

BOARD OF FIRE COMMISSIONERS

Marsha Berkgigler, Chair
Kitty Jung, Vice-Chair
Bob Lucey
Vaughn Hartung
Jeanne Herman

FIRE CHIEF

Charles A. Moore

ASSISTANT DISTRICT ATTORNEY

David Watts-Vial



Notice of Joint Meeting and Agenda TRUCKEE MEADOWS FIRE PROTECTION DISTRICT SIERRA FIRE PROTECTION DISTRICT

9:00 a.m.

Tuesday, April 21, 2015

**Washoe County Administrative Complex, Commission Chambers
1001 E. Ninth Street, Reno, Nevada**

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

The Washoe County Commission Chambers is accessible to the disabled. If you require special arrangements for the meeting, call the Truckee Meadows Fire Protection District Office, 326-6000, 24-hours prior to the meeting.

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

Forum Restrictions and Orderly Conduct of Business. The Board conducts the business of the District and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Responses to Public Comments. The Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board will consider, the Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board may do this either during the public comment item or during the following item: “*Commissioners’/Chief’s Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda”.

Pursuant to NRS 241.020, the Agenda for the Board of Fire Commissioner Meetings has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A), Washoe County Courthouse-District Court Administrator/Clerk of Court (75 Court Street), Washoe County Central Library (301 South Center Street) and Sparks Justice Court (1675 East Prater Way) and Truckee Meadows Fire Protection District's website at www.washoecounty.us/tmfpd

Support documentation for the items on the agenda, provided to the Board of Fire Commissioners is available to members of the public at the District's Admin Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Reno, Nevada) Sandy Francis, Administrative Assistant I, phone (775) 328-6124 and on the Truckee Meadows Fire Protection District's website at www.washoecounty.us/tmfpd ; and <https://notice.nv.gov>.

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

9:00am *1. Salute to the Flag

*2. Call to order/roll call for each entity.

*3. Public Comment - Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.

4. Consent Items:

- A. Approval of minutes from Board of Fire Commissioners meeting January 27, 2015 and February 10, 2015.
- B. Approval of an Interlocal Agreement between Truckee Meadows Fire Protection District and Washoe County, on behalf of the Washoe County Sheriff's Office, for the testing and training connected to Self-Contained Breathing Apparatus Equipment commencing April 21, 2015.
- C. Approval of a Cooperative Fire Protection Agreement and corresponding Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District.
- D. Approval of the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff's Office, Truckee Meadows Fire Protection District and North Lake Tahoe Fire Protection District [\$65,000 and \$10,000 respectively] for the provision, when requested of a helicopter or other aircraft and personnel and approve reimbursement for services rendered throughout the year by the Washoe County Sheriff's Office to be paid in accordance with the Interlocal Agreement to the Washoe County Sheriff's Office Regional Aviation Unit (RAVEN), and if approved, authorize the Finance Division to make the necessary budget adjustments.

*5. Fire Chief Report:

- A) Report and discussion related to fire district operations
- B) Career and Volunteer Statistics' and Report for March 2015

6. Approval of a two year Interlocal Contract between Truckee Meadows Fire Protection District and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources in the amount of \$180,000 per fiscal year, not to exceed \$360,000 for the purpose of resources, equipment and financial assistance in the mitigation of emergency fire incidents.
7. Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives.
8. Discussion and possible action to create a position in concept (based upon the draft job specification attached) titled Fire Officer in Charge of Strategic and Volunteer Services and if approved, authorize staff to perform a risk analysis, ADA assessment and submit to NV PERS for evaluation.

The following agenda item #9 will be heard by the Board of Fire Commissioners who will convene solely as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District.

9. Discussion and action on the Truckee Meadows Fire Protection District Tentative Budget for Fiscal Year 2015-16 and direct staff to return at the Final Budget Hearing set for May 18, 2015.

The following agenda item #10 will be heard by the Board of Fire Commissioners who will convene solely as the Board of Fire Commissioners for the Sierra Fire Protection District.

10. Discussion and action on the Sierra Fire Protection District Tentative Budget for Fiscal Year 2015-16 and direct staff to return at the Final Budget Hearing set for May 18, 2015.
11. Possible Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.
- *12. Commissioners'/Fire Chief's announcements, requests for information, topics for future agendas, and statements relating to items not on the Agenda. (No discussion among Commissioners will take place on this item).
- *13. Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.
14. Adjournment.

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
SIERRA FIRE PROTECTION DISTRICT**

TUESDAY

11:00 a.m.

JANUARY 27, 2015

PRESENT:

Marsha Berkbigler, Chair
Kitty Jung, Vice Chair
Vaughn Hartung, Commissioner
Bob Lucey, Commissioner
Jeanne Herman, Commissioner

Nancy Parent, County Clerk
John Slaughter, County Manager
Paul Lipparelli, Legal Counsel
Charles Moore, Fire Chief

The Board convened at 11:04 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

15-0003F AGENDA ITEM 2

Agenda Subject: "Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole."

Garth Elliott expressed concerns about people shooting guns on Mount Rose and Peavine Mountain.

Cathy Brandhorst spoke about matters of concern to herself.

15-0004F AGENDA ITEM 3

Agenda Subject: "Consent Items: A) Approval of minutes from Board of Fire Commissioners meeting October 28, 2014 and December 9, 2014. B) Authorize the renewal of the Interlocal Contract between Truckee Meadows Fire Protection District (TMFPD) and the Nevada Public Employees' Deferred Compensation Program (NDC) retroactive to January 1, 2015."

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 3 be approved and authorized. The Interlocal Contract for same is attached hereto and made a part of the minutes thereof.

15-0005F AGENDA ITEM 4

Agenda Subject: “Fire Chief Report: A) Report and discussion related to fire district operations. B) Monthly Statistics for months of November and December. C) Volunteer Report for months of November and December. D) Report on I80 Corridor response issues. E) Report on Status of Volunteer Program.”

Fire Chief Charles Moore introduced Fire Captain Vince Thomas who owned “Goat Grazers”. He said there had been tremendous media coverage of the program Captain Thomas launched.

Captain Thomas stated he had a small band of goats which he used for fire prevention activities and weed abatement. He said he found some discarded Christmas trees in a ravine and noticed his goats liked to eat them, which gave him an idea. Consequently, the Truckee Meadows Fire Protection District (TMFPD) designated six fire stations as Christmas tree drop-off locations and during the two-week program they collected 638 trees for the goats to eat. He explained the goats ate everything except the largest branches and the trunks and those would be cut up and bundled for the Parks Department to sell as firewood. He said there were also some people who were interested in using the goat droppings as fertilizer. He thought the program was fabulous and made a huge difference in the reduction of fire hazards.

Commissioner Hartung asked if it mattered whether the trees were green or dry and how long it took the goats to eat them. Captain Thomas replied the goats liked them either way and explained a herd of 100 goats could eat through an acre of light to moderate brush and weeds per day. He thought the Christmas trees that were collected would be completely consumed by the first week in June. Chief Moore stated the program inadvertently competed with the fundraising efforts of “Keep Truckee Meadows Beautiful” (KTMB), which was not their intention. He suggested next year’s program accept donations on behalf of KTMB.

Chief Moore talked about negotiations regarding the relocation of Fire Station No. 14 and provided a map, which was placed on file with the Clerk. He said there were a couple of options to consider. He said the District could purchase five acres for \$2 million, but five acres was a little more land than the District needed, so he planned to meet with Sheriff Allen to see if there was any interest in forming a partnership. He said if the Sheriff was not interested, the alternative would be to purchase 3.3 acres for \$1.6 million. He said the cost for either scenario would be offset by selling the existing station. He stated he was anxious to get started with the architectural plans and hoped to begin construction in Fiscal Year 2016-17.

Chief Moore talked about the statistics for November and December. He reported the TMFPD was challenged with multiple structure fires on New Year's Eve and how the South Valley's Volunteer Fire Department assisted the TMFPD in a big way. He stated electrical fires were symptomatic of cold weather and he thought the District had more work to do to ensure every home had a working smoke detector. He stated the TMFPD had a pallet of smoke detectors in its armory and he planned to ask volunteers to go door to door to give them away. He said people were twice as likely to survive a home fire when they had working smoke detectors.

Commissioner Hartung thought the number of structure fires and wildland fires for the months of November and December supported a flexible staffing model. He noticed there were 122 emergency medical calls in the month of November and wondered if those kinds of calls would be more suited to a response by a two-person rescue vehicle rather than by a fire engine. Chief Moore said yes, he was contemplating the addition of a two-person rescue vehicle to the Sun Valley Fire Station because it would add to the depth of resource for that area and allow the TMFPD the ability to respond even when there were simultaneous calls. Commissioner Hartung remarked it would also save wear and tear on the fire engine.

Commissioner Jung asked if it was true that Sun Valley and Spanish Springs were designated by the Regional Emergency Medical Service Authority (REMSA) as "best effort" areas. Chief Moore was unsure, but thought that might be the case in some of the areas. Commissioner Jung stated that was why she supported giving the TMFPD a rescue vehicle. She thought firefighters and taxpayers were subsidizing the medical emergency response in those areas due to the lack of a performance standard in REMSA's franchise agreement. Chief Moore said he wanted to be clear that the addition of a rescue vehicle in Sun Valley would be heavily dependent upon revenues received in the upcoming year.

Chief Moore spoke about the volunteer report and provided a copy of a PowerPoint presentation regarding Interstate 80 (I-80) response issues, which was placed on file with the Clerk. He said the report was requested by Commissioner Hartung and would be a recurring theme in future Fire Chief Reports. He explained the report focused on how new growth would affect service demands. He said, even though he could not predict how robust new growth would be, he thought the number of potential accidents could be estimated by utilizing data from the Nevada Department of Transportation (NDOT). He said I-80 was currently being served by the Hidden Valley and Sun Valley stations; however, when accidents occurred in the East Truckee Canyon that was a long distance to travel. He said the TMFPD was engaged in automatic aid with Storey County and he would be discussing the issue with North Lyon County and the Pyramid Lake Tribal Fire Department.

