET & CASE	12/09/16	950	619.40
				MCGUFFEY-11/18/16	WESTERN NACO	12/09/16	950	212.52
				MCGUFFEY-31809 BEST	EX69432 REG	12/09/16	945	145.00
				MNEVIN DMV	NACO ROOMS	12/09/16	945	141.68
				MNEVIN-BEST WESTERN	EX69431 REG	12/09/16	945	36.25
				MNEVIN-DMV	FLASH LIGHTS	12/09/16	945	79.88

FUND-DEPT	INVOICE #	DESCRIPTION	DATE	TRANS#	AMOUNT
		NEVIN HOME DEPOT	12/09/16	949	17.97
	ORD #...3258604	DESK STAND	12/09/16	946	23.72
	OSBORNE-APA MEMBER-	SHIP & SUBS	12/09/16	950	322.00
	OSBORNE-PALACE 11/22	PLANNER INTERVIEW LR	12/09/16	950	38.32
	RENEWAL 2017	AIIM MEMBERSHIP	12/09/16	946	139.00
	RUSSELL AMERICAN AIR	TRAINING	12/09/16	949	249.20
	RUSSELL BAUVILLE	VFD GRANT ID MAKER	12/09/16	949	2,821.46
	RUSSELL PLANET HOLLY	TRAINING	12/09/16	949	155.68
	RUSSELL PWM MEDIA	TRAINING	12/09/16	949	1,755.00
	RUSSELL RIO SUITES	TRAINING	12/09/16	949	37.24
	RUSSELL SOUTHWEST	TRAINING	12/09/16	949	521.63
	RUSSELL SQ PROJ MGMT	TRAINING	12/09/16	949	995.00
	RUSSELL USFS 111816	POSTAGE	12/09/16	949	53.45
	SBREY- AMAZON	CH- LAMP BALLASTS	12/09/16	945	269.25
	SKRETTA OREILLY	PW28288 OIL LINE	12/09/16	945	69.98
	SKRETTA-RENO SLAVAGE	STEEL PLATE FOR TABLE	12/09/16	945	341.97
	STEPHENS ADVANCED LA	ENFORCEMENT READINESS	12/09/16	947	425.00
	VNAHVL- ADOBE ACRO	MONTHLY SUBSCRIPTION	12/09/16	945	14.99
	WESTWIND INN	ACC CHARGE/REIMB ON 1112/09/16	12/09/16	943	60.00
	WHITTEN-UBER TO BE	REIMBURSED	12/09/16	950	46.43
	YOHEY LOWES	REFUND SALES TAX	12/09/16	949	6.86-
	091510	1500 APC VCCC	12/09/16	952	199.99
	091510	1500 APC SLAMMER	12/09/16	952	199.99
	138011663	ST74 INTERNET	12/09/16	952	80.00
	138864913	SO BUS DSL	12/09/16	952	85.00
	150452869	LOCKWOOD DSL	12/09/16	952	85.76
	30286	AID REPLACEMENT BAT PAD	12/09/16	952	737.16
	63627	IT APC STOCK	12/09/16	952	199.99
	63627	GARY 3RD MONITOR PLANS	12/09/16	952	199.99
	7758470991291	FRITZ PREV MONITOR UPG	12/09/16	952	463.96
	8310006580444	JAMES BACK LINE	12/09/16	952	101.28
		JAIL FIBER 50X50	12/09/16	952	1,137.00

Card Total

22,754.58

22,754.58

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

 COMP TROLLER

 TREASURER

 CHAIRMAN

 COMMISSIONER

 COMMISSIONER

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87550	ADVANCED DATA SYSTEMS INC							
		SECURITY AUDIT UPDATES	12/23/16	79207	1,800.00			
		MONTHLY SUPPORT AGREEMENT	12/23/16	79180	1,780.00			3,580.00
87551	AIRGAS NGN INC							
		EMS SUPPLIES	12/23/16	79126	27.75			
		EMS SUPPLIES	12/23/16	79126	88.11			
		EMS SUPPLIES	12/23/16	79126	25.50			141.36
87552	ALPINE LOCK INC							
		LWSC-CAM LOCKS & KEYS	12/23/16	79103	56.70			56.70
87553	ALSCO INC							
		ST 71 LAUNDRY	12/23/16	79147	9.69			
		ST 72 LAUNDRY	12/23/16	79147	8.77			
		ST 75 LAUNDRY	12/23/16	79147	16.52			
		ST 74 LAUNDRY	12/23/16	79147	10.52			
		SHOP	12/23/16	79104	43.44			
		SHOP	12/23/16	79104	57.14			
		CH	12/23/16	79104	21.05			
		SHOP	12/23/16	79104	60.94			228.07
87554	AMSTERDAM PRINTING/LITHO							
		STYLUS PENS FOR GIFT SHOP	12/23/16	79132	1,361.42			1,361.42
87555	APPALACHIAN TRAINING LLC							
		PPE	12/23/16	79148	4,474.00			4,474.00
87556	ARC HEALTH AND WELLNESS							
		CARTER PHYSICAL	12/23/16	79176	129.69			
		LAZZARINO PHYSICAL	12/23/16	79176	129.69			259.38
87557	AT&T TELECONFERENCE SERVI							
		TELECONFERENCE SERVICES	12/23/16	79191	28.66			28.66
87558	BERRY ENTERPRISES							
		FOAM 75-SUPER LED	12/23/16	79221	145.25			145.25
87559	BLACKPOINT LLC							
		TRNSPRT 74- SIREN SPEAKER	12/23/16	79211	231.55			231.55
87560	BOB BARKER COMPANY INC							
		ASPRIN & HAND SANITIZER	12/23/16	79186	61.68			
		JAIL DISINFECTANT SPRAY	12/23/16	79186	66.75			128.43
87561	BLUE LOCKER COMMERCIAL DI							
		FIVE MILE TANK CLEANING	12/23/16	79106	3,000.00			3,000.00
87562	BURGARELLO ALARM INC							
		GH DEPOT SERVICE	12/23/16	79133	394.68			394.68
87563	BURRELL, SCOTT LEWIS							
		DEC 1-14, 2016	12/23/16	79134	142.50			142.50
87564	BUSINESS & PROFESSIONAL							
		GARNISHMENT DISBURSED	12/23/16	79187	106.74			
		GARNISHMENT DISBURSED	12/23/16	79187	381.19			487.93
87565	CALIFORNIA INDUSTRIAL							
		ST-75 SCBA PUMP- HOSE	12/23/16	79107	88.90			88.90
87566	CAMPAGNI AUTO RESOURCES							
		COM SERV 62268-DRN PLUG	12/23/16	79213	8.74			8.74
87567	CANYON GENERAL IMPROVEMEN							
		LOCKWOOD SEWER AND WATER	12/23/16	79183	46.50			46.50
87568	CAPITAL CITY AUTO PARTS							
		PW 28288	12/23/16	79108	95.31-			
		PW 28288	12/23/16	79108	47.28-			
		STOCK FILTER	12/23/16	79108	56.65			
		PW 25254- PEDAL PAD	12/23/16	79108	9.35			
		R-71 FILTERS	12/23/16	79108	89.12			
		SO48326 TUBING	12/23/16	79108	10.76			

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87569	CAPITAL FORD INC		12/23/16	79108	129.91	458.76
87570	CELLCO PARTNERSHIP		12/23/16	79212	234.58	234.58
			12/23/16	79190	40.02	
			12/23/16	79214	64.83	
			12/23/16	79214	70.21	
			12/23/16	79214	222.81	
			12/23/16	79208	80.02	
			12/23/16	79192	40.01	
			12/23/16	79198	40.01	
			12/23/16	79170	5.02	562.93
87571	CHEVALIER, AMBRE		12/23/16	79196	25.00	25.00
87572	COLLECTION SERVICE OF NEV		12/23/16	79174	348.06	348.06
87573	COMPLETE DOCUM MINGMNT SOL		12/23/16	79194	198.66	198.66
87574	COMSTOCK CEMETERY FOUNDAT		12/23/16	79153	132.00	132.00
87575	COMSTOCK CHRONICLE (VC)		12/23/16	79131	136.50	136.50
87576	CREATIVE CONCEPTS MEDIA +		12/23/16	79136	200.00	200.00
87577	DISH DBS CORPORATION		12/23/16	79102	79.03	79.03
87578	DX-10 INC		12/23/16	79149	594.00	594.00
87579	ELLIOTT AUTO SUPPLY INC		12/23/16	79109	29.75	
			12/23/16	79109	319.72	
			12/23/16	79109	110.20	
			12/23/16	79109	89.90	
			12/23/16	79109	28.56	
			12/23/16	79109	167.06	
			12/23/16	79109	117.42	
			12/23/16	79109	220.40	
			12/23/16	79109	68.43	
			12/23/16	79109	11.12	
			12/23/16	79109	15.28	
			12/23/16	79109	16.92	
			12/23/16	79109	18.82	
			12/23/16	79109	102.74	1,316.32
87580	ERICKSON THORPE & SWAINST		12/23/16	79195	2,128.50	2,128.50
87581	FAIN, NICHOLAS A		12/23/16	79158	11.94	
			12/23/16	79158	138.99	
			12/23/16	79158	32.57	
			12/23/16	79158	170.84	354.34
87582	FARR WEST ENGINEERING		12/23/16	79158		

