WASHOE COUNTY

Integrity Communication Service
www.washoecounty.gov

STAFF REPORT
BOARD MEETING DATE: *March 18, 2025*

DATE:	March 7, 2025
TO:	Board of County Commissioners
FROM:	Kelly Echeverria, Emergency Management Administrator
THROUGH:	Eric Brown, County Manager
SUBJECT:	Recommendation to (1) accept donation from Greg Nelson 1993 Living Trust, Frankie Sue Del Papa, Trustee, in the amount of [$21,101.60, no match] to provide Washoe County with funding for a Public Service Intern to assist the Emergency Management Administrator with issues surrounding wildfire prevention, evacuations, and any other needs of Washoe County and its residents and surrounding areas in the event of wildfires, (2) direct Finance to make the necessary budget amendments, and (3) authorize Human Resources to make the necessary changes for the creation of one new intermittent (part-time) 0.40 FTE Public Service Intern position, pay grade 012, as reviewed and approved by the Job Evaluation Committee; the position is 100% financed by the donation and will end when funding is exhausted. (All Commission Districts.) For Possible Action.

SUMMARY

This item requests the Board to (1) accept donation from Greg Nelson 1993 Living Trust, Frankie Sue Del Papa, Trustee, in the amount of [$21,101.60, no match] to provide Washoe County with funding for a Public Service Intern to assist the Emergency Management Administrator with issues surrounding wildfire prevention, evacuations, and any other needs of Washoe County and its residents and surrounding areas in the event of wildfires, (2) direct Finance to make the necessary budget amendments, and (3) authorize Human Resources to make the necessary changes for the creation of one new intermittent (part-time) 0.40 FTE Public Service Intern position, pay grade 012, as reviewed and approved by the Job Evaluation Committee; the position is 100% financed by the donation and will end when funding is exhausted.

Washoe County Strategic Objective supported by this item:

1. Innovative Services: strengthen our culture of service.
2. Fiscal Sustainability: efficient delivery or regional services.
3. Economic Impacts: support a thriving community.

AGENDA ITEM # _____

PREVIOUS ACTION

On February 6, 2025, the Board of County Commissioners held a concurrent meeting regarding the collaborative regional emergency management process, including strategic goals, community lifelines, and updates on ongoing efforts related to emergency management preparedness and responsive plans.

BACKGROUND

This item seeks approval by the Board to a accept donation from Greg Nelson 1993 Living Trust, Frankie Sue Del Papa, Trustee, in the amount of [$21,101.60, no match] to provide Washoe County with funding for a Public Service Intern to assist the Emergency Management Administrator with issues surrounding wildfire prevention, evacuations, and any other needs of Washoe County and its residents and surrounding areas in the event of wildfires.

The Job Evaluation Committee has approved the creation of a new intermittent (part-time) 0.40 FTE Public Service Intern position, pay grade 012 on February 20, 2025. This item was accepted as reported: *Public Service Intern,* pay grade 012 ($15.24 - $20.33 per hour). The new intermittent position is 100% financed by the donation. The position will end when funding is exhausted.

FISCAL IMPACT

The intermittent (part-time) Public Service Intern position will cost approximately $21,101.06 for a 12-month period. Should the board accept this donation and approve these amendments, the FY25 Office of the County Manager's budget will be increased in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IO 20554 Public Service Intern	484000 Donations, Contributions	$21,101.60
IO 20554 Public Service Intern	701130 Pooled Positions	$21,101.60

RECOMMENDATION

Recommendation to (1) accept donation from Greg Nelson 1993 Living Trust, Frankie Sue Del Papa, Trustee, in the amount of [$21,101.60, no match] to provide Washoe County with funding for a Public Service Intern to assist the Emergency Management Administrator with issues surrounding wildfire prevention, evacuations, and any other needs of Washoe County and its residents and surrounding areas in the event of wildfires., (2) direct Finance to make the necessary budget amendments, and (3) authorize Human Resources to make the necessary changes for the creation of one new intermittent (part-time) 0.40 FTE Public Service Intern position, pay grade 012, as reviewed and approved by the Job Evaluation Committee; the position is 100% financed by the donation and will end when funding is exhausted.

POSSIBLE MOTION

Should the Board agree with the staff's recommendation, a possible motion would be:

Move to (1) accept donation from Greg Nelson 1993 Living Trust, Frankie Sue Del Papa, Trustee, in the amount of [$21,101.60, no match] to provide Washoe County with funding for a Public Service Intern to assist the Emergency Management Administrator with issues surrounding wildfire prevention, evacuations, and any other needs of Washoe County and its residents and surrounding areas in the event of wildfires., (2) direct Finance to make the necessary budget amendments, and (3) authorize Human Resources to make the necessary changes for the creation of one new intermittent (part-time) 0.40 FTE Public Service Intern position, pay grade 012, as reviewed and approved by the Job Evaluation Committee; the position is 100% financed by the donation and will end when funding is exhausted.