Amy Ray, Fire Marshal, conducted the PowerPoint presentation regarding the I-80 Corridor Response Issues. She talked about development that was taking place on 226 acres of land that was approved for a Reno Technology Park and a Sparks Energy Park. She identified the types of structures and facilities which would be located on the

property and talked about infrastructure capabilities, considerations for response and response partnerships. She said the TMFPD was looking at the potential impacts of increased traffic and personnel and though there were agreements in place with Storey County and North Lyon County, the calls were expected to increase due to the growth along the I-80 Corridor. She said the new USA Parkway would also impact traffic because there would likely be an increase in the number of commuters coming from Silver Springs and Dayton.

Commissioner Hartung asked about the status of the Agreement with Storey County with respect to a fire station that was supposed to be located in the Tahoe-Reno Industrial Center (TRIC). Chief Moore replied Storey County had a fire station available for their personnel; however, it was not currently staffed. He said Storey County responded from a different station when they were called for aid. He said the Board would need to determine whether to put a fire crew at the Storey County station or to put a station on the Reno Technology Park side of the property. Commissioner Hartung asked if the Agreement allowed the TMFPD to put the station somewhere along the I-80 Corridor, but outside the industrial park. Fire Marshal Ray said the Development Agreement indicated the fire station would be located within the park. She said, according to the Agreement, talks about the fire station were supposed to begin one year after the first data center was put online and they were coming up against that deadline. Commissioner Hartung asked who would be equipping the station. Chief Moore responded the developers would be building the station, but not equipping it.

Chief Moore said the Development Agreement stated the fire station would be built on two acres of land located on a site west of the Patrick Interchange, would have two bays, and would accommodate a four-man crew. He stated the Agreement indicated the Developer would consult with the County regarding specifications, location and the timing of construction; and that within one year of receiving the County's specifications, would prepare and present plans for County approval.

Commissioner Hartung said the Agreement only specified the location would be west of the Patrick Interchange. Chief Moore responded the location of the fire station would need to be considered with respect to where the call demand would be. He did not think there would be much demand at the industrial park, but anticipated there would be an increase in demand along the I-80 Corridor. Commissioner Hartung said his fear was that the additional fire station would be redundant. Chief Moore stated the TMFPD was not required to put in an additional station and could instead choose to install a crew in the existing Storey County station. Commissioner Hartung stated the Developer owed the County a fire station. Chief Moore agreed, but said there was room to negotiate what the Developer's capital contribution would be. He said if it was not a fire station, then perhaps it could be something else, but they would need to have that conversation with the Developer.

Chair Berkbighler said she agreed with Commissioner Hartung. She said it seemed inappropriate for the Developer to build a station when there was an existing

station that could be staffed, especially since Storey County was not staffing it. She said she hoped to see the start of that discussion sooner rather than later. Chief Moore said he heard the Storey County Fire Chief say that the TMFPD could occupy the station at any time. He said the issue was whether or not they had the financial capacity to hire the firefighters to staff it and he did not think they were quite ready to do that.

Chief Moore conducted a PowerPoint presentation regarding the volunteer program and provided several handouts, which were placed on file with the Clerk. He said he reviewed the volunteer program to determine where there were challenges and where there were opportunities for the future. He stated the volunteer service had a long and proud tradition in the County and his goal was to improve upon it. He said he identified four areas to work on which included documentation and record keeping, training, the volunteer mission, and organizational structure.

Chief Moore said the issue of documenting volunteer training hours had been a struggle from the beginning. He explained some of the volunteers had poor internet connections, which made it difficult for them to log their calls in the fire reporting system. He said, until recently, volunteers were keeping their own records, but it was his intention that the TMFPD be the guardian of those records going forward. He reminded the Board the TMFPD was a young District of two and a half years and the primary focus in the first year had been to get people hired and the career staff working on the same page. He said by the second year the volunteers started responding to his records requests, but he realized he still needed to get a handle on the training issues to comply with Occupational Safety and Health Administration (OSHA) and Workers Compensation requirements. He said he also knew there was a need to develop the volunteer mission and make organizational improvements.

Chief Moore explained the volunteer departments were currently autonomous, had their own non-profit organizations and did not serve under his command. He said he had a relationship with each Volunteer Chief and the Volunteer Chiefs each had their own relationships with volunteer staff. He said the volunteers should be commended for the extraordinary job they did; however, things had changed and the potential hazards were much more dangerous than they were 50 years ago. He talked about the chemicals found in carpet and laminates and said things burned hotter and faster than they used to. He said the fire service needed to change along with its demand because technology was different and training standards had increased.

Chief Moore explained what an "all-risk" agency meant. He said it was an agency that responded to structure fires, wild fires, emergency medical calls and hazardous material calls. He explained most of the volunteer stations were currently set up as all-risk agencies. He said training volunteers to meet all of those types of demands was onerous from a risk management standpoint, as well as for the individual volunteers, due to the extraordinary investment required to train up to that level and maintain those skills over time. He said he would argue that perhaps not all of the agencies needed to be all-risk. He stated career firefighters were trained to fight fires and the paramedics were able to handle the emergency medical services (EMS), so he thought there needed to be a

change in the way volunteers were utilized, especially since career firefighters were usually on scene well before the volunteers. He said he saw the volunteers shifting more towards a support role.

Chief Moore talked about the financial and occupational risks associated with firefighting. He said both OSHA and Workers Compensation viewed volunteer firefighters the same as career firefighters and if there was a catastrophic injury the first thing they would want to see would be the training records. He explained, until recently, he had not had any of that information because the volunteers maintained their own records. He said in order to comply with OSHA requirements he had to gain control over the quantity and quality of training so he could keep firefighters safe, ensure they were capable and serve the public effectively. He talked about Worker's Compensation and Nevada Revised Statute (NRS) 617 and stated the law was very clear with respect to required physicals for firefighters. He pointed to a chart in the presentation, which showed the complex process of bringing a new volunteer on board and into a fire suppression role. He said the process was not something that could be done in a matter of months and it included costly fingerprinting, physicals and background checks before the extensive training could begin. He explained once a firefighter was certified as a Nevada Firefighter, there were additional and ongoing training requirements that had to be completed annually. He said in the past year they had been working on the difficult task of assessing where all the volunteers were with respect to their physicals and training to make sure they were in compliance.

Chief Moore said if a volunteer firefighter responded to an emergency in the absence of having had a physical and then suffered a cardiac event or lung exposure, Workers Compensation would deny any claims leaving the TMFPD responsible. He said a cardiac event claim could be as much as a million dollars, which was why 100 percent fidelity to the Statute was paramount. He said his staff had worked hard in the past year to get volunteers in for their physicals, but it had been frustrating in some cases. He talked about a case in which a volunteer went through the background check and physical and then suddenly decided he did not want to volunteer anymore, which was unfortunate and a waste of money. He said that was why they had to make sure prospective volunteers were sincerely interested and understood the time commitment. He explained the physical requirement existed so it could be determined if there were any underlying medical conditions that might lead to a cardiac event and it was also very important to maintain the fiduciary responsibility of the District.

Chief Moore displayed a copy of NRS 474.470 regarding the duties of the Board of Fire Commissioners. He stated the Board had the power to organize, regulate, establish and disband fire companies and volunteer fire departments. He said he mentioned this because of the success story the TMFPD had with the merger of the South Valley station and the Pleasant Valley volunteers. He said he would make a case for using that same model of reorganization throughout the District's service area. He displayed a list of the volunteer departments within the TMFPD boundary as well as two others in the unincorporated County. He stated the volunteer stations in Gerlach and Red Rock needed to be all-risk agencies because of their locations, but it was his opinion that

it would not be sustainable to designate all of the volunteer stations as all-risk due to the level of training involved. He stated he was looking at opportunities for the volunteers to limit their participation to support roles.

Chief Moore said there were many things that were needed on the ground during a structure fire such as water, tools, and equipment. He said he thought there was an opportunity for volunteers to provide those things and limit their participation, thereby reducing the number of hours they needed to train. He knew the volunteers were good people and wanted to serve, but entering a burning building was very dangerous and he would not want any of them to do so without demonstrating the ability to put on a mask and protect themselves from hot gases and smoke on a regular basis. He said career firefighters had the most experience and trained the hardest and he really needed the volunteers to do other things. He talked about red flag warnings, wind events and dry lightning and said the volunteer departments effectively doubled the size of the response to those events. He explained brush fire training took less time and was easier to achieve than structural fire training.

Chief Moore talked about the types of calls the TMFPD responded to in 2014, which were listed in the presentation. He pointed out the leading type of call was for EMS and fire calls comprised only 2.96 percent of all calls. He said within the fire category only one half of one percent were structure fires, which further supported his assertion that volunteers would have few opportunities to utilize structure fire training.

Chief Moore spoke about the cost of the volunteer program. He said, even though the volunteers gave freely of their time, there were other costs associated with the program which amounted to approximately \$827,600, not including capital investments.

Chief Moore talked about the 2014 Blue Ribbon Committee (BRC) Report on Regional Fire Service and the Regional Standards of Cover Report of 2011 and said both reports recommended the assimilation of the volunteer fire departments into the TMFPD. He said the County's 2010 Internal Audit of Sierra Fire (SFPD) also pointed out issues with volunteer compliance in regards to medical exams and training.

Chief Moore displayed a spreadsheet, which was placed on file with the Clerk, and explained it showed which departments were and were not in compliance. He said it took a whole year to gather the information, but since then the process had been automated with a program called "Target Solutions." He explained the new program automatically emailed department members when physicals and trainings were due; however, he was frustrated that 26 of the 100 volunteers had not yet signed up to receive the notifications. He said his staff was spending too much time chasing administrative compliance, which had to stop.

Chief Moore said the way to solve the issue was to bring the volunteer departments under the control of the TMFPD and move away from having independent organizations. He understood this was a fundamental change and said he did not make the recommendation lightly. He knew many of the volunteers invested a great deal of their

personal time to make the volunteer departments successful, but he thought the change was necessary to carry the fire services forward. He said he knew the Board's goal was to regionalize fire services and he thought the timing would be right to eliminate all of the autonomous departments after the merger of the SFPD and the TMFPD. He knew change could be controversial and difficult, but he felt this was the path forward.