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87583 FERRELLGAS LP
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 100 TOLL RD 82.80
 CH 631.07
 100 TOLL RD 82.80
 100 TOLL RD 82.80
 ST 74 PROPANE 96.14
 ST 74 GEN PROPANE 15.51
 ST 71 PROPANE 174.79
 JAIL PROPANE 345.29
 ST 72 PROPANE 110.33
 141 TRAINING 60.94
 1,765.28

87584 GRAINGER
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87585 GRANSBERY, TOM
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87586 HAT, LTD
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87587 HD SUPPLY CONST SUPPLY LT
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87588 HD SUPPLY FACIL MAINT LTD
 1,469.69

87589 HIGH SIERRA BUSINESS
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87590 HOME DEPOT CREDIT SERVICE
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87591 HOT SPOT BROADBAND INC
 1,255.00

87592 HYDRAULIC INDUSTRIAL SERV
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87593 ITI SOURCE LLC
 502.94

87594 JBP LLC
 275.00

87595 L N CURTIS & SONS
 275.00

87596 KOLKER, DAVID LEWIS
 22.56

10 X45.00
 2 X45.00

ROADS
 ROADS
 ROADS

SAFETY JACKETS
 TRUCK BOXES 1/2
 TRUCK BOXES 1/2

WWTIP-SUPPLIES, TESTS
 MOVE COPIERS TO TRI
 MOVE COPIER TO PW FROM F

PRIMER
 FRONT LIGHT MATERIALS
 ROAD MARKER NUTS & BOLTS
 PARTS FOR SCEA
 WWTIP- PIPE
 PHOTO CELLS- SHOP
 PHOTOCELLS OUTSIDE LTS

ST72 INTERNET 11/16
 ST72 INTERNET 12/16

PW45173 PUSH CONNECT
 CISCO WAP DISPATCH TREAT
 INTERIM NET RACKING

PW48224- CAP, FILLER
 PW48224- CAP FILLER
 CREDIT

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340.00

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87597	LIFE-ASSIST INC	PARTY ENTERTAINMENT		12/23/16	79124	384.00	384.00
87598	LIQUID BLUE EVENTS LLC	EMS SUPPLIES		12/23/16	79152	12.84	
87599	MACKAY MANSION MUSEUM	EMS SUPPLIES		12/23/16	79152	517.86	530.70
87600	MERRITT COMMUNICATIONS IN	CHSTMS EVENT COMMISSIONS		12/23/16	79137	3,142.97	3,142.97
87601	METRO OFFICE SOLUTIONS IN	DEC 1-14, 2016		12/23/16	79138	55.00	55.00
		RADIO CABLE		12/23/16	79159	14.97	14.97
		OFFICE SUPPLIES FY2017		12/23/16	79197	54.24	
		PAPER		12/23/16	79209	26.40	
		FOLDERS		12/23/16	79172	108.96	
		PENS,BINDINGS,LABELS,PAD		12/23/16	79172	50.18	
		151.34		12/23/16	79123	163.45	
		MARKERS,HIGHLIGHTERS,FLDR		12/23/16	79163	151.34	
				12/23/16	79201	20.17	574.74
87602	MOUND HOUSE TRUE VALDE	CH- BULBS		12/23/16	79118	116.85	116.85
87603	MUNICIPAL EMERGENCY SE(CT	UNDERPAID INVOICE		12/23/16	79161	18.15	18.15
87604	NEV ADMIN BLDG & GROUNDS	NOVEMBER WATER PURCHASE		12/23/16	79224	4,518.12	4,518.12
87605	NEV DEPT PUBLIC SAFETY	FINGERPRINT BACKGROUNDS		12/23/16	79173	942.50	942.50
87606	NEV PUBLIC DEFENDER	PUBLIC DEFENDER FEES		12/23/16	79188	9,866.50	9,866.50
87607	NEVADA BLUE LTD (RNO)	OCT MO PORTAL FEE		12/23/16	79168	50.00	
		NOV MO PORTAL FEE		12/23/16	79168	50.00	100.00
87608	NEVADA OCCUPATIONAL HLTH	DOT PHYSICAL-NEVIN		12/23/16	79130	95.00	
		& VACCINE-VAN HAVEL		12/23/16	79130	190.00	
		INMATE PREPLACEMENT PHYS		12/23/16	79179	180.00	465.00
87609	NORTON CONSULTING LLC	SAFETY JACKET ROADS		12/23/16	79223	66.10	66.10
87610	OCCUPATIONAL HEALTH CENTE	SMITH PHYSICAL		12/23/16	79162	351.00	
		GREEN PHYSICAL		12/23/16	79162	338.50	689.50
87611	OFFSITE DATA DEPOT, LLC	CLERK OFFICE		12/23/16	79154	164.88	164.88
87612	OUTFRONT MEDIA LLC	12/12/16-01/08/2017		12/23/16	79139	621.18	621.18
87613	OWENS EQUIPMENT SALES	VACTOR- REDUCER, CLAMPS		12/23/16	79215	342.59	342.59
87614	OXBORROW TRUCKING, INC	MINERS PARK BARK		12/23/16	79216	3,204.00	
		MINERS PARK DOUBLE MIX		12/23/16	79216	174.00	3,378.00
87615	PDM STEEL SERVICE CENTER	ROADS TUBING		12/23/16	79217	142.46	
		WATER-TUBING		12/23/16	79217	101.35	
		WATER-TUBING		12/23/16	79217	17.44	261.25
87616	PETPRINT, ANGELO D	DEC 1-14, 2016		12/23/16	79140	28.00	28.00
87617	PITNEY BOWES INC						

