

MEMORANDUM OF AGREEMENT

Between

**Northern Nevada Public Health
Air Quality Management Division**

And

Wood-burning Device Inspectors

AQMD ONLY

REC #: APOS25-_____

Received by: _____

WHEREAS it is deemed that the services set forth are both necessary and in the best interests of the community.
THEREFORE, in consideration of the forgoing, the parties mutually agree as follows:

1. Agreement TERM. This Agreement shall be effective upon approval July 1, 2025, to June 30, 2026, unless sooner terminated by either party as set forth in this Agreement.
2. DEFINITIONS. "Inspector" means Wood-burning Device Inspector. "Control Officer" means the District Health Officer of the Washoe County Health District, or the person designated by said District Health Officer to enforce the local air pollution control ordinances and regulations.
3. TERMINATION. This Agreement may be terminated by either party prior to the date set forth in paragraph (1), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party.
4. NOTICE. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or via certified mail, return receipt requested, postage prepaid on the date posted.
5. Air Quality Management Division – The AQMD shall provide private wood burning device inspector certification to an individual who completes the required training course and passing the required examination.
5. INSPECTOR RESPONSIBILITIES. The Inspector shall report the result of each inspection on form H-AIR-03, Residential Wood Burning Device Compliance Form, provided by the Control Officer in accordance with the District Board of Health Regulations Governing Air Quality Management, Section 040.051. All required information must be complete at the time the form is submitted to the Air Quality Management Division.
 - a. The residential property inspection does not constitute a warranty or guarantee by the Inspector or the Control Officer that the appliance meets any other standards of operation, safety, or efficiency.
 - b. Removal of any solid fuel burning device outside the authority of the Inspector and the Air Quality Management Division office must be done as a separate condition of the Inspector's own business.
6. BREACH. Receipt of written documentation pertaining to an Inspector's misrepresentation of the Air Quality Management Division or non-compliance with the Air Quality Regulations, specifically Section 040.051, shall be deemed a breach and may result in revocation of the Inspector certification.
7. SEVERABILITY. If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist, and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.
8. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed, or received by that party to the extent that such information is confidential by law or otherwise required by this Agreement.

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

Print Name

Wood-burning Device Inspector

Signature

Date

Inspector #

AQMD Staff

Date

Title

Wood-burning Device Inspector Certification Registration

Contact Information

Business Name: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Office Phone: _____ Cell Phone: _____

Email Address: _____

Billing Information (This individual will receive the payment emails from Accela).

Contact Name: _____

Phone Number: _____

Email Address: _____

*****ADVANCED REGISTRATION IS REQUIRED
COMPLETE REGISTRATION BY MAY 30TH (NO EXCEPTIONS)*****

Registration Fees:

(Mark One)

New Inspector (\$421.00)

Renew Inspector (\$141.00)

In-Person Wood-Burning Device class scheduled below:

Location: Northern NV Public Health
1001 East Ninth St Bldg. B
Conference Rooms A & B

Date/Time: Thursday, June 12th
1:30pm-3:30pm

Please email the completed form and attached MOU to AQMD-WBD@nnph.org or drop it off at the **AIR QUALITY Drop Box** at Northern Nevada Public Health. (If the form is being dropped off, please attach payment check)

Once the registration form has been processed, an email will be sent with a record number on it. Please provide the Accela record number when you call the AQMD main line 775-784-7200.

OR

If paying by check, make check payable to **NORTHERN NEVADA PUBLIC HEALTH**

*****Payment cannot be made online using Accela One Citizen Portal*****