Commissioner Jung commended Chief Moore. She said the Board had been well aware of the potential liabilities and she supported him 100 percent. She said she would do whatever she could to help ensure that firefighters were safe and tax dollars were protected.

Commissioner Hartung said he was concerned some volunteer stations that had not reported their activities and that there were others with large discrepancies from one month to the next. He wanted to know if minimum training hours would be established in the new manual the Chief was working on. Chief Moore said once a firefighter was certified they did not necessarily measure total training hours and instead measured job related activities, which was based more on skill level rather than training hours. Commissioner Hartung stated he understood that, but he wanted to see reports related to that training. Chief Moore said he informed the volunteer stations the District would be tracking all of the training and reporting it to the Board.

Commissioner Hartung asked if there had been a response to the people who applied to volunteer in Wadsworth. Chief Moore said he was fairly confident those applicants would not be able to pass their physicals. Commissioner Hartung thought the TMFPD should respond to them and let them know work was being done to solve the issues in their area and also inform them there might be opportunities to volunteer with the tribal entity. Chief Moore thought the path forward for the applicants might be with the Pyramid Lake Paiute Tribe because the Tribe was not required to adhere to the stringent guidelines of the NRS. He said there were already seven Pyramid Lake volunteers living in Wadsworth and if the applicants joined forces with that group, a pretty significant force would be created as a result. He said he would be coming back to the Board with a request to approve an agreement that would allow the Paiute Tribe to operate out of the Wadsworth station and provide assistance to the TMFPD. Commissioner Hartung expressed concerns about a recent leadership change in the Tribe and wondered how that might affect past agreements. Chief Moore thought they needed to move forward with the process and said the contract he sent to the Tribe's Emergency Manager was regarded favorably. He explained the plan was to lease the Wadsworth station to the Tribe for a dollar a year and donate two surplus vehicles to them. He said, the Tribe's volunteers would then respond, not only to fires in tribal areas, but also to fires within TMFPD boundaries. He said the Wadsworth volunteers would be assisted by the stations in North Lyon County and Storey County as well as by the TMFPD. Commissioner Hartung asked if the intent was to make the Wadsworth station an all-risk station or if they were still trying to figure out who was supposed to be covering the area for medical calls. Chief Moore said the Paiute Tribe operated an ambulance and responded to calls in Tribal areas as well as TMFPD areas; however, they would not be able to provide emergency transportation within the TMFPD boundary.

Commissioner Herman thanked the Chief for doing an incredible job in a short period of time and mentioned the firefighter who delivered a baby. Chief Moore acknowledged firefighter Mark Drury who delivered a baby girl in the back of an ambulance on the way to the hospital. He said Mr. Drury was an outstanding medic and he was lucky to have him as an employee.

Commissioner Lucey asked what the response had been in regards to the assimilation of the volunteer program into the TMFPD. Chief Moore said he expected mixed reactions. He talked about consolidating the fire stations in the South Valley area first and then the stations in the north. He proposed alternating training between the two areas, with the Verdi participating in either or both training schedules. Commissioner Lucey thought it was fantastic and he was amazed the District operated such a long time with the departments so disjointed. He commended the Chief for the progress he made and hoped for resolution in the near future. Chief Moore said he knew the volunteers might be a little intimidated by training with the career firefighters, but the agency needed to soften the relationship between the two so they could work together as one. He said he knew the career firefighters would embrace the volunteers as long as they knew they could depend on the volunteer's skill sets because their lives depended on it. He said he expected some push-back and excitement at the beginning of the process and thought it would take about a year to complete. Commissioner Lucey said uniform training made sense and he thought the consistency would make it easier for volunteers to transition to career positions. Chief Moore said volunteers could also participate in the Reserve Program, which would allow them to ride along with crews and get in on the action.

Chair Berkbigler mentioned the equipment utilized by the volunteer departments was provided by the County and therefore the County was responsible for it. Chief Moore said that was true in most cases. He said some of the volunteers owned some of their own equipment, but the vast majority of it was owned by the TMFPD. Chair Berkbigler asked what percentage of the volunteer firefighters were certified and met OSHA standards and NRS requirements. Chief Moore guessed that number was at about 90 percent. He said the next step was to administer skills assessments because the District had not had the opportunity to interact with the volunteers on live training drills and he thought that interaction would build camaraderie between the volunteers and paid staff. Chair Berkbigler complimented the Chief on his efforts and asked him to move forward with the plan. She said the transition might not be popular with all the volunteers, but she thought it was important that they were trained well.

There was no action taken or public comment on this item.

15-0006F AGENDA ITEM 5

Agenda Subject: "Presentation of a draft Agreement for Provision of Volunteer Fire Services and Volunteer Standards Handbook and authorize the Fire Chief to distribute the draft Agreement and Handbook to the Volunteer Fire Departments for review and comment."

Fire Chief Charles Moore stated it would take about a year to integrate the volunteer fire departments into the TMFPD. He said he wanted to develop a transition plan so the volunteers and staff could weigh in on the process and the Board could see what needed to be done. He said a contract was drafted upon the advice of the County Auditor and was out for legal review. He stated he did not provide the Board with a full handbook because he wanted a legal review of that as well. He said the handbook was designed to set standards for the volunteers so everyone was on the same page and understood what the expectations were.

On the call for public comment, Shawn Brewer, President of the Washoe County Volunteer Firefighters Association, submitted a letter. The letter was placed on file with the Clerk.

Kim Toulouse stated his support of the assimilation of the volunteer fire departments into the TMFPD. He said volunteer departments provided many years of dedicated service to their communities, but times had changed and the fire departments were facing new challenges. He said it was necessary for all the stations to follow a clear chain of command as recommended by the Blue Ribbon Committee (BRC), the Regional Standards of Cover Report and the County's Internal Auditor.

12:44 p.m. Commissioner Lucey left the meeting.

Cathy Brandhorst spoke about matters of concern to herself.

12:46 p.m. Commissioner Hartung left the meeting.

On motion by Commissioner Jung, seconded by Commissioner Herman, which motion duly carried with Commissioner Hartung and Commissioner Lucey absent, it was ordered that Agenda Item 5 be accepted and authorized.

15-0007F AGENDA ITEM 6

Agenda Subject: "Discussion and action on potential legislation in concept to clarify and amend NRS 474 County Fire Protection District law to allow for a permanent consolidation of the Truckee Meadows Fire Protection District and Sierra Fire Protection District."

Fire Chief Charles Moore explained two Bill Draft Requests (BDRs) related to the County's Fire Protection District were being proposed at the State Legislature. He said the purpose of the legislation was to allow the Board the ability to dissolve the Sierra Fire Protection District (SFPD) and thereby allow the Truckee Meadows Fire Protection District (TMFPD) to annex SFPD territory and operate as one District. He stated the other goal of the proposed legislation was to ensure that no one within the TMFPD would incur a tax increase as a result of the annexation. He said if the Board approved the recommendation it would allow staff to engage a lobbyist to work towards accomplishing those goals.

12:53 p.m. Commissioner Hartung returned to the meeting.

Chair Berkbigler said it was her understanding the two pieces of legislation were intended to allow the County to merge the two Districts together, which would result in financial savings.

On the call for public comment, Thomas Daly stated the matter had been before the State Legislature before and Assemblyman Kirner assured a group of citizens that the issue would get a fair and quick hearing. He said the savings would be significant and the money could be put to better use. He urged the Board to approve the action.

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried with Commissioner Lucey absent, it was ordered that Agenda Item 6 be approved.

15-0008F AGENDA ITEM 7

Agenda Subject: “Approve the purchase of eighty-one (81) P25 compliant 800 MHz hand held radios at a cost of \$283,755.42, fourteen (14) M7300 Mobile Radios at a cost of \$73,494.99, and to purchase enhancements to bring existing radios up to the most current technology at a cost of 18,622.70 (a total cost of \$375,873.11) from Daily-Wells Communications Inc., 3440 E. Houston Street, San Antonio, Texas 78219. “

Fire Chief Charles Moore stated it was necessary to replace some equipment because radio standards were changing. He said some of the radios would be placed in the volunteer stations in order to facilitate better communication.

Commissioner Hartung said he agreed with the upgrade to the 800 MHz system. He asked why the radios were being purchased from a vendor located in Texas rather than from a local company.

Chris Ketrang, Battalion Chief, replied that Daily Wells Communications, Inc. was the only place to get the equipment.

There was no public comment on this item.

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried with Commissioner Lucey absent, it was ordered that Agenda Item 7 be approved.

15-0009F AGENDA ITEM 8

Agenda Subject: “Possible Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.”

There was no need for a closed session.

15-0010F AGENDA ITEM 9

Agenda Subject: “Commissioners’/Fire Chief’s announcements, requests for information, topics for future agendas, and statements relating to items not on the Agenda. (No discussion among Commissioners will take place on this item).”

Fire Chief Charles Moore announced there would be a need for two meetings in the month of February. He said the County’s Internal Auditor would bring forward a report regarding Emergency Medical Services (EMS) and Regional Emergency Medical Services Authority (REMSA) as requested by Commissioner Hartung.

Commissioner Hartung suggested bringing the firefighter who delivered the baby to a future meeting so the Board could meet him. Chair Berkgigler said that was a good idea.

Commissioner Jung asked the Chief if exploding targets were legal in the County. Amy Ray, Fire Marshal, replied they were legal in Washoe County. She said; however, they were not legal to buy, possess or sell in the cities of Reno and Sparks. Commissioner Jung asked for a future agenda item to consider that issue. She said she heard there was a potential for Smart Meters to cause fires and wondered how the Truckee Meadows Fire Protection District (TMFPD) was responding to that. Fire Marshal Ray said the TMFPD recently responded to a residential fire that had a smart meter and they were working with the Attorney General’s Office, the Public Utilities Commission (PUC) and the Alcohol, Tobacco and Firearms (ATF) Research Laboratory in Maryland to determine the cause. Commissioner Jung suggested posting an informational news release on the County’s web site to let people know the County was being proactive. Fire Marshal Ray stated the TMFPD was moving forward with testing to determine what happened.