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INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT
VIRGINIA CITY ST LIGHTS		12/23/16	79222	846.29
SC COMMISSIONERS ST LIGHT		12/23/16	79222	105.63
2610 CARTWRIGHT PUMPHSE		12/23/16	79222	93.83
431 CANYON WAY ST 4		12/23/16	79222	219.31
2612 CARTWRIGHT RD RES		12/23/16	79222	75.28
145 N C ST UNIT		12/23/16	79222	93.20
381 N C ST RESTSTOP		12/23/16	79222	235.94
130 TOLL RD BLDG		12/23/16	79222	44.77
110 TOLL RD BLDG		12/23/16	79222	109.44
100 TOLL RD SHOP 1/2		12/23/16	79222	260.46
201 S C ST DA		12/23/16	79222	75.71
203 S C ST SO		12/23/16	79222	81.88
205 S C ST SO		12/23/16	79222	75.36
911 US HWY 341 JAIL		12/23/16	79222	728.89
490 SAM CLEMENS PARK		12/23/16	79222	18.63
100W SOUTH ST WTR PLNT		12/23/16	79222	492.50
21 S C ST GASLMO		12/23/16	79222	189.07
500 SPANIAL RAVINE RD *V*		12/23/16	79222	46.67
205 N E ST VC PARK		12/23/16	79222	32.32
SUTTON ST		12/23/16	79222	30.20
104 S B ST GARAGE		12/23/16	79222	32.32
S C ST UNIT VC/372 C ST		12/23/16	79222	72.34
S C ST OUTDOOR/PAL LIGHT		12/23/16	79222	38.20
S C ST UNIT VC		12/23/16	79222	239.32
CARSON ST BALLPARK		12/23/16	79222	32.74
N C ST FIREHS		12/23/16	79222	260.86
141 N C ST (TRAINING)		12/23/16	79222	425.59
MAIN ST UNIT GH DEPOT		12/23/16	79222	37.77
2220 SIX MILE CANYON		12/23/16	79222	1,622.93
26 S B ST COURTHOUSE		12/23/16	79222	494.31
176 N C ST LIGHTS		12/23/16	79222	75.71
342 S C ST LIGHTS		12/23/16	79222	107.48
531 S C ST LIGHTS		12/23/16	79222	119.52
800 PERI RANCH RD		12/23/16	79222	122.39
1705 PERU DR		12/23/16	79222	989.33
185 N C ST		12/23/16	79222	64.22
420 CANYON WAY UNIT B		12/23/16	79222	334.13
420 CANYON WY UNIT A		12/23/16	79222	254.50
2141 EMPIRE RD VCH PARK		12/23/16	79222	32.32
1000 PERI RANCH RD PARK		12/23/16	79222	33.02
160 UNION ST/ B OF A		12/23/16	79222	125.05
TOWN OF GH STR LIGHTS		12/23/16	79222	94.93
100 TOLL RD PED (FOUNTAIN)		12/23/16	79222	516.30
2610 CARTWRIGHT FIREHSE		12/23/16	79222	220.78
OCT. SCSO PEST CONTROL		12/23/16	79175	150.00
NOV. SCSO PEST CONTROL		12/23/16	79175	150.00
NOV. LOCKWOOD PEST CONT		12/23/16	79175	50.00
CANFIELD		12/23/16	79122	38.00
INMATE PRESCRIPTION		12/23/16	79178	328.25
GIFT SHOP EXPENSE		12/23/16	79143	412.70
OPERATING SUPPLIES		12/23/16	79165	51.25
87631 SIERRA PEST CONTROL INC				10,201.44
87632 SLICK INDUSTRIES LLC DBA				350.00
87633 SMITHS FOOD & DRUG CENTER				38.00
87634 SOUTHERN GLAZERS WINE & S				328.25
87635 SPALLONE, DOMINIC J III				412.70

Report No: PB1315
 Run Date : 12/22/16
 CHECK
 NUMBER

STOREY COUNTY
 CHECK REGISTER 12/23/16

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
87636	STAFFORD, MARK	JAIL TP		12/23/16	79181	78.60	129.85
87637	SUN PEAK ENTERPRISES	NEW SYSTEM ENTRY		12/23/16	79189	4,194.00	4,194.00
87638	SUNRIDGE SYSTEMS INC	DEC 1-14, 2016		12/23/16	79144	10.00	334.00
87639	THE DUBE' GROUP INC	CAD SUPPORT YRLY		12/23/16	79160	5,544.00	10,886.00
87640	THE ROASTING HOUSE	RIMS ANNUAL SUPPORT		12/23/16	79171	5,342.00	3,570.00
87641	TRUCKEE MEADOWS WATER SYS	ANNEX		12/23/16	79141	3,570.00	3,580.00
87642	UNIFORMITY OF NEVADA LLC	SC HOLIDAY PARTY		12/23/16	79125	3,580.00	131.88
87643	UNITED FINANCE INDUSTRIAL	ST 72 WATER SYS MAINT		12/23/16	79166	131.88	8.95
87644	VIDEO VELOCITY	RANSON TIE FOR GRADUATION		12/23/16	79182	8.95	271.93
87645	VIRGINIA CITY TOURS INC	GARNISHMENT DISBURSED		12/23/16	79177	271.93	200.00
87646	WALKER & ASSOCIATES	GIFT SHOP EXPENSES		12/23/16	79145	200.00	244.00
87647	WEDCO INC	DEC 1-14, 2016		12/23/16	79146	232.00	1,666.00
87648	WESTERN ENVIRONMENTAL LAB	LOBBYIST SERVICES		12/23/16	79129	1,666.00	110.38
87649	WILDLIFE REVOLUTIONS	CONTACT CLNR & COIL		12/23/16	79119	110.38	148.63
87650	WULF, CYNTHIA	TANK LIGHTS		12/23/16	79119	148.63	2,108.00
87651	ZUKOR, KAREN	FUEL TANK LIGHTS		12/23/16	79119	2,108.00	1,878.00
		MILS,02,FECAL,MERC,PETROL		12/23/16	79120	1,878.00	2,168.00
		QUARTERLY WATER		12/23/16	79120	2,168.00	20.00
		TTL COLIFORM		12/23/16	79120	20.00	2,250.00
		LIFE SIZE SHEEP		12/23/16	79127	2,250.00	100.00
		DEPOSIT REFUND		12/23/16	79121	100.00	1,500.00
		PART 1/ CONSRVTN HIST MD		12/23/16	79193	1,500.00	131,816.87
		CHECKS TOTAL					

NUMBER	VENDOR	FUND-DEPT	INVOICE #	DESCRIPTION	DATE	TRANS#	AMOUNT
96	WELLS ONE COMMERCIAL CARD						
				LIGHTS	12/23/16	954	29.25
				BATTERIES	12/23/16	954	12.98
				ADKINS HOME DEPOT	12/23/16	954	89.10
				ADKINS HOME DEPOT	12/23/16	954	9.40
				APRVL #098535	12/23/16	954	101.72
				BLAKELY FULL SOURCE	12/23/16	955	108.84
				BUCCHIANERI AT&TOCT	12/23/16	955	56.40
				BUCCHIANERI USPS	12/23/16	955	80.00
				C.NEVIN-ATT	12/23/16	957	4,171.60
				C.NEVIN-COSICO	12/23/16	957	52.16
				C.NEVIN-ROADPOST	12/23/16	957	5.84-
				C.NEVIN-VISTAPRINT	12/23/16	957	106.43
				COYLE HOME DEPOT	12/23/16	954	647.61
				CW OFFICE DEPOT	12/23/16	956	30.85-
				CW SHARKINJA SALES	12/23/16	956	45.00
				DD BUCKET OF BLOOD	12/23/16	956	35.98
				DD SQ THE ROASTING H	12/23/16	956	52.00
				DIXON M MXTROPHIES	12/23/16	954	100.00
				DOSEN	12/23/16	962	39.98
				FAIN COST PLUS	12/23/16	953	125.46
				FAIN HOBBY LOBBY	12/23/16	953	41.74
				FAIN JOANN FABRIC	12/23/16	953	266.30
				FAIN WALMART	12/23/16	953	105.00
				FERNLEY JEEP	12/23/16	958	135.00-
				HAYMORE ICC	12/23/16	954	522.04
				INV #....2849023	12/23/16	959	6.99
				INV #...4452231	12/23/16	959	54.79
				INV #...4693038	12/23/16	959	18.98
				INV #...6622641 PT1	12/23/16	959	366.33
				INV #...6622641 PT2	12/23/16	959	98.38
				INV #...7180210	12/23/16	959	15.95
				INV #...9426656	12/23/16	959	45.04
				INV #12012016105947	12/23/16	959	276.00
				JASONV NRWA	12/23/16	963	105.00
				JASONV - OVERHEAD DOO	12/23/16	963	55.00
				JEFFH- H DEPOT	12/23/16	963	23.94
				JEFFH- H DEPOT	12/23/16	963	62.82
				JEFFH- H DEPOT	12/23/16	963	39.97
				JEFFH-HOMEDEPOT	12/23/16	963	11.97
				JEFFH-HOMEDEPOT	12/23/16	963	5.58
				JEFFH-LOWES	12/23/16	963	31.96
				KD REDS OLD FASHIONE	12/23/16	963	50.00
				KD WALMART.COM	12/23/16	956	23.41
				KLINGLER AMAZON	12/23/16	954	200.90
				KLINGLER HYDRO FLOW	12/23/16	954	3,022.00
				KLINGLER ROBOTRONICS	12/23/16	954	10,042.00
				MORIN LOWES	12/23/16	954	17.21
				NEVIN FLAG STORE	12/23/16	954	65.95
				OFFICE DEPOT	12/23/16	958	34.00
				RUSSELL HANSON OVER	12/23/16	954	1,044.00
				RUSSELL USPS 1205	12/23/16	954	6.68
				RUSSELL USPS 1213	12/23/16	954	1.36
				RUSSELL USPS 1216	12/23/16	954	16.65
				SKRETTA- OREILLY	12/23/16	963	44.98
				SKRETTA- OREILLY	12/23/16	963	34.99-

