



## **RED, WHITE AND TAHOE BLUE HISTORY: PRESENT - 2015**

A brief synopsis of the Red, White and Tahoe Blue business license application process for 2018 and the past three years (2017-2015).

### **Red White and Tahoe Blue 2018**

- December 6, 2017 - staff met with RWTB Chair, to discuss issues from the 2017, and to set a schedule for addressing the problems from previous years. Staff requested, and the Chair agreed, to submit the application for RWTB 2018 by early January so all agencies would have an opportunity to review and determine if additional information is needed (no fees to be paid at this time). Staff also requested information on attendance of the events, which was a post event condition of approval that had not been completed.
- January 17<sup>th</sup> - Staff emailed RWTB Chair, inquiring about the application.
- January 30<sup>th</sup> - Staff again emailed the Chair to inquire about the application. Chair stated it would be turned in by February 1<sup>st</sup>.
- February 12<sup>th</sup> - Staff emailed and called Chair inquiring about the application.
- March 8<sup>th</sup> - Managers office contacted RWTB Chair to request application to be submitted by March 15<sup>th</sup>. Staff arranges meeting with affected agencies to review application for completeness.
- March 16<sup>th</sup> - application submitted.
- March 20<sup>th</sup> - application review meeting with RWTB Chair. Numerous items were identified as being missing or incomplete. Requested that information be provided by March 23<sup>rd</sup>.
- March 26<sup>th</sup> - Chair submits some additional information. Application still incomplete.
- March 28<sup>th</sup> - Manger's office staff prepares a back-up plan for RWTB. Assistant County Manager requested each agency to complete spreadsheet with detail information as to what information is needed, when it is need by, why it is needed. Information due by April 3<sup>rd</sup>.
- April 5<sup>th</sup> - staff completes compiling information into manageable worksheet, and sends to RWTB Chair and Treasurer.
- April 11th – application arrives on time and staff distributes to reviewing agencies for determination of completeness. The application was found to be a re-writing of the prior application containing a more detailed outline of the activities, removing a few venues from the schedule and disavowing RWTB's responsibility for oversight of many of the venues. One of the items requested was someone from RWTB board meet with the Sheriff's Office to discuss planning by April 11. The Sheriff's Office received a call but no meeting ever took place.

- As of April 19, 2018, RWTB has not met with the Sheriff's Office.

**Red White and Tahoe Blue 2017 (July 2-4)**

- January 3, 2017 - RWTB file application for Outdoor Festival
- April 11, 2017 - Board approved with conditions, an outdoor festival business license for RWTB Outdoor Festival. Pre-event conditions to be completed by June 1
- June 5, 2017 - Staff called RWTB Chairman. Was told he had resigned in February, but he would call the vice chair. Chair forwarded Vice Chair and Secretary's contact information. Staff emailed both notifying them that the deadline for completing pre-event conditions had passed and asking them to contact me immediately.
- June 6, 2017 – North Lake Tahoe Fire Protection District, (NLTFPD) notified Vice Chair that they needed a complete submittal for tents, canopy, stage layout, fireworks, flag retirement, proposed cannon/field gun, and Lat and Longs for the fireworks barge. They also noted that the Military and FAA approval was required for the Parachute Jump and aircraft support. Vice Chair stated they would have all required paperwork by the end of the week (June 9).
- June 13, 2017 – NLFPD notified Vice Chair (now Chair) that they had received the flag retirement paperwork, but no other applications or required documents for the events.
- June 14, 2017 – RWTB persons met with Environmental Health Services (EHS) to review pre-event conditions for food and beverage services. EHS was still waiting on applications for temporary vendor permits.
- June 15, 2017 - Chair stopped in to planning to speak with staff about completing pre-event conditions. He then went to the building department to apply for tent and stage permits. (Pre-Event Condition). Building informed Chair that they need plans and documents to be submit with building permit application.
- June 19, 2017 -, Washoe County called an Urgent Meeting with RWTB and county staff, to go over pre-event conditions that still needed to be completed. Only the RWTB Chair attended. Staff listed items that were still needed for review, and asked questions about what was being proposed. Both Building and Safety staff and NLFPD require the site plan to be drawn to scale by June 22. The Chair stated that there would not be any tents over 400 sq. ft. and no stages over 29" in height (threshold for when a permit is required).
- June 23, 2017 - RWTB informed NLTFPD that they were putting up an 800 sq. ft. tent.
- June 26, 2017 - NLTFPD stated that RWTB's pre-event conditions had been completed with the exception submitting a site plan drawn to scale and obtaining a tent permit by no later than the morning June 28, 2017, In addition RWTB was required to provide NLTFPD with a list of volunteers to work fireworks truck and security. Volunteers are required to sign agreements to commit to assignment.
- June 28, 2017 - Chair emailed a revised site plan (Not drawn to scale) and supporting construction documents to Building Department for tent permits. Later that day a site plan drawn to scale was submitted. Building Department Plans Reviewer was pulled from regular duties to review RWTB's tent permit. Plans Reviewer noticed that the site plan

shows a bounce house, but it was not included in permit, the concern was that because it is located near the helipad, the bounce house must be cleared and deflated each time a helicopter is landing or taking off.

- June 28, 2017 – While all the listed vendors had obtained food handling permit from Environmental Health, Business License staff informed Planning staff that only three of seven vendors had applied for a vendor's license. Staff called RWTB Chair.
- June 29, 2017 -The applicant completed the pre-event condition of approval, paid for the required building permits and was issued a business license.
- July 12, 2017 - Environmental Health Service sent letter to RWTB regarding the pre-event meeting, several food safety violations during the event, that the same issues continue to occur year after year, and recommending that RWTB contact the Washoe County Health District well in advance of future events.
- July 26, 2017 - staff held a post event debriefing meeting with all involved agencies to identify issues that need to be address for next year, and proposed a schedule for 2018. (Attachment G –Agency Debriefing Note).

#### **Red White and Tahoe Blue 2016 (July 1-4)**

- January 6, 2016 - RWTB files an application for an Outdoor Festival
- March 22, 2016 - Board approved with conditions, an outdoor festival business license for RWTB Outdoor Festival. Pre-event conditions to be completed by June 1, 2016.
- March 22, 2016 - No one from the RWTB organization attend the Board meeting, so staff sent an email to the Chair notifying them that:

“Once the BCC approves the Festival Permit, the process is not complete! RWTB Committee still needs to:

  - Obtain IVGID's approval
  - Get permits from the other agencies
  - Complete pre-event conditions of approval”
- June 1, 2016 – Deadline for completion of pre-event conditions passes.
- June 5, 2016 – Planning staff calls applicant to get update on completion of conditions. Staff then contacts all the reviewing agencies that provided pre-event conditions to see if there was any progress on completion of their conditions.
- June 30, 2016 - Pre-event conditions completed and business license issued
- Post event – Planning staff contacts RWTB chair and once again request that they file their 2017 application in early January to allow sufficient time for agencies to review the application and for the event sponsors to complete pre-event conditions.

#### **Red White and Tahoe Blue 2015 (July 2-4)**

- March 3, 2015 - RWTB filed an application for Outdoor Festival Application

- April 3, 2015 - the Board approved with conditions, an outdoor festival business license for RWTB Outdoor Festival.
- June 5, 2018 – Deadline for the completion of pre-event conditions
- June 30, 2015 - Pre-event conditions completed and business license issued
- Post event – Planning Staff contacted RWTB Chair and requested they apply for next year's event in January 2016 to allow sufficient time for agencies to review the application and for the event sponsors to complete pre-event conditions.