There was no action or public comment on this item.

15-0011F AGENDA ITEM 10

Agenda Subject: “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.

On the call for public comment, Sarah Chvilicek stated she served as Chair of the Blue Ribbon Committee (BRC). She stated that by initiating the process to merge the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) the Board was moving fire services towards regionalization, which had been a key recommendation of the BRC. She said regionalization would

increase efficiency, eliminate redundancy and save taxpayer money. She stated the assimilation of the volunteer departments under the TMFPD would provide enhanced oversight, increased accountability, longer term retention, more efficient recruitment, standardized training and competencies, and the implementation of performance standards. She said the consolidation of the organizational structure would improve the overall system and it was the BRC's position that the volunteer fire departments should be fully assimilated into the regionalized TMFPD.

Cathy Brandhorst spoke about matters of concern to herself.

* * * * *

1:08 p.m. There being no further business to come before the Board, on motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried with Commissioner Lucey absent, the meeting was adjourned.

MARSHA BERKBIGLER, Chair
Truckee Meadows Fire
Protection District and Sierra
Fire Protection District

ATTEST:

NANCY PARENT, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District and Sierra Fire
Protection District

Minutes Prepared By:
Cathy Smith, Deputy County Clerk

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
SIERRA FIRE PROTECTION DISTRICT**

TUESDAY

11:00 a.m.

FEBRUARY 10, 2015

PRESENT:

Marsha Berkbigler, Chair
Kitty Jung, Vice Chair
Vaughn Hartung, Commissioner
Jeanne Herman, Commissioner
Bob Lucey, Commissioner

Nancy Parent, County Clerk
John Slaughter, County Manager
Paul Lipparelli, Legal Counsel
Charles Moore, Fire Chief

The Board convened at 11:29 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

15-0014F AGENDA ITEM 2

Agenda Subject: "Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole."

There was no response to the call for public comment.

15-0015F AGENDA ITEM 4

Agenda Subject: "Fire Chief Report: A) Report and discussion related to fire district operations."

Fire Chief Charles Moore introduced his staff members who delivered a baby girl in Sun Valley: Firefighter Paramedic Mark Drury, Captain Scott Stephenson, and Fire Equipment Operator Shane Countryman. Firefighter Paramedic Drury said the delivery was a team effort that included the Regional Emergency Medical Services Authority (REMSA). Chief Moore said staff members were presented with a certificate anytime they saved a life and this would be the start of a new tradition of presenting staff members with certificates for bringing a new life into the world. He congratulated them for a job well done and presented them with their certificates.

Chief Moore said he and Division Chief Tim Leighton travelled to the Gerlach Volunteer Fire Department, and he complimented Chief Gooch on how he had the Gerlach Fire Station organized and for the station and equipment being absolutely immaculate. He said Chief Gooch was doing an excellent job with only 10 volunteers. He advised the Gerlach volunteers responded to 100 percent of the calls to which they were dispatched. He noted Spanish Springs was their closest backup and it would take the crew 1 hour and 15 minutes to get to Gerlach.

Chief Moore said a HAZMAT drill was held recently, and the training Captain was impressed by the skill level of the Verdi volunteers with respect to HAZMAT training, especially since that training was not done frequently.

Chief Moore said open burning would be allowed starting this Saturday, and would last for at least two weeks and possibly longer to take advantage of the brush being very moist. He stated typically open burning did not start until March 1st.

Chief Moore said Friday there was an extreme volume of calls due to the weather. He showed slides of an extrication accident on I-80 near the California border. He stated a tractor trailer was blown off the road into a ditch. He said the crews did an amazing job with the most difficult rescue and extrication the District had done since it was stood up. He stated the heavy load of wood-structural trusses came forward into the cab trapping the driver. He said the extrication was dangerous due to the risk of the cab rolling into the ravine, which was about a 12-foot drop, and required stabilizing the cab before attempting to extricate the driver. He stated a heavy crane from Bragg Crane Service was used to stabilize the cab, after which it took six hours to free the driver. He said the driver was transported to Renown and his prognosis was very good with him being able to get around on crutches. He stated he was thankful the driver was alive and doing well despite how long it took to cut him out. A copy of the slides was placed on file with the Clerk.

Chief Moore stated he provided a report on some fire-prevention statistics and the District would be taking delivery of three new Type 3 Engines. He said one of the old Type 3 Engines would be put into service with the Palomino Valley volunteers, who were working very hard to increase their capabilities in fighting wild-land fires.

Chief Moore said he distributed the quarterly Emergency Medical Services (EMS) Oversight Data report to the Board, which was apparently issued as a final report. He stated he and the Chiefs for the Cities of Reno and Sparks noticed issues with the data reported, because the data was so far from the mean of what their response times actually were. He said the report noted the District had a 2 hour and 30 minute response time to a medical call, which did not happen, and the City of Reno was reported to have a couple of calls where their response time was in excess of an hour; while REMSA had negative response times, which was not possible.

Chief Moore said the study by TriData looked at the region's EMS system and what improvements could be made. He stated it was concluded the problems were

within dispatch and, to get a handle on how to improve the system, dispatch had to be improved first with everyone going to the same system. He said REMSA, the City of Reno, and the County all had separate dispatch processes, and the time clock was different for REMSA and the Regional Emergency Communication Center (ECOMM). He felt the central issue in improving the response times for EMS was to look at the dispatch process instead of looking at who got there first.

Chief Moore stated if he had some chest pains, he could call 9-1-1 or REMSA's Nurse Health Line. He said where the call went determined how fast the agencies would be dispatched. He stated a few days ago a call regarding chest pains in Sun Valley went to REMSA's dispatch. He said typically REMSA would take the call and would send their ambulance towards the address of the caller. He stated then the REMSA dispatcher would start to ask the caller a series of questions. He said once that process ended, the response time clock started, even though REMSA received a pre-alert and was already responding. He felt the response time noted for REMSA was artificially short, and the entire dispatch process from the call to when the patient was touched was really what needed to be understood. He said doing that would provide a good understanding where the ambulances and the fire agencies should be distributed and to understand the skill level the firefighters should have. He said REMSA's and ECOMM's clock needed to be on the same system and, currently, those times were different.

Chief Moore stated until the ambulance and the fire agencies were dispatched simultaneously, we would not have a true picture that would allow the Board, the Health District, and the EMS Oversight Board to make good decisions that would affect the patient's outcome. He noted there were technical issues, such as making sure there was a CAD-to-CAD link, which were being worked on. He said that link would ensure when REMSA got a call, 9-1-1 would see the call at the same time. He stated that was what needed to happen; and he felt it should happen very quickly, because it would provide good data and allow for making better decisions.

Chief Moore said he hoped in the future, the Chiefs could take a look at the data collected by the Health District before it went into the report, because any errors would skew the results of the analysis.

Chair Berkbigler said her frustration was this was not a competition and the report should not indicate who got to the scene first, but should be making sure the patient was responded to regardless of who got there first. She stated it was frustrating to get an e-mail from a constituent who was unhappy because too much time was being spent arguing about who got there first. She agreed we needed to move forward in the dispatch area.

Commissioner Hartung asked if the report was prepared by the Health District. Kevin Dick, District Health Officer, replied it was. He said the data was put together from information received from the Truckee Meadows Fire Protection District (TMFPD) and the City of Reno Fire Department. He felt some of the comments made were regarding outliers in that data and, whether there was a glitch in the way time was

reported or something did not occur properly in the response, it was important to investigate it. He stated while the claim was made that the data was erroneous, the Health District was working off of data provided to them by the fire agencies. He said they met with the Fire Chiefs on Friday to discuss the data and to get their input. He stated he tried to meet with Chief Moore for over a month, but he would be happy to take any input Chief Moore had. Commissioner Hartung said it was not a matter of there being a clerical error, but about whatever was reported was what was written. Mr. Dick said what was reported was what was written in the report.

Chief Moore said the errors found were within the dispatch process. He agreed they provided the data, but what he was asking for was for the Fire Chiefs to have an opportunity to look at the data before the report was made final. He advised the 2.5 hour response time was due to the dispatcher's screen being left open, and he wanted the opportunity to either clean that data point or explain it. Commissioner Jung stated she did not have a problem with the person supplying the data having an opportunity to look at it and clarify what actually happened. She asked if there was a problem letting the people who supplied the data look over the report before going to print with it. Mr. Dick noted District Health's staff investigated the 2.5 hour call and found the problem in dispatch. He said he was open to taking comments. He stated the report was distributed to the Fire Chiefs and the members of EMS Advisory Board, and he also provided Commissioner Hartung with a copy due to his interest in the data. He advised the report had not been published as the final report. He stated they could consider any comments and look at making any modifications or clarifications.

Commissioner Jung said the Health District walked a very fine line. She stated this issue was political, because there were arguments about whose dispatch service was the best. She said the Board did not care about the competition part, but wanted the data, so what EMS Study indicated should be done could be implemented. She requested the Chiefs provide their input before the report was sent out. She said she felt it was credible and valid that the Health District found the reason for the 2.5 hour response, and also felt it was import that there should be one number for a patient. She stated she did not want to talk about this until it was all done, because this had been worked on for at least eight years. She said the Health District did a good job on the report, but ran into some issues with perception. She stated the Fire Chiefs were not happy that they did not have a seat in the Advisory Committee, and she encouraged Mr. Dick and the Health District's staff to be sensitive to that.

Mr. Dick said fundamentally he did not disagree with Chief Moore. He stated dispatch was fundamental to the EMS system, and the future connections between the dispatch systems would certainly enhance the system. He said he met with Sheriff Chuck Allen to talk about integrating their data into the report to get a fuller picture. He felt there was agreement in the long run on where things should go.