Report No: PB5480ST
 Run Date : 12/21/16
 PC

STOREY COUNTY
 PURCHASE CARD REGISTER

NUMBER	VENDOR	FUND-DEPT	INVOICE #	DESCRIPTION	DATE	TRANS#	AMOUNT	CARD TOTAL
			W3-627596	RADIOS COAX HT METERS	12/23/16	960	1,334.19	
			022810	UPS BATTERIES STOCK	12/23/16	960	354.95	
			062219	DETAIL GMC F EXT DISCH	12/23/16	960	119.00	
			077416	AUDIO ADAPTERS CABLES	12/23/16	960	79.93	
			143557741	COMDEV DSL	12/23/16	960	95.76	
			145249552	DISPATCH DSL	12/23/16	960	100.76	
			147413709	VCCC DSL	12/23/16	960	85.76	
			31-214148	HT PRICE CHANGE DIF	12/23/16	960	15.99	
								24,566.49

Card Total

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

 COMPTROLLER

 TREASURER

 CHAIRMAN

 COMMISSIONER

 COMMISSIONER

Storey County, Nevada

Commissioners' Meeting Agenda Item Request

The Storey County Board of Commissioners has established a policy for placement of items on its meeting agendas. This policy states that all requests must be made in writing, and must include all supporting documentation at the time the request is submitted.

The deadline for submitting a request for an item to be placed on the agenda is noon on the Monday of the week preceding the Commissioners' Meeting. (Items received after the deadline will be placed on the agenda of a subsequent meeting.)

Date of Meeting: <u>January 3, 2017</u>	Date Request Submitted: <u>Dec 13, 2016</u>
Agenda Item Requested: <u>VC Silver Breeds Rehabilitation Team with Coach Nicole Fries presenting a way to keep wild horses safer</u>	
This item is intended for: <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Discussion and Action (at the Board's discretion)	
<input checked="" type="checkbox"/> Supporting documentation is attached <input type="checkbox"/> No supporting documentation is necessary	
Requested by: <u>VALERIE LEBEL-FLATLEY</u> (please print name clearly)	
Address: <u>2371 Cartwright Rd., Reno, NV 89521</u>	
Phone: <u>847-9199</u>	Email (optional):

Please submit this completed form to:

or FAX to:

Storey County Clerk's Office
PO Drawer D
Virginia City NV 89440

Storey County Clerk's Office
(775) 847-0921

----- Fold at Arrows Here and Above to Place in a Window Envelope -----

For Office Use Only		
Date Request Received:	Received: <input type="checkbox"/> In Person <input type="checkbox"/> Via FAX	By:
<input type="checkbox"/> Supporting documentation attached - # of pages _____		Meeting date of this item:

For additional information, please contact the
Storey County Clerk's Office
(775) 847-0969 or email vdixon@storeycounty.org

Item 10

This was also presented in competition (school-wide) on
December 10, 2016. Also speaking is Valerie HeBel-
Flatley with UNWPA.

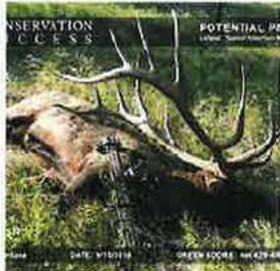


Wyoming No. 8 in nation for auto-wildlife crashes

Wyoming recently cracked the top 10 in the nation for its number of auto versus deer, elk or moose collisions, according to a report... [Read more](#)

ADVERTISEMENT

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Montana archer may have shot new world record elk

It's not official yet and still shrouded in secrecy, but the Boone and Crockett Club posted a photo and story on its website Tuesday showing what could be a new world record bull elk shot by a Montana archer. [Read more](#)



Settlement reached in Exxon Yellowstone oil spill

BILLINGS, Mont. — Exxon Mobil Corp. will pay \$12 million for environmental damages caused by a pipeline break that spilled 63,000 gallons of crude into Montana's Yellowstone River and prompted a national debate over lax pipeline safety rules.... [Read more](#)

Sponsored



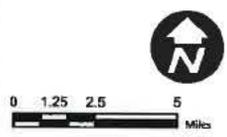
**Wyoming State residents
can save money by
installing storm windows**



Vehicle Crashes Involving Wildlife

Virginia Range
2010-2015

- Horse Involved Crashes
- Wildlife Involved Crashes



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Traffic Safety
Engineering Division



Sources: Esri, DeLorme, USGS, NPS

RE: Geiger Grade Signage

Pullen, Jae E

Mon 4/18/2016 6:14 PM

To: 'Valerie' <horsesval@msn.com>;

Thank you Val,

I will keep you posted on our review.

Jae Pullen, P.E., PTOE

Nevada Department of Transportation

District II Traffic

310 Galletti Way

Sparks, Nevada 89431

775.834.8300

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From: Valerie [mailto:horsesval@msn.com]

Sent: Monday, April 18, 2016 5:28 PM

To: Pullen, Jae E <JPullen@dot.state.nv.us>

Subject: Geiger Grade Signage

Jae,

It was nice speaking with you this afternoon. I understand your priorities and know that progress takes time. Thank you for giving this issue consideration, and I look forward to hearing from you.

Val

(Valerie LeBel-Flatley)

Virginia Range Wildlife Protection Association

775-847-9199 (home)

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Fwd: FW: Virginia Range horse-vehicle accidents

Tamara Gerdt

Tue 4/5/2016 8:27 AM

To: Robert Maccario <maccario@dental-mba.com>; Val <horsesval@msn.com>; Nancy Kilian <nankilian@gmail.com>; Corenna Vance <corenav@gmail.com>; Shannon Windle <hiddenvalleywildhorses@gmail.com>; Kelly Hyatt <wildmustangkelly@gmail.com>; Dorothy Nysten <caliconysten@gmail.com>; Bonnie <bonnie@wildhorsepl.org>;

Cc: Deniz Bolbol <deniz@wildhorsepreservation.org>;

 3 attachments (2 MB)

VR Horse Crashes 2010-2015.pdf; VR Horse Crashes 2010-2015.xlsx; VR Wildlife Crashes 2010-2015.pdf;

Hi All,

Thought I would share the attached information and maps which Deniz obtained from the NDOT. Not surprising data, but good to have the facts.

Hope everyone has a good day!

Tamara Gerdt
Project Manager
American Wild Horse Preservation Campaign
tamara@wildhorsepreservation.org
775.297.1335

Deniz – attached is a map showing all reported horse crashes in the Virginia Range area from January 1, 2010 to January 1, 2015. Also attached is a listed of these crashes. There were a total of 113 crashes that included 21 injury crashes (driver and/or passengers) and one fatal crash. That's an average of about 23 horse crashes per year or about 2 per month. It can be assumed that most, if not all, the horses died in these crashes.



Storey County Board of County Commissioners

Agenda Action Report

Meeting date: 01/03/17

Estimate of time required: 15 min.

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

1. **Title:** Discussion/Possible Action: Consideration of letters of interest and appointment of planning commissioners to fill the vacancies and serve a term representing Precinct 1, Precinct 5, and At-Large (Virginia City/Gold Hill, Highlands, and At-Large) positions on the Storey County Planning Commission. The vacancies were posted and letters of interest were received by December 22, 2016.

2. **Recommended motion:** "I [Commissioner] motion to re-appoint Virginia City resident Virgil Bucchianeri to fill the vacant Precinct 1 position, Highlands resident Pamela Smith to fill the vacant Precinct 5 position, and Highlands resident Larry Prater to fill the vacant At-Large position, and to serve another full term on the Storey County Planning Commission.

3. **Prepared by:** Austin Osborne

4. **Department:** Human Resources and Planning **Telephone:** 847-1144

5. **Staff summary:** One letter of interest was received for each vacant position during the posting period. The letters were from incumbents Virgil Bucchianeri for Precinct 1, Pamela Smith for Precinct 5, and Larry Prater for the At-Large position on the planning commission. Based on the submitted letters and excellent past performance of each applicant, staff recommends the reappointment of each member to serve another term on the planning commission.

6. **Supporting materials:** See Enclosures A-C letters of interest from the applicants.

7. **Fiscal impact:** None on local government.