Commissioner Hartung agreed this was not a competition, but was about the citizens and the services we provided to them collectively. He said dispatch was the

lynchpin and needed to be fixed, because seconds mattered when treating a stroke victim. He felt everyone should look at and assess the data.

Commissioner Jung felt the District Board of Health should be in the lead for the fixes to the dispatch problem. She said she wanted to have a meeting with the District Board of Health, and a deadline should be set to get the problems fixed. She said if more heat needed to be put on REMSA, she would be happy to do that because she felt they had not done their due diligence in making sure there would be a single ID number so a patient could be followed from the initial phone call to their release from the hospital.

Commissioner Jung noted Washoe County paid for more than 51 percent of Health District's budget, and she would like to discuss the makeup of the District Board of Health regarding what would be parody in administering more than 51 percent the budget. She noted the other 49 percent of the budget came from fines, fees, and grants.

Chief Moore said matching the REMSA call to a fire call was almost impossible for the Health District's staff to do, because the same call-identifier needed to be in the same clock time. He complemented the Health District on what they had accomplished so far, because 60 percent of REMSA's calls could not be matched to a fire call and 20-30 percent of the District's calls could not be matched to a REMSA call. He said until those calls could be matched, there would be a problem in the analysis, but the CAD-to-CAD link would help move things forward.

There was no action taken or public comment on this item.

Later in the meeting, Chief Moore noted the 75 smoke detectors taken to Wadsworth were very well received, and many people said they wanted more than one in their home. He said some people took extra smoke detectors to give them to their neighbors. He stated they still had hundreds of smoke detectors to disburse.

15-0016F AGENDA ITEM 5

Agenda Subject: "Acknowledge Receipt of Truckee Meadows Fire Protection District Emergency Medical Services Review from the Internal Audit Division."

Alison Gordon, Internal Auditor, advised the \$287 in last paragraph on page 4 of the audit report should be \$459. She stated on September 23, 2014, she was asked by the Board to provide an analysis in coordination with Scott Main, LSM-Government Financial Management, to determine the cost to the District to respond to medical calls and to do a review of the emergency medical services (EMS) provided to the citizens of Wadsworth, Nevada.

Ms. Gordon said it was found various emergency-response entities responded to EMS calls in Washoe County, which included REMSA and the various County and non-County response agencies listed on page 1 of the staff report.

Ms. Gordon said during Fiscal Year 2014, the District responded to 6,257 EMS calls, which equated to 82 percent of their call volume. She stated the cost estimated for each EMS call was \$2,582, which included the direct cost of emergency operations and administrative overhead. She noted that was 9 percent more than first reported in March 2012. She said the District assisted REMSA with patient transport 56 times from January 1, 2014 to June 30, 2014 at a total cost of \$7,300. She stated that amount included the salary and benefits of the paramedic assisting in the transport, as well as the staff and costs of the participating fire station that had to go out of service if there were no longer three firefighters present. Commissioner Hartung asked if the average cost of \$129 for a paramedic to assist in transport included all of the members of the crew that was out of service. Ms. Gordon said that was the per station cost. Commissioner Hartung asked if it also included the physical cost of driving the engine. Mr. Main said it included all overhead costs, which was spread out over a 24-hour day.

Ms. Gordon said Wadsworth's EMS service fell within REMSA's franchise operational area. She stated on June 22, 1994, the District Board of Health approved REMSA's maintaining a ground ambulance in Wadsworth. She said that meant the County's average ground-ambulance bill would be increased by 5.3 percent or \$27 to cover the cost of placing and staffing an advanced life-support unit in Wadsworth. She stated REMSA placed a mobile home and ambulance next to the District's Wadsworth Fire Station, but the arrangement did not continue for unknown reasons. She said currently REMSA's staff and ambulance were located at the Big Bend RV Park in Wadsworth. However, the staff and ambulance were not always stationed in Wadsworth.

Ms. Gordon stated REMSA was requested to provide the data showing the number of ground responses during Fiscal Year 2014, but REMSA's management said that data was not available. She stated the Health District's records showed REMSA had three ground responses in Wadsworth during 2014. She stated she received information from REMSA that for the first four months of Fiscal Year 2015, REMSA had responded 19 times with nine ground transports. She said the number of responses by REMSA resulted in other fire entities responding to EMS calls in Wadsworth. She noted the District's closest stations were 30 miles away from Wadsworth, and other non-County entities were strategically closer and responded when available. During Fiscal Year 2014, the two District stations responded to 112 Wadsworth calls, the North Lyon Fire Protection District responded 32 times, and the Pyramid Lake Fire Rescue/EMS Tribal District responded 71 times. She said over the first four months of 2015, there were responses 101 times by the various entities. Commissioner Hartung asked if the calls were broken down by priority. Ms. Gordon replied they were not. Commissioner Hartung said in fairness to REMSA, not every call required transport to the hospital but could require immediate medical attention that a fire crew could render. Ms. Gordon said part of the point of isolating the calls in the Wadsworth area was because REMSA was receiving funding to actually be in Wadsworth. She said if they were, they would get to a medical emergency before someone further away could.

Ms. Gordon said REMSA had been collecting \$27 since 1994, which was adjusted annually for the Consumer Price Index, in its billings to County customers. She stated because actual data was limited or not available, her analysis generated a very conservative estimate of REMSA's Wadsworth revenues and expenditures, including an amount for uncollectable accounts over the last 20 years and adjusted annually for the Consumer Price Index, indicated REMSA might have collected an estimated \$6.1million more in revenues than they spent for expenditures. She stressed that was based on a very conservative analysis. She said the money REMSA received for Wadsworth was not tracked separately and was included in their patient-service revenue in its financial statements. She said the excess revenues collected to fund EMS service in Wadsworth either subsidized the cost of providing service outside of Wadsworth or increased their fund balances.

Ms. Gordon said a review was done to see if REMSA was providing any reimbursement to the County and other non-County providers of EMS service, and it was found in August 2013 that the District, the Reno Fire Department, the Sparks Fire Department, and REMSA entered into a three month agreement whereby REMSA would reimburse the cost of certain medical supplies used by the participating agencies. She said once the agreement expired, the District entered into a verbal agreement with REMSA, but REMSA only reimbursed the District \$852 of the \$15,421 owing through November 2014. She stated REMSA was not always reimbursing non-County entities responding to the County's emergency-medical calls for their cost of providing service and their medical supplies.

Ms. Gordon thanked everyone who helped her with the audit report, especially the District; Scott Main; Scott Huntley, North Lyon Fire Protection District; Gary Hanes, Storey County Fire Protection District; Don Pelt, Pyramid Lake Fire, Rescue/EMS Tribal District; Mike Brown, North Lake Tahoe Fire Protection District, and Judge Terry Grant .

Chair Berkgigler asked if the District had been billing the EMS medical supplies to REMSA. Ms. Gordon replied they had been billed. Commissioner Hartung asked how often the District was reimbursed. Fire Chief Charles Moore stated the agreement was for three months, and he believed there was a written agreement to that effect. He said everyone submitted their bills and all three agencies were reimbursed. He stated the District continued to bill REMSA after it became an all Advanced Life Support (ALS) agency, but did not receive payment. He said there was a very lengthy e-mail stream between the District and REMSA, but they had not received payment. He stated the Cities of Reno and Sparks were still getting reimbursements, which were being calculated on an average. He said the District's financial staff recommended using the actual costs. He stated REMSA then indicated they needed to see the cost per call, which was a bit cumbersome to do. He said the District would rather associate a call to the medical supplies and collate that information monthly. He stated however that was done would be fine with the District, but nevertheless REMSA was asking the District for a new agreement; while he understood the Cities of Reno and Sparks were not being asked for a new agreement. He said the Franchise Agreement said REMSA would reimburse

the fire agencies for their medical-soft goods, but the bottom line was the District was not getting reimbursed.

Commissioner Hartung said he did not understand why the District was not being reimbursed by REMSA. He felt it was almost as if the District was in a competition with REMSA, when in reality it was not a competition. Chair Berkbigler said she also had a question as to why the Cities of Reno and Sparks were being reimbursed and the District was not. Tom Clark, representing REMSA, said he did not have the answer. He stated management was going through the audit and was listening to this testimony. He said they would have to digest the findings in the audit, but REMSA would come before the Board to answer their questions in good time. Chair Berkbigler asked if a report on the status of EMS medical supplies could be done at the next Board meeting. Mr. Clark said he could not commit to doing a report that quickly, and he would have to talk with REMSA's senior staff. Chair Berkbigler requested a response sooner rather than later, and she requested Mr. Clark get in touch with the County Manager to get on an agenda. Mr. Clark replied he would do that.

Mr. Dick said he did not receive a copy of audit report to review, so he had not gone through the report thoroughly. He said this was the first time he heard about problems with the reimbursements for the medical supplies, which he would look into. He believed there were some inaccuracies in the report, such as REMSA only responding to three calls in Wadsworth during the first six months of calendar year 2014; and he believed the numbers reported was that REMSA transported three times, which did not mean REMSA only responded three times. He said they would also look at whether the numbers cited for Wadsworth were on County lands, Tribal lands, or both; because the REMSA franchise did not cover the Tribal lands.

Chair Berkbigler said she understood the issue of transporting versus making a call, but the Board had great faith in the County's Internal Auditor. She asked that Mr. Dick take the opportunity to sit with her and go through the audit to get his questions answered. She requested this audit be brought back to the Board after everyone had a chance to review it and all questions were answered. She said a great deal of money was involved, and it was the Board's duty and responsibility to get answers as to where the constituents' dollars were going.

Commissioner Hartung said Jim Gubbels, REMSA President, mentioned to him that he had documentation from the 1994 agreement indicating it was a short term arrangement and was not in force today. He stated what he had access to did not indicate it was a short-term arrangement, and he would like to see the documentation Mr. Gubbels referred to or have it provided to Ms. Gordon. Mr. Clark said he would make that request. Chair Berkbigler asked for a clarification on why the Cities of Reno and Sparks were still getting reimbursed, but the County was not.

Chair Berkbigler suggested rescheduling this item since all of the answers were not available. Commissioner Jung felt we had gone through the whole report. She said we needed clarification from parties involved as to what was erroneous, why

REMSA was not the first to respond when supposedly that was what the agreement enlisted them to do, or did they in fact not collect any of that money. She said the Board could not make any decisions, give direction to staff, or make policy decisions until they dealt with credible and valid points.

Ms. Gordon said it was like pulling teeth to get the data from REMSA and sometimes the District Board of Health's staff was not easy to work with, even though eventually her access was ironed out. She stated she tried twice to get the data on the responses to Wadsworth, but apparently REMSA did not have the data from 2014 to show how many times they were in Wadsworth. She reiterated she did a very conservative analysis of the money REMSA collected to provide service to Wadsworth because she had some beginning and ending data, but nothing in between; because no one had any information they could or would provide to her. Chair Berkbigler said she had a great deal of faith in Ms. Gordon, who had provided the Board with a number of audits and always did a great job. She said if there was some explanation for some of the things, the Board needed to see that information.

Commissioner Hartung said he requested this item because he wanted to know what it cost the District to respond to the medical calls and what it cost to have the District's paramedics ride to the hospital. He stated he was not suggesting that was a bad thing, because the District was in the business of saving lives. He noted Ms. Gordon had told him how difficult it was to get the data, but the data being asked for in no way violated the Health Insurance Portability and Accountability Act (HIPAA) or anyone's personal rights and freedoms, but was data that would be collected on a day-to-day basis about how many calls were responded to and the priority of the call. He felt the taxpayers wanted to know how their money was being spent, especially with respect to emergencies, and those were fair questions that should be answered.

There was no public comment or action taken on this item.

12:45 p.m. The Board remained convened as the Board of Fire Commissioners (BOFC) and convened as the Board of County Commissioners (BCC).

15-0017F **AGENDA ITEM 6**

Agenda Subject: "Discussion and possible action for approval to submit a request to de-annex from the City of Reno APN 554-010-07, known as Truckee Meadows Fire Station #13 and include the area into the boundary of Truckee Meadows Fire Protection District."

Fire Chief Charles Moore discussed the de-annexation of the Sierra Sage Golf Course from the City of Reno. He stated the Golf Course was next door to Station 13, but the Golf Course was within the limits of the City of Reno. He said the manager of the Golf Course was concerned Station 13 would not be dispatched if there was a medical emergency at the Golf Course, even though it was only a few hundred feet away and, instead, Reno Engine 9 would come from many miles away.

Chief Moore said staff also found Station 35 was within the limits of the City of Reno. He stated for Station 13, the County owned the land and the District owned the station.

Chief Moore said a gentleman having chest pains pulled into Station 13 when the crew was out but was only a few blocks away. He stated the gentleman called 9-1-1 and gave Station 13's address and, instead of Station 13's crew being dispatched, Reno Engine 9 was dispatched from six miles away.

Chief Moore said if this item was approved, the Sierra Sage Golf Course, Station 13 and Station 35 would be taken to the City of Reno to request de-annexation.

12:47 p.m. Commissioner Jung left the meeting.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Commissioner Jung absent, it was ordered that Agenda Item 6 be approved.

12:48 p.m. The Board recessed as the Board of County Commissioners and remained convened as the Board of Fire Commissioners.

15-0018F AGENDA ITEM 7

Agenda Subject: "Discussion and possible approval of a Cooperative Agreement between Truckee Meadows Fire Protection District and the Pyramid Lake Paiute Tribe for Provision of Emergency Response to the Wadsworth Area."

Fire Chief Charles Moore said the Cooperative Agreement would provide a response within Wadsworth area by the Pyramid Lake Paiute Tribe, which was closer to Wadsworth than the District's fire stations. He stated through the Citizen Advisory Board meetings and discussions with his counterpart at the Pyramid Lake Piute Tribe Fire Department, he was aware there were a number of volunteers who lived in Wadsworth and, in addition, the Tribe had citizens in the Wadsworth area. He said when there was a fire on Tribal lands, the Tribal volunteers had to respond from Wadsworth, get their equipment from Nixon, and then go back to Wadsworth, which did not seem like an efficient system. He said when there was a fire within the District's boundaries, the District was responding from either Sun Valley or Hidden Valley. He stated when that occurred, they called for mutual aid. He stated the Agreement would allow the Tribe to operate out of the District's Wadsworth station, so the Tribe's volunteers could make a first response to both Wadsworth and the Tribal areas.

Chief Moore said for the citizens living in Wadsworth, he would encourage them to become Tribal volunteers, which would strengthen the Tribal Fire

Department and would provide a stronger response to the citizens of Wadsworth. He stated the agreement also called for the donation to the Tribe of a water-tender and a patrol unit no longer needed by the District. He said the Tribe would put an engine in the Wadsworth Station and the District would take the Wadsworth engine and move it to a volunteer agency.

Chief Moore said if the Board approved this item, the vehicles would be donated and the Tribal Council would consider the Agreement on February 20, 2015. He stated the Wadsworth Station would remain a District asset and the Tribe would get additional training. He felt this was a perfect quid pro quo for the Tribe, the citizens of Wadsworth, and the District. Chair Berkbighler felt this was a wonderful idea.

Commissioner Hartung said the Agreement had been worked on for some time, and would provide adequate service to the Wadsworth area and to the I-80 corridor until it went into the neighboring county. He asked if Wadsworth would have sleeping quarters. Chief Moore replied there would be no sleeping quarters. Commissioner Hartung asked what the value of the equipment was. Chief Moore replied about \$5,000. Commissioner Hartung asked what happened if the Tribe decided to cancel the Agreement before its three-year term was up. Chief Moore advised the Tribe would keep the equipment, which the District had no use for even though it was mechanically sound.

Commissioner Hartung believed there were four volunteers from the Stampmill Estates area who were interested in becoming volunteers, and would go under the direction of the Tribe. Chief Moore confirmed they would not be District volunteers. Commissioner Hartung asked who would be the responsible party if there was an injury. Chief Moore understood the agency assumed the liability for worker's compensation coverage. Commissioner Hartung said if something happened, the Occupational Safety and Health Administration (OSHA) would want to see the training records. He stated he wanted to make sure the County would not be responsible for keeping the training records, even though he felt it would be a good idea to get reports from the Tribe on how and when they were trained. Chief Moore advised OSHA did not have jurisdiction even though they would be responding into Washoe County, because the Tribe was a sovereign nation. Paul Lipparelli, Legal Counsel, advised the Cooperative Agreement sought to have everyone retain their own responsibility and liability for the acts of its responders, and to prevent either of the agencies from being construed to be the employer of any of the other agency's personnel.

12:55 p.m. Commissioner Jung returned.

Commissioner Hartung said the Cooperative Agreement was great for everyone, and he looked forward to a more robust response in the Wadsworth area. Chief Moore said the CAB's reaction to the Agreement was enthusiastic.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 7 be approved. The Cooperative Agreement for same is attached hereto and made a part of the minutes thereof.

15-0019F AGENDA ITEM 8

Agenda Subject: "Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations."

There was no closed session.

15-0020F AGENDA ITEM 9

Agenda Subject: "Commissioners'/Fire Chief's announcements, requests for information, topics for future agendas, and statements relating to items not on the Agenda. (No discussion among Commissioners will take place on this item)."

Commissioner Lucey asked about the status of the fire station off of Damonte Ranch Parkway. Fire Chief Charles Moore said there would be a recommendation at the next meeting to purchase the property, which would be used to relocate Station 14, assuming the seller agreed to the shape of the site needed.

Commissioner Hartung said he thought the issue of a dwelling under the 5,000 foot requirement for fire suppression was resolved. He stated it could be very expensive to put fire suppression in smaller homes. He felt the issue should be brought back for discussion if it had not been resolved.

15-0021F AGENDA ITEM 10

Agenda Subject: "Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole."

There was no response to the call for public comment.

* * * * *

1:05 p.m. There being no further business to come before the Board, on motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, the meeting was adjourned.

MARSHA BERKBIGLER, Chair
Truckee Meadows Fire
Protection District and Sierra
Fire Protection District

ATTEST:

NANCY PARENT, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District and Sierra Fire
Protection District

*Minutes Prepared By:
Jan Frazzetta, Deputy County Clerk*



**WASHOE COUNTY
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**



STAFF REPORT

**Board of Fire Commissioner Meeting Date: April 21, 2015
Board of County Commissioner Meeting Date: April 28, 2015**

CM/ACM JS
Finance VVB
Legal
Risk Mgt. DE
HR N/A

DATE: March 24, 2015

TO: Board of County Commissioners
Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Russ Pedersen, Chief Deputy WCSO
Telephone: (775) 328-3004, Email: rpedersen@washoecounty.us
Tim Leighton, Deputy Fire Chief
Telephone: (775) 328-6125, Email: [tleighton@tmfpd.us](mailto:tleighon@tmfpd.us)

THROUGH Chuck Allen, Sheriff
Charles A. Moore, Fire Chief

SUBJECT: Approval of an Interlocal Agreement between Truckee Meadows Fire Protection District and Washoe County, on behalf of the Washoe County Sheriff's Office, for the testing and training connected to Self-Contained Breathing Apparatus Equipment commencing April 21, 2015. (All Commission Districts)

SUMMARY

Truckee Meadows Fire Protection District (TMFPD) wants to enter into an Interlocal Agreement with Washoe County Sheriff's Office (WCSO) for the testing and training connected to self-contained breathing apparatus (SCBA) Equipment.

Strategic Objective supported by this item: *Sustainable Economic Resources*

Washoe County Strategic Outcome supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

Washoe County Board of Commissioners and Truckee Meadows Board of Fire Commissioners approved this Interlocal agreement on April 23, 2014. This is a renewal of the same agreement with rate updates.