Funds Available: Fund: _____ Comptroller

8. **Legal review required:** _____ District Attorney

9. **Reviewed by:**
 ___@___ Department Head Department Name:
 ___ County Manager Other agency review: _____

10. **Board action:**
 Approved Approved with Modifications
 Denied Continued

Agenda Item No. 11

Enclosure A: Letter of Interest from Virgil Bucchianeri

From the Office of

Virgil Bucchianeri

88 South "E" Street
Post Office Box 366
Virginia City, NV 89440

Attorney-at-Law



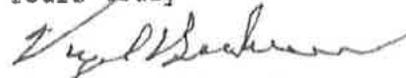
(775) 847-0484
Fax: (775) 847-0602
Day or Night

December 21, 2016

Storey County Human Resources
Storey County Courthouse
Virginia City, NV 89440

Pursuant to your public notice, I hereby reapply for my present position with the Storey County Planning Commission. Since I already have been on the board for sometime, I believe I am qualified for the same without having to go into details. As for my criminal investigation background, about 20 or 30 years ago, I was charged with Driving Under the Influence of Alcohol in the parking lot of a bar in Moundhouse (Lyon County), and after a court hearing and taking the case under advisement, the Dayton Justice Court dismissed the case. If you have any further inquiries you may contact me at the above telephone number.

Yours truly



Virgil Bucchianeri

Enclosure B: Letter of Interest from Pamela Smith

December 19, 2016

Storey County Planning Commission
P.O. Box 176
26 S. "B" Street
Virginia City, NV. 89440

Ladies and Gentleman,

I write today to respectfully submit my formal request to again serve on the Planning Commission. It has been an honor to serve during such an interesting time in the county, and I am very excited about the future of planning in the county and would be honored to serve a new term on the commission.

Thank you for your consideration, and please do not hesitate to contact me with any questions you may have.

Yours,

Pamela J. Smith
1850 Castle Peak Rd.
V.C. Highlands, NV. 89521
(775) 847-7442
vccastle@gmail.com

Enclosure C: Letter of Interest from Larry Prater

December 22, 2016

Storey County Board of Commissioners
26 South B Street
Virginia City, NV 89440

Gentlemen:

It is with true regret that I must inform you that my qualifications for a position on the Storey County Planning Commission have not improved since my previous reappointment four years ago. With this in mind, I hope you will consider allowing me to continue in the at-large position on this prestigious board.

I would also like to take this opportunity to note that your planning commissioners have not received a raise in about twelve years. In the meantime the price of scotch has climbed considerably.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lawrence M. Prater".

Lawrence M. Prater
21870 Bowie Road
Virginia City Highlands, NV

Storey County, Nevada

Commission Meeting Agenda Item Request

The Storey County Board of Commissioners has established a policy for placement of items on its meeting agenda. The policy states that all requests must be made in writing and must include all supporting documentation at the time the request is submitted.

The deadline for submitting a request for an item to be placed on the agenda is noon on the Monday of the week preceding the Commissioners' Meeting. *(Items received after the deadline will be placed on the agenda of a subsequent meeting.)*

Date of Meeting: 1-3-2017	Date Request Submitted: 12-19-2016
Agenda Item Requested: Sheriff's Card for Brakel re-issued	
This item is intended for: <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Discussion/Possible Action (at the Board's discretion)	
<input checked="" type="checkbox"/> Supporting documentation is attached <input type="checkbox"/> No supporting documentation is necessary	
Requested by: Johanna P. Nichols <i>(please print name clearly)</i>	
Address: [REDACTED]	
Phone: [REDACTED]	Email (optional): [REDACTED]

Please submit this completed form to:

Storey County Clerk's Office
PO Drawer D
Virginia City NV 89440

or FAX to:

Storey County Clerk's Office
(775) 847-0921

----- Fold at Arrows Here and Above to Place in a Window Envelope -----

For Office Use Only		
Date Request Received:	Received: <input type="checkbox"/> In Person <input type="checkbox"/> Via FAX	By:
<input type="checkbox"/> Supporting documentation attached - # of pages _____		Meeting date of this item:

For additional information, please contact the
Storey County Clerk's Office
(775) 847-0969 or email vdufresne@storeycounty.org

Item 13

STOREY COUNTY APPLICANT INFORMATION

ID # 5921
CARD # _____

PLEASE PRINT LEGIBLY - USE BLUE OR BLACK INK ONLY

ORIGINAL RENEWAL _____

Date 11-4-16

Name Michals Jamara Pleasant Birth Place Leno, NV
LAST FIRST MIDDLE

Maiden/Nickname/Other Aliases: UC Date of Birth: _____

Street Address: _____
Virginia City NV 89440 Phone (775) _____

Social Security No. _____ Ht. 5'9" Wt. 175 lb Eyes Brn Hair Brn

Drivers License No. _____ State NV U.S. Citizen Yes No _____ Race White

Passport No. _____ Alien Reg. No. _____

Tattoos, marks, scars _____

Place of Employment Mustang Ranch Lounge Occupation cook

Next of Kin or person to be notified in case of emergency:
Name Harvey Kernutt Relationship Mother

Street Address: _____
89440 Phone No. (775) _____
City State Zip

Places of employment for the last three years:

Name	Location	Position	From - To	Reason for Leaving
<u>Bonanza Cafe</u>	<u>Virginia City</u>		<u>2007-2015</u>	<u>Closed</u>

Have you ever been arrested? Yes No _____ (List ALL arrests and convictions)

Date	Charge	Agency	City/State	Disposition
<u>see attached</u>	<u>+ domestic battery</u>	<u>arrest in</u>	<u>2006</u>	<u>in Storey Co. 2 times I was booked to do a set amount of hours due to my DUI (s). dates un known</u>

The undersigned applicant certifies that the foregoing information is true and correct to the best of his/her knowledge and further that such certification is made with the full knowledge that any failure to disclose, misstatement, or attempt to mislead may be considered sufficient cause for denial or revocation of the Work Permit.

Signed this 4 day of Nov, 2016.

Jamara Michals
Applicant Signature

4 day of Nov, 2016.

[Signature]
Staff Signature



FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of requesting agency) Storey County that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize (enter name of requesting agency) Storey County to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: Nichols, Jhonna P

Address: (PLEASE PRINT LAST FIRST MIDDLE)


Applicant's Signature: Jhonna P Nichols

Date: 11-4-2016

STOREY COUNTY SHERIFF
PO BOX 498
VIRGINIA CITY, NV 89440

Submitting Agency: _____

Address: _____

Agency representative: _____

(PLEASE PRINT LAST FIRST, MIDDLE)

Agency representative's Signature: [Signature]

Date: 11-4-16

CHILD SUPPORT INFORMATION

Please mark the appropriate response below. Please indicate your Social Security Number, sign and date this form. Failure to mark one of the three, TO THE BEST OF YOUR KNOWLEDGE, will result in denial of the application.

I am **NOT** subject to a court order for the support of one or more children.

I am subject to a court order for the support of one or more children and am **IN COMPLIANCE** with a plan approved by the District Attorney or other public agency enforcing the order for the payment of child support and the repayment of arrearages pursuant to the order.

I am subject to a court order for the support of one or more children but am **NOT IN COMPLIANCE** with the plan approved by the District Attorney or other public agency enforcing the order for the payment of child support or the repayment of arrearages, pursuant to the order.

APPLICANT SOCIAL SECURITY NUMBER:

[REDACTED]

Schmuck P. Nichols
Applicant Printed Name

Schmuck P. Nichols
Applicant Signature

11-4-2016
Date

GERALD ANTINORO, SHERIFF
STOREY COUNTY SHERIFFS OFFICE
P.O. Box 498, Virginia City, NV 89440
(775) 847-0959

WAIVER & AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

We are currently conducting a criminal background investigation.

I, Jenna P. Nichols authorize all persons or agencies to furnish the Storey County Sheriff's Office with any and all information concerning my criminal history.

You may release arrests, detention, field citations, field interview cards, officer's records, jail/custody booking records, traffic citations and traffic accident information, district attorney records, court records and reports, probation and parole reports and records, laboratory reports and results and other criminal justice records.

This authorization and request is given freely and without duress. The information furnished will be used by the Storey County Sheriff's Office in conjunction with the background investigation.