BACKGROUND

Washoe County Sheriff's Office maintains numerous self contained breathing apparatus equipment (SCBA) on our property. WCSO is required per the Occupational Safety and Health Administration (OSHA 1910.134) to maintain the SCBA equipment due to our type of facility. WCSO is required by OSHA to annually inspect and test the SCBA under National Fire Protection Association (NFPA) standards and directives of the SCBA manufacturer. TMFPD has the training, knowledge and qualifications to inspect and repair SCBA equipment in compliance with NFPA and OSHA standards. They also have the knowledge and resources to provide

training material as it relates to SCBA inspection to include NFPA standards, OSHA requirements and directives of the SCBA manufacturer.

FISCAL IMPACT

During the remainder of FY2014/2015 and for FY2015/2016 budget, any cost accrued will be covered within the existing operating budgets.

RECOMMENDATION

Staff recommends the Board/s approve an Interlocal Agreement between Truckee Meadows Fire Protection District and Washoe County, on behalf of the Washoe County Sheriff's Office, for the testing and training connected to Self-Contained Breathing Apparatus Equipment commencing April 21, 2015.

POSSIBLE MOTION

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

"I Move to approve an Interlocal Agreement between Truckee Meadows Fire Protection District and Washoe County, on behalf of the Washoe County Sheriff's Office, for the testing and training connected to Self-Contained Breathing Apparatus Equipment commencing April 21, 2015."

**INTERLOCAL AGREEMENT BETWEEN
WASHOE COUNTY ON BEHALF OF
THE WASHOE COUNTY SHERIFF'S OFFICE
AND
THE TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
FOR THE TESTING AND TRAINING CONNECTED TO SELF-CONTAINED
BREATHING APPARATUS (SCBA) EQUIPMENT**

This Agreement is executed and entered into this 21st day of April, 2015, by and between the Truckee Meadows Fire Protection District (hereafter referred to as "TMFPD"), and Washoe County, for and on behalf of the Washoe County Sheriff's Office (hereafter referred to as "WCSO").

RECITALS

WHEREAS, WCSO, and TMFPD are authorized under NRS 277.180 to contract with any one or more public agencies to perform any government service, activity or undertaking which any of the public agencies entering into the Agreement is authorized by law to perform;

WHEREAS, TMFPD requires equipment to ensure National Fire Protection Association (hereafter referred to as "NFPA") compliance for SCBA testing to perform its public safety duties;

WHEREAS, WCSO possesses SCBA testing equipment resources and has agreed to make such equipment available to the TMFPD;

WHEREAS, TMFPD has the training, knowledge and qualifications to conduct SCBA fit testing;

WHEREAS, WCSO has the need for such SCBA fit testing to occur annually;

WHEREAS, it is deemed that the equipment of WCSO and the Qualifications of TMFPD hereinafter set forth are necessary for both parties and the public.

NOW, THEREFORE, based upon the foregoing recitals which are incorporated by reference, the parties mutually agree as follows:

1. **EFFECTIVE DATE.** This Agreement shall be effective April 21, 2015.
2. **TERM OF AGREEMENT.** This Agreement shall continue for two (2) years from the effective date of this Agreement, and shall automatically extend for one (1) additional year term on the same terms and conditions contained in this Agreement, provided neither party is in default at the time of renewal, or the Agreement is not otherwise terminated pursuant to Section 3.

3. **TERMINATION.** This Agreement may be terminated by either party with 120 (120) days written notice to the other party delivered to the address set forth in the Notice Section set forth below.
4. **MODIFICATION OF AGREEMENT.** The parties may mutually agree to modify the terms of this Agreement. Such modification must be in writing and signed by all parties with the proper authorization and authority.
- a. If either party determines that a revision to the Agreement is required, the other party will be notified in writing of the requested change/revision.
- b. Both parties will be responsible for contacting its respective legal departments for review and revisions and to prepare the appropriate document to make the requested changes to the Agreement.
- d. Both parties will be responsible for providing the proposed revisions in the Agreement to their legal counsel.
- e. When both parties and their counsel have agreed to the recommended changes, then each party will obtain the necessary approvals and signatures from their board and provide the finalized document to the other party for appropriate approval and signature.
5. **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 mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth herein as:

Truckee Meadows Fire Protection District
Attn: Fire Chief
PO Box 11130
Reno, Nevada 89520

Washoe County Sheriff's Office
Attn: Sheriff
911 Parr Blvd
Reno, Nevada 89512

6. **DUTIES AND RESPONSIBILITIES OF WCSO.** The following is a description of the duties of WCSO in accordance with the terms of this Agreement. WCSO agrees to the following duties and responsibilities in addition to any additional requirements set forth in this Agreement.
- a. Any required repair, testing, shipping or replacement costs of the WCSO PosiCheck and WCSO fit testing machine.

- b. Any repair, testing or replacement costs for SCBA packs, components, parts and masks.
- c. Delivery and pick up of the SCBA packs and masks for testing purposes.
- d. One file cabinet with four drawers.
- e. One lap top computer to support the testing system.
- f. Provide one color printer and printer cartridges for record keeping.
- g. Any repair, hydrostatic testing, or replacement of SCBA cylinders.
- h. Ensure WCSO staff is compliant with NFPA, OSHA and manufacturer standards.
- i. Maintain all inspection records for FIT Testing.
- j. Provide lap top and fit testing equipment to test WCSO employees.

7. **DUTIES AND RESPONSIBILITIES OF TMFPD.** The following is a description of the duties of TMFPD in accordance with the terms of this Agreement. TMFPD agrees to the following duties and responsibilities in addition to other requirements as set forth in this Agreement.

- a. Inspect and repair all WCSO SCBA on an annual basis, adhering to NFPA and Occupational Safety and Health Administration (hereafter referred to as "OSHA") standards.
- b. Notify the WCSO of any identified issues or concerns connected to the testing equipment, SCBA bottles or any support equipment.
- c. Provide training material to WCSO staff as it relates to SCBA inspection, to include NFPA standards, OSHA requirements and directives of the SCBA manufacturer.
- d. Assist WCSO staff with compliance of NFPA, OSHA and manufacturer standards.
- e. Upon request conduct SCBA mask fit testing for WCSO employees
- f. Maintain all inspection records for SCBA Equipment

8. **COST OF SERVICES.** Each agency agrees to the following terms of this agreement.

- a. Upon request TMFPD agrees to inspect and repair SCBA equipment at no labor cost to WCSO. All parts for repair will be purchased by WCSO
- b. WCSO agrees to pay TMFPD for Fit Testing, not to exceed \$45.00 per hour straight time or \$63.00 per hour for overtime.
 - i. Compensation shall be at a minimum of 2 hours per person and may be pro-rated for each quarter (15 minutes) for time less than one full hour after that.
- c. WCSO shall tender payment to TMFPD within 30 days of receipt of invoices.

9. **RECORD MAINTENANCE.** TMFPD agrees to keep and maintain full, true and complete records, contracts, books and documents as are necessary to fully disclose to the WCSO, State or United States Government, or their authorized

representatives, upon audits or reviews, sufficient information to determine compliance with all WCSO, state and federal regulations and statutes. The period of retention shall be set forth by both parties, dictated by policies and procedures. These records will also include, but are not limited to, testing records, training logs, repairs records, invoices and various statistical data relative to the user agency's daily and annual operations.

10. **LIMITED LIABILITY.** Without waiving any defenses or limitations set forth in NRS Chapter 41, the parties agree that each will be responsible for any liability, damages or loss that may be incurred as a result of any claim, demand, cost or judgment made against that party arising from an intentional, reckless, negligent act or negligent failure to act by any of that party's employees, agents, servants in connection with work or responsibility performed pursuant to this Agreement.

The parties will not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable actual Agreement damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

11. **INDEMNIFICATION.** Pursuant to Nevada Revised Statutes, Chapter 41, and without waiving any provisions thereof, the parties hereto agree to hold harmless, indemnify and defend each other from and against any and all losses, liabilities or expenses of any nature resulting from any claim for injury to the person or property of another as a result of any negligent, reckless or intentional act on the part of their respective employees, agents or servants. Neither party waives any right or defense to indemnification that may exist in law or equity.
12. **INSURANCE.** The parties to this Agreement shall procure and maintain, during the term of this Agreement, General Liability Insurance or provide for their respective financial obligations through a program of self-insurance in compliance with the Nevada Revised Statutes Chapter 41.
13. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. With respect to the performance of services pursuant to this Agreement, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Agreement. WCSO shall have the sole right to supervise, manage, operate, control and direct performance of the details incident to its duties and personnel herein. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of any employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities and obligations of the other agency or any other parties.

14. **USE OF EQUIPMENT.** All equipment and maintenance of equipment located with TMFPD, as defined in this agreement, shall remain the property of the WCSO.
15. **INSPECTION AND AUDIT.** Either Participating Agency shall have the right to conduct a performance audit of the equipment at the expense of the WCSO. The other participating Agency shall cooperate in the conduct of such a performance audit.
16. **BREACH; REMEDIES.** Failure of either party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.
17. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of this Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
18. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.
19. **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.
20. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.
21. **PUBLIC RECORDS:** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

22. **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.
23. **PROPER AUTHORITY:** The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to perform the services set forth in this Agreement.
24. **GOVERNING LAW; JURISDICTION.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts in the Second Judicial District for enforcement and construction of this Agreement.
25. **PRIOR AGREEMENTS.** This Agreement supersedes any prior agreement for such services and the prior agreement is thereby terminated as of the date this Agreement becomes effective.
26. **ENTIRE AGREEMENT AND MODIFICATION.** This Agreement constitutes the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.
27. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.
28. **THIRD PARTY BENEFICIARY RIGHTS.** This Agreement is not intended to and does not create any third party beneficiary rights in any person not a party to this Agreement.