I hereby release Storey County, and any/all other Agencies from any liability or damage which may result from furnishing the information requested, including any liability pursuant to any state or local code or ordinance or any similar laws.

Jenna P. Nichols
Print Name

[REDACTED]
Date of Birth

Jenna P. Nichols
Applicant Signature

[REDACTED]
Social Security Number

11-4-2016
Date

[Signature] 5116
Sheriff's Office Staff Signature

11-4-16
Date

NOTE: A photocopy of this request shall be for all intents and purposes as valid as the original. You may retain this form in your files.

**STOREY COUNTY BROTHEL WORK PERMIT
QUESTIONNAIRE**

The following questions are to be answered either "YES" or "NO".

Have you been convicted of:

Misdemeanor possession or use of a controlled substance within the last three (3) years? YES ___ NO

Theft, embezzlement or misappropriation of funds in the last three (3) years? YES ___ NO

Violence with the use of a deadly or dangerous weapon (EVER)? YES ___ NO

Any crime involving the illegal use of firearms (EVER)? YES ___ NO

Petty theft or shoplifting within the last one (1) year? YES ___ NO

A drug related felony within the last ten (10) years? YES ___ NO

Any felony within the past ten (10) years? YES ___ NO

Are you now on parole or probation? YES ___ NO

Do you have any outstanding warrants? Unknown ___ YES ___ NO

I declare under penalty of perjury that the foregoing application information I have provided is true and correct.

Johanna P. Nichols
Print Name

Johanna P. Nichols
Applicant Signature

11-4-2016
Date

Subscribed before me this 4 day of Nov, 2016.

[Signature]
Sheriff's Staff Signature



U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division
Clarksburg, WV 26306

DATE: 11-03-2016

JOHNNA PLEASANT NICHOLS
PO BOX 151
VIRGINIA CITY NV 89440

The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation has completed the following fingerprint submission:

Subject Name

JOHNNA PLEASANT NICHOLS

Search Completed Result

11-03-2016

E2016308000000267735

A SEARCH OF THE FINGERPRINTS PROVIDED BY THIS INDIVIDUAL HAS REVEALED PRIOR ARREST DATA AT THE FBI. THIS DOES NOT PRECLUDE FURTHER CRIMINAL HISTORY AT THE STATE OR LOCAL LEVEL.

Social Security number: XXX-XX-XXXX

The result of the above response is only effective for the date the submission was originally completed. For more updated information, please submit new fingerprints of the subject.

In order to protect Personally Identifiable Information, as of August 17, 2009, FBI policy has changed to no longer return the fingerprint cards. This form will serve as the FBI's official response.

This Identity History Summary (IdHS) is provided pursuant to 28 CFR 16.30-16.34 solely for you to conduct a personal review and/or obtain a change, correction, or updating of your record. **This IdHS is not provided for the purpose of licensing or employment or any other purpose enumerated in 28 CFR 20.33.**

Any questions may be addressed to the Customer Service Group at (304) 625-5590. You may also visit the Web site at www.fbi.gov for further instructions.

William G. McKinsey
Section Chief
Biometric Services Section
Criminal Justice Information
Services Division

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
TCN FEK021C1862E1-CAA2-4E9A-BF

THE FBI IDENTIFIED YOUR TEN-PRINT SUBMISSION WHICH
CONTAINED THE FOLLOWING DESCRIPTORS:

NAME NICHOLS, JOHNNA PLEASANT

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
F	W	 	509	175	BROWN	BROWN

STATE ID	BIRTH PLACE
NULL	NEVADA

CITIZENSHIP
UNITED STATES

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
NONE	NONE	NONE	NONE

ALIAS NAME(S)
NONE

END OF COVER SHEET

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z

NCN E201630800000267735

BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

THIS RECORD IS SUBJECT TO THE
FOLLOWING USE AND DISSEMINATION RESTRICTIONS

UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO. AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

- FBI IDENTIFICATION RECORD -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.

END OF PART 1 - PART 2 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
PART 2

NCN E201630800000267735

- FBI IDENTIFICATION RECORD - FBI UCN-549017EC5

NAME NICHOLS, JOHNNA PLEASANT FBI UCN 549017EC5 DATE REQUESTED 2016/11/03

SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR
F W [REDACTED] 509 145 BRO BRO

BIRTH PLACE
UNITED STATES

CITIZENSHIP
UNITED STATES

1-ARRESTED OR RECEIVED 2000/11/20 SID- [REDACTED]
AGENCY-SHERIFF'S OFFICE VIRGINIA CITY [REDACTED]
AGENCY CASE-IR38766

FINGERPRINT INFORMATION
BSI/2000123570579
PRINT DATE/2000/11/20

CHARGE 1-02134M DRIVING UNDER THE INFLUENCE 1

2-ARRESTED OR RECEIVED 2007/12/19 SID- [REDACTED]
AGENCY-SHERIFF'S OFFICE VIRGINIA CITY [REDACTED]
AGENCY CASE-071692

FINGERPRINT INFORMATION
BSI/2000123570687
PRINT DATE/2007/12/19

CHARGE 1-M, 09484M DUI LIQUOR AND/OR DRUGS, 5404, 09484, 484.3791
CHARGE 2-M, 00929M SURRENDER OF CANCELLED/REVOKED REGISTRATION, 549
9, 00929, 485.545

COURT- ()
CHARGE-DUI DRUGS 1ST

END OF PART 2 - PART 3 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
PART 3

NCN E2016308000000267735

- FBI IDENTIFICATION RECORD - FBI UCN-549017EC5
04-22-08 PG, PAY TOTAL \$517 FINES, TOTAL FEES \$577,
COMP A LEVEL 2 DUI SCHOOL BY 08-31-08,
ATTEND & COMP A VIP BY 07-31-08,
SERV 48 HRS IN THE CO JL OR COMM SERVICE W/CREDIT FOR 18 HRS,
TO SERVE 30 HRS BY 07-31-08, NO USE, CONSUMP OR POSS: ALC, ILL DRGS,
CON SUB & DRUG PARAPH, MUST SUBM TO RAND U/A'S & TESTS

RECORD UPDATED 2016/11/03

ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON
FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW. IT IS PROVIDED FOR OFFICIAL
USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.



STOREY COUNTY SHERIFF'S OFFICE

**Gerald Antinoro
Sheriff**

Request for 27 & 29

Date: 11-4-16

Name: Nichols, Johnna

SS#: [REDACTED]

DOB: [REDACTED]

DL#: NV- [REDACTED]

Please send (fax) / just an all clear to the SO.
(Circle one)

Thank you,

*Need all please.
Thanks!
[Signature]*

SUB

*Subject is clear A/W/ REVOKED RECLASS
ID ONLY*

**PO Box 498
205 South C Street
Virginia City, NV 89440
Office: (775) 847-0959 Fax: (775) 847-0924**

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
PART 2

NCN E2016308000000267735

- FBI IDENTIFICATION RECORD - FBI UCN-549017EC5

NAME NICHOLS, JOHNNA PLEASANT FBI UCN 549017EC5 DATE REQUESTED 2016/11/03

SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR
F W ██████████ 509 145 BRO BRO

BIRTH PLACE
UNITED STATES

CITIZENSHIP
UNITED STATES

1-ARRESTED OR RECEIVED 2000/11/20 SID- ██████████
AGENCY-SHERIFF'S OFFICE VIRGINIA CITY ██████████
AGENCY CASE-IR38766

FINGERPRINT INFORMATION
BSI/2000123570579
PRINT DATE/2000/11/20

CHARGE 1-02134M DRIVING UNDER THE INFLUENCE 1

2-ARRESTED OR RECEIVED 2007/12/19 SID- ██████████
AGENCY-SHERIFF'S OFFICE VIRGINIA CITY ██████████
AGENCY CASE-071692

FINGERPRINT INFORMATION
BSI/2000123570687
PRINT DATE/2007/12/19

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CHARGE 2-M, 00929M SURRENDER OF CANCELLED/REVOKED REGISTRATION, 549
9, 00929, 485.545

COURT- ()
CHARGE-DUI DRUGS 1ST

END OF PART 2 - PART 3 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
PART 3

NCN E201630800000267735

- FBI IDENTIFICATION RECORD - FBI UCN-549017EC5
04-22-08 PG, PAY TOTAL \$517 FINES, TOTAL FEES \$577,
COMP A LEVEL 2 DUI SCHOOL BY 08-31-08,
ATTEND & COMP A VIP BY 07-31-08,
SERV 48 HRS IN THE CO JL OR COMM SERVICE W/CREDIT FOR 18 HRS,
TO SERVE 30 HRS BY 07-31-08, NO USE, CONSUMP OR POSS: ALC, ILL DRGS,
CON SUB & DRUG PARAPH, MUST SUBM TO RAND U/A'S & TESTS

RECORD UPDATED 2016/11/03

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UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

USNCRD09Z
TCN FEX021C1862E1-CAA2-4E9A-BF

THE FBI IDENTIFIED YOUR TEN-PRINT SUBMISSION WHICH
CONTAINED THE FOLLOWING DESCRIPTORS:

NAME NICHOLS, JOHNNA PLEASANT

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
F	W	[REDACTED]	509	175	BROWN	BROWN

STATE ID	BIRTH PLACE
NULL	NEVADA

CITIZENSHIP
UNITED STATES

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
NONE	NONE	NONE	NONE

ALIAS NAME(S)
NONE

END OF COVER SHEET



Storey County Board of County Commissioners Agenda Action Report

BROTHEL BOARD

Meeting date: 1/3/17

Estimate of time required:

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

1. **Title:** Discussion/possible action: Regarding the brothel inspection of 10/7/16, possible violations, brothel ordinance and matters related thereto.

2. **Recommended motion:** None.

3. **Prepared by:** Brandy Gavenda, Admin. Asst. *BR*

Department: Storey County Sheriff's Office

Telephone: 775-847-0959

4. **Staff summary:** Report of inspection, findings and board direction on regulatory process going forward which may involve reopening the brothel ordinance.

5. **Supporting materials:**

6. **Fiscal impact:** None

Funds Available:

Fund:

___ Comptroller

7. **Legal review required:**

___ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Sheriff, Gerald Antinoro

Gerald Antinoro

___ County Manager

Other agency review: _____

9. **Board action:**

Approved
 Denied

Approved with Modifications
 Continued



Storey County Board of County Commissioners Agenda Action Report

Meeting date: 1/3/17

Estimate of time required:

Agenda: Consent Regular agenda Public hearing required

1. **Title:** Approval of the second reading of the general out of county business license for Pacific Summit Energy LLC, an out of county gas company providing service to a Storey County business.

2. **Recommended motion:** I motion to approve the 2nd reading of the general out of county business license for Pacific Summit Energy LLC, 2010 Main St. Suite 1200, Irvine CA 92614.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

A handwritten signature in black ink, appearing to be "Brandy Gavenda", is written over the printed name.

Department: Storey County Sheriff's Office

Telephone: 775-847-0959

4. **Staff summary:**

5. **Supporting materials:**

6. **Fiscal impact:** None

Funds Available:

Fund:

___ Comptroller

7. **Legal review required:**

___ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Sheriff, Gerald Antinoro

___ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 16



Storey County Board of County Commissioners Agenda Action Report

Meeting date: 1-3-17

Estimate of time required: 0 - 5

Agenda: Consent Regular agenda Public hearing required

1. **Title:** Business License Second Readings -- Approval

2. **Recommended motion:** Approval

3. **Prepared by:** Stacey Bucchianeri

Department: Community Development

Telephone: 847-0966

4. **Staff summary:** Second readings of submitted business license applications are normally approved unless, for various reasons, requested to be continued to the next meeting. A follow-up letter noting those to be continued or approved will be submitted prior to Commission Meeting. The business licenses are then printed and mailed to the new business license holder.

5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:** None

Funds Available:

Fund:

___ Comptroller

7. **Legal review required:** None

___ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Community Development

___ County Manager

Other agency review: _____

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 17

Storey County Community Development

Business Licensing



P O Box 526 • Virginia City NV 89440 • (775) 847-0966 • Fax (775) 847-0935 • buslic@storeycounty.org

To: Vanessa Stephens, Clerk's Office
Pat Whitten, County Manager

December 23, 2016
Via email

Please add the following item(s) to the **January 3, 2017**, COMMISSIONERS Agenda:

Storey County Building Department has inspected and found that the following businesses meet code requirements necessary to operate in the county:

LICENSING BOARD SECOND READINGS

- A. **SHANGHAI RESTAURANT dba SHANGHAI EXPRESS FOOD TRUCK** – General / 1269 Baring Blvd ~ Sparks (mobile food truck)
- B. **SAINT MARY'S MEDICAL GROUP, INC.** – General / 411 W Sixth St ~ Reno (mobile medical)
- C. **ASTEELFLASH USA CORPORATION** – Contractor / 4211 Starboard Dr ~ Fremont (manufacturing)
- D. **ROSS HEATING AND AIR CONDITIONING, INC.** – Contractor / 5245 Vista ~ Sparks (hvac cont.)
- E. **BRAZILIAN STONE, INC.** – Contractor / 2 Round Robin Lane ~ Reno (paver installer)
- F. **WEST EDNA ASSOC dba Mojave Electric** – Contractor / 3755 W Hacienda ~ Las Vegas (elect cont)
- G. **FST TECHNICAL SERVICES, LLC** – Professional / 450 E Warner ~ Chandler, AZ (quality assurance)
- H. **INTERSTATE FIRE SALES & SVC dba State Fire DC Specialties** – Contractor / 5370 East Idaho Street ~ Elko (fire suppression and security)
- I. **AUTOMATION MOVERS INTERNATIONAL** – Contractor / 4110 Maret Place ~ Flint, MI (mechanical)
- J. **COMMUNICATION TECHNOLOGY SERVICES, LLC** – Contractor / 33 Locke Dr ~ Marlborough, MA (wireless services contractor)
- K. **AMERICAN DOOR INSTALLATION, LP** – Contractor / 209 W Mayflower ~ N Las Vegas (contractor)
- L. **GOFERU** – Home Business / 350 Prospector ~ Dayton (errands concierge)
- M. **MESA ENERGY SYSTEMS, INC. dba EMCOR Services Nevada** – Contractor / 2 Cromwell ~ Irvine, CA (hvac contractor)
- N. **COLD JET, LLC** – General / 455 Wards Corner ~ Loveland, OK (blasting machine sales)
- O. **DREAMCRAFTERS, LLC** – Contractor / 5488 Reno Corporate Blvd ~ Reno (general contractor)
- P. **BART MANUFACTURING, INC.** – Contractor / 3787 Spinnaker Ct ~ Fremont (manufacturing)
- Q. **PROSTAR STAFFING SERVICES, INC.** – General / 390 Potrero Ave ~ Sunnyvale, CA (staffing svcs)
- R. **CLASSIC TOUCH MOBILE EQUIPMENT REPAIR** – Contractor / 9756 N Virginia St ~ Reno (equipment repair)
- S. **SWEEP EASY CHIMNEY SWEEP, LLC** – General / 935 Bejay Place ~ Reno (chimney sweep)
- T. **AQUA METALS RENO, INC.** – General / 2500 Peru Drive (battery recycling facility) **TRI**

Inspection Required

cc: Chris Hood, Building Dept.
Austin Osborne, Planning Dept.
Dean Haymore, Comm. Dev.

Gary Hames, Fire Dept.
Patty Blakely, Fire Dept.
Fritz Klingler, Fire Dept.

Sheriff's Office
Commissioners' Office
Assessor's Office

Correspondence Item 18

DETENTION FACILITY INSPECTION REPORT

Facility Name:	STOREY COUNTY JAIL	
Location:	911 SR 341 VIRGINIA CITY, NV 89440	
Jail Administrator:	CHIEF DEPUTY (ACTING) DOSEN; CONNICK LAZZARINO	
Sheriff / Chief:	SHERIFF GERALD ANTIWMO	
Inspection Date:	12/20/16	Inspected By: COMMISSIONER MARSHALL McBRIDE
Year Built:	1992	Renovallion Dates: ONGOING

Maximum Designed Jail Capacity:	25-32	Current Jail Capacity:	15 (T BIA)
Average Daily Jail Capacity Past 12 Months: 15			

FRACILITY MANAGEMENT

Does the facility have a jail operations policy and procedure manual? Yes No

1. Is the jail operations manual reviewed and updated at least annually? Yes No

2. Have the jail operations manual been reviewed by the jail's legal counsel? (e.g. DA) Yes No

3. Does the jail operations manual contain the following polly and procedures?

a. Medical Intake Yes No

b. Suicide prevention Yes No

c. Mental illness Yes No

d. Strip search Yes No

4. Is jail operation manual distributed to all staff? Yes No

5. Is regular training conducted on policy and procedures? Yes No

Staffing levels:

1. Adequate personnel to provide 24 hour supervision covering all posts? Yes No

Arrestee Intake & screening procedures:

1. Are intake officers trained to recognize suicidal tendencies, mentally ill, developmentally disabled, or emotionally disturbed arrestee? Yes No

2. Are intake officers trained on medical screening for medical services? Yes No

3. Are intake officers trained to identify substance abusers, drunks and addicts? Yes No

4. Are intake officers trained on use of force & restraints? Yes No

5. Are intake officers trained on searches and strip searches? Yes No

a. Does policy require the documentation of all strip searches, including documentation of justification? Yes No

6. Is all training adequately documented? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

SECURITY

- 1. Are detainees searched prior to exiting and entering the jail? Yes No
- 2. Does the facility have and use audio/video system 24 hours/day? Yes No
- 3. Are all locks, doors, bars, windows, and other security equipment frequently inspected? Yes No
- 4. Are all unoccupied cells and rooms kept locked at all times? Yes No
- 5. Is a master population record maintained? Yes No
- 6. Are there policy and procedures to check for contraband in the jail environment? Yes No
- 7. Are eating utensils accounted for after each meal? Yes No
- 8. Is a physical head count made and recorded? Yes No
- 9. Are keys not in use stored in a secure key locker? Yes No
 - a. Is a record of all keys inventoried and issued maintained? Yes No
 - b. Is there an extra set of emergency keys accessible to designated jail staff? Yes No
- 10. Are weapons prohibited in the secure section of the jail? Yes No
 - a. Are weapons secured outside of the security area? Yes No
 - b. Are reserve firearms, ammunition, chemical agents, etc. stored in a secure area? Yes No

N/A

COMMENTS

SAFETY

- 1. Does the facility have an automatic fire alarm and smoke detection system? Yes No
- 2. Are extinguishers readily accessible to staff but not detainees? Yes No
- 3. Are extinguishers examined at least once a year and tagged with dates of inspection? Yes No
- 4. Are all jail personnel familiar with the operation of all types of extinguishers in the jail? Yes No
- 5. Does the jail have a posted fire plan and evacuation procedures? Yes No
- 6. Are fire drills and evacuation drills held quarterly and the records of such maintained? Yes No
- 7. Is smoking prohibited or confined to special areas? Yes No
- 8. Are noncombustible containers provided for smoking materials and other combustible refuse? Yes No
- 9. Are all emergency exits known to jail personnel and exit keys immediately available? Yes No
- 10. Are there two exits from each housing area or cell block? Yes No
 - a. Are all means of egress kept clean and open? Yes No
- 11. Does the facility have emergency lighting, power and communications capabilities? Yes No
- 12. Is there a written plan for release and security of inmates from locked areas in emergencies? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

MEDICAL

- 1. Are medical, dental and mental health services available? Yes No
- 2. Are professional medical, dental or mental health services secured through agreements with local and regional providers or independent contracts? Yes No
- 3. Is all staff prohibited from recommending or furnishing advice concerning medical, dental and mental health clinical judgments? Yes No
- 4. Do all inmates, without exception, have access to 24-hour emergency medical care? Yes
- 5. Are medical services trainings provided for all staff through a qualified health authority? Yes No
- 6. Does medical services training include:
 - a. Recognition of signs and symptoms? Yes No
 - b. First Aid and Cardio-pulmonary resuscitation (CPR)? Yes No
 - c. Methods of obtaining assistance? Yes No
 - d. Transfer to appropriate medical facilities? Yes No

COMMENTS

HEALTH AND SANITATION

- 1. Do staff and other appropriate personnel conduct and document timely sanitation inspections? Yes No
- 2. Does the facility have adequate water supply? Yes No
- 3. Is drinking water accessible to all inmates? Yes No
- 4. Are plumbing fixtures (i.e., toilets, sinks, etc.) clean, sanitary, and properly maintained? Yes No
- 5. Are all floors, walls, ceilings, windows, door, etc. of the structure properly maintained, clean and free from offensive odors? Yes No
- 6. Is there a preventative maintenance program established? Yes No
- 7. Are all containers, storage areas, and surrounding premises clean and free of vermin? Yes No
- 8. Are there written policies and procedures for adequate disposal of liquid and solid wastes, such as chemicals, greases, oils, etc.? Yes No
- 9. Are cleaning supplies/facilities clean, well vented, and appropriately stored? Yes No
- 10. Are facility garbage, trash, and rubbish collected and removed regularly? Yes No
- 11. Does the facility have adequate heating and cooling? Yes
- 12. Is mechanical ventilation or cooling systems clean and properly maintained? Yes No
- 13. Where laundry facilities are provided:
 - a. Is there adequate laundry equipment to insure ample quantities of clean clothing, bed linens, and towels? Yes No
 - b. Is the laundry well maintained and clean, with exterior ventilation for dryers? Yes No
- 14. Are beds, bedding and clothing in good repair, clean, and properly stored? Yes No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

FOOD SERVICES

- 1. Are there policy and procedures covering safe food handling? Yes No
- 2. Are meals of sufficient nutritional value? Yes No
- 3. Are meals served at reasonable intervals? Yes No
- 4. Are there policy and procedures covering special dietary needs? Yes No
- 5. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges? Yes No
- 6. Are refrigerators and freezers equipped with accurate thermometers? Yes No

COMMENTS

INMATE RIGHTS

- 1. Are inmates provided with written rules and regulations concerning conduct and behavior? Yes No
 - a. Does facility administrator acknowledge inmates rights to basic medical care? Yes No
 - b. Does management recognize inmate's rights of protection from personal abuse, injury and disease? Yes No
 - c. Does the facility have a program to provide regular exercise for inmates? Yes No
 - d. Do reading materials include applicable law library made available to inmates? Yes No
 - e. Do inmates have formal means by which to voice complaints and grievances? Yes No
- 2. Are rules and regulations provided in English and Spanish? Yes No
- 3. Does the facility administrator review inmate's grievances? Yes No

COMMENTS



STOREY COUNTY FIRE PROTECTION DISTRICT

2016 Year To Date	
Fires	133
EMS	1377
Hazmat	33
Service Call	102
False Alarm	59
Total	1704

Year To Date Call Volume



• Fires • EMS • Hazmat • Service Call • False Alarm

November 2016 Call Volume	
Fires	11
EMS	122
Hazmat	4
Service Call	6
False Alarm	8
Total	151

Internal Statistics Dashboard (11/2016)	
Number of Vol. Responses:	8
Average Response Time:	9:49
Patient Transports November:	30
Patient Transports YTD:	383
Hours spent out of district on transports	75
Highest call volume day of the week:	Monday

North County Monthly Auto Aid to TM	
Aid to TMFPD	21
Dist. 74/75 Calls	46
North Dist. Total	67

Calls by District (11/2016)	
71 (Virginia City)	47
72 (Virginia City Highlands)	37
74 (Lockwood)	27
75 (McCarran)	40

North Dist. Auto Aid



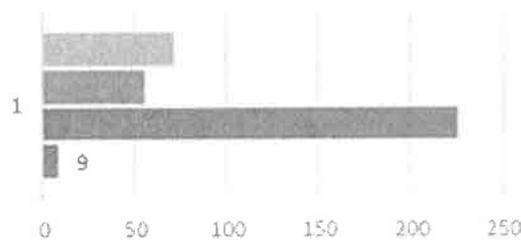
• Aid to TMFPD • Dist. 74/75 Calls

Calls by district



Fire Prevention (2016)	
Annual Business Inspections Nov.	9
Annual Business Inspections YTD	227
New Construction Inspections Nov.	57
Re-Inspections YTD	73
Number of Fire Permits Issued Nov.	6
Fire Plan Reviews Completed Nov.	6
Burn Permits Issued Nov.	9
30 Foot Clearance	

Inspections



• Re-Inspections YTD
 • New Construction Inspections Nov.
 • Annual Business Inspections YTD
 • Annual Business Inspections Nov.