The parties have caused this **Interlocal Agreement between Washoe County on behalf of the WCSO and TMFPD for the Testing and Training Connected to Self-Contained Breathing Apparatus Equipment to be duly executed this 21st day of April, 2015.**

**WASHOE COUNTY
BOARD OF COUNTY COMMISSIONERS**

**TRUCKEE MEADOWS FIRE
PROTECTION DISTRICT**

BY: _____
Marsha Berkgigler, Chair

BY: _____
Marsha Berkgigler, Chair

DATE: _____

DATE: _____

ATTEST:

BY: _____

DATE: _____



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal _____
Risk Mgt. _____
HR N/A

DATE: April 6, 2015
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: 775.328.6123 Email: cmoore@tmfpd.us
SUBJECT: Approval of an Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District. (All Commission Districts)

SUMMARY

Approval of an Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

On May 13, 2014 the Board of Fire Commissioners approved and accepted a five (5) year Cooperative Agreement with a corresponding Annual Operating agreement with the Bureau of Land Management Carson City District Office and has subsequently approved the Annual Operating plan each year up to and including 2015.

On June 26, 2012 the Board of Fire Commissioners approved and accepted a five (5) year Cooperative Agreement with a corresponding Annual Operating agreement with the Bureau of Land Management Carson City District Office and has subsequently approved the Annual Operating plan for 2013.

BACKGROUND

Staff has with the cooperation of our BLM partners updated the necessary agreements to provide for an expanded coverage area to include the Winnemucca District, a region that borders Truckee Meadows Fire Protection District from Wadsworth to Nixon.

Approval of the Cooperative Agreement and associated Annual Operating plan will continue the practice of sharing critical resources in a timely and cost efficient manner and providing our citizens with the high level of service they have come to expect from the District.

FISCAL IMPACT

Should there be any costs related to exceeding the time threshold and or the need to enter into cost share agreements, there is sufficient budget authority within the approved 2015/16 budget.

RECOMMENDATION

Staff recommends that the Board approve an Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District.

POSSIBLE MOTION

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

"I move to approve an Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District."

2015
ANNUAL OPERATING PLAN
FOR COOPERATIVE FIRE PROTECTION AGREEMENT
Between
BUREAU OF LAND MANAGEMENT, CARSON CITY DISTRICT OFFICE,
WINNEMUCCA DISTRICT OFFICE

And
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

I. IDENTIFICATION OF ADMINISTRATIVE UNITS

This operating plan is made and entered into by and between:

United States Department of the Interior
Bureau of Land Management
Fire & Aviation
Carson City District Office
Attn: Fire Management Officer
5665 Morgan Mill Road
Carson City, NV. 89701

United States Department of the Interior
Bureau of Land Management
Fire & Aviation
Winnemucca District Office
5100 East Winnemucca Blvd.
Winnemucca, NV 89445

and

Truckee Meadows Fire Protection District on behalf of itself and the Sierra Fire Protection District which has consolidated into the former, hereinafter called DISTRICT
P.O. Box 11130
1001 E. Ninth Street
Reno, NV 89520-0027

II. AUTHORITY

This Annual Operating Plan (AOP) is required by the Cooperative Wildland Fire Management Agreement BLM-NV-CFPA-NV00340-2014-010 (herein after called the Agreement) between Truckee Meadows Fire Protection District on behalf of itself and the Sierra Fire Protection District which has consolidated into the former, and the Bureau of Land Management, Carson City District Office and Winnemucca District Office. This plan shall be attached to and become an exhibit of the Agreement upon signature of all parties, and shall be reviewed annually not later than April.

III. PURPOSE

This operating plan provides the officers and employees of Agencies to this Agreement the guidelines and information necessary to properly execute the terms of the Agreement.

IV. DEFINITIONS AND DESCRIPTIONS

A. Direct Protection Area:

1. A protection boundary between each agency shall be established, approved and identified as an exhibit to the agreement and becomes part of the operating plan. Maps should be kept on files by each agency. Electronic maps will be provided at the annual operations meeting between the agencies participating in this plan for field use. Chief Officers from each agency will be familiar with DPA boundaries in their respective areas.
2. District is primarily responsible for all risk emergency response on any private or county land within the boundaries of the Truckee Meadows Fire Protection District and Sierra Fire Protection District.
3. The BLM is primarily responsible for suppression of wildland fires on Federal lands within the protection boundaries of the Carson City District Office and other lands identified as Direct Protection Area (DPA) Bureau of Indian Affairs, Bureau of Reclamation and lands under the California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement.
4. The BLM will not assume responsibility for structure fire suppression and/or protection that are the legal jurisdiction of another entity (State, Tribal, and county, local, or property holder).

V. Mutual Aid

It is understood that the mission and intent of Agencies to this Agreement is to quickly suppress wildland fire regardless of jurisdiction and/or ownership. It is considered mutually beneficial to all Parties to jointly take action as necessary to achieve this mission and intent. For Mutual Aid the following conditions needs to be considered:

1. All ground resources may be considered mutual aid for up to 24 hours.
2. All assistance beyond the 24 hours will be considered assistance by hire and will be billed retroactively for the full period from the time of initial dispatch.
3. For all multi-jurisdictional incidents, a cost share agreement will be developed, documented and signed. Mutual aid shall be provided within the limits of local resources.

4. Defined as resources within the local dispatch center's area of responsibility, neither party should be required to deplete its own fire protection resources, services and facilities to the detriment of its fire protection responsibilities.
5. For the purpose of this agreement, all hand crews and aircraft will be considered assistance by hire, unless described in a cost share agreement.

VI. OPERATING PROCEDURES

1. Ordering Process:

- A. Single ordering point process will be used when in unified command.
- B. The ordering point will be the dispatch center that placed the initial dispatch and which is most likely to have jurisdiction. If it is later determined that this is not the appropriate ordering point a transition will occur at a designated date and time as agreed upon by the duty chiefs of the affected agencies.

2. Air Operations:

Wildland fire aviation includes a variety of aircraft and operations. Helicopters are used to drop water, transport crews, reconnaissance, infrared, and deliver resources to the fire line. Fixed-wing aircraft include smokejumper aircraft, air tactical platforms, Single Engine Air Tankers (SEATs), large air tankers, and large transport aircraft. These aircraft play a critical role in supporting firefighters on the ground.

A. Pilot and Aircraft Approval:

All aircraft involved in wildland firefighting on Federal Lands will be carded and or approved by the Aviation Management Directorate (AMD) or United States Forest Service.

B. Boundary Issues:

When resources are being dispatched by more than one unit or agency to an incident along a common boundary, special care should be taken to ensure safe separation and communication. Airspace boundary plans should be developed in areas where this occurs. Boundary plans often focus on a 10 mile wide "neutral air" corridor for mutual or exchanged initial attack areas or zones. Agencies conducting flight activity within the boundary corridor implements notification procedures to adjoining agencies and cooperators. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be "Air Guard" 168.625 Mhz. Examples of aviation operations include fire reconnaissance, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.

C. Airspace De-confliction:

Airspace de-confliction is a term used to describe the process of reducing the risk of a near midair collision or TFR intrusion by sharing information regarding flight activity with DOD military units, general aviation and other agency aviation programs. Airspace de-confliction will occur for both emergency and non-emergency aviation activities.

D. Temporary Flight Restrictions (TFR):

In order to enhance safety during an incident or project, the FAA may be requested to issue a Notification to Airmen (NOTAM) to pilots; these could be either a Temporary Flight Restriction (TFR) or a NOTAM (L) or NOTAM (D).

E. Fire Traffic Area (FTA):

1. The Incident Commander will monitor the assigned Air to Ground frequency assigned to the incident.
2. All aircraft will make initial radio contact no less than 12 nautical miles from the incident on assigned Air Tactical Frequency.

F. Clearance is required to enter Fire Traffic Area:

If no positive radio contact is made, aircraft must hold a minimum of 7 nautical miles from the incident.

3. Sharing of Facilities:

A. Administrative/Training:

Sharing of facilities for the purpose of training is beneficial for all Agencies to this Agreement; therefore there will be no charge for the use of agencies facilities for training.

B. Incidents:

Agencies to this agreement agree that the use of facilities will be free for the first 24 hours for incident support. After 24 hours facilities will be rented to the other agency. Facilities such as fire stations and work centers are not designed to support the large numbers of personnel involved in incidents. Incident bases and camps need to be established if the incident is going beyond initial attack and/or a large number of personnel is required by the incident.

4. Sharing of Communication Systems and Frequencies:

Each agency that is a signatory to this operating plan is permitted to use the cooperator's frequencies during emergency activities or training to contact resources of the cooperator or in conjunction with the communications plan for the incident. The communications plan may be a formal document, as in the case of a command team deployment or it may be an informal verbal agreement made on the ground by the Incident Commander(s) and/or Agency Representative. Use of federal Frequencies between 162.000 and 174.000 is permitted in "Narrowband" mode only.

When a Multi-Agency or rapidly expanding incident occurs, use of "V" Fire (White Fire) frequencies as tactical channels is mandatory to ensure common communications on the fire ground.

BLM frequencies per this Plan:

RX	TONE	TX	TONE	USE
169.9875	146.2	169.9875	110.9	CC BLM LOCAL
169.9875	146.2	162.2375	114.8	CC BLM FAIRVIEW REPEATER
169.9875	146.2	162.2375	151.4	CC BLM CORY REPEATER
169.9875	146.2	162.2375	173.8	CC BLM FT SAGE REPEATER
169.9875	146.2	162.2375	186.2	CC BLM McCLELLAN REPEATER
169.9875	146.2	162.2375	203.5	CC BLM VIRGINIA REPEATER
171.6750	N/A	171.6750	114.8	CC BLM SCENE OF ACTION (SOA)
168.3125	N/A	168.3125	N/A	AIR TO GROUND 51
166.8750	N/A	166.8750	N/A	AIR TO GROUND 8
154.280	N/A	154.280	N/A	V Fire 21 (WHITE 1)
154.265	N/A	154.265	N/A	V Fire 22 (WHITE 2)
154.295	N/A	154.295	N/A	V Fire 23 (WHITE 3)

Winnemucca District Frequencies

RX	TONE	TX	TONE	USE
173.825	103.5	166.2375	173.8	WD GERLACH RPTR
172.5750	103.5	164.7250	186.2	WD STAR RPTR
159.345	N/A	159.345	N/A	NDF RED
171.6750	N/A	171.6750	114.8	NV BLM SOA (TAC 1)
168.4875	N/A	168.4875	N/A	WMCA A/G 53
166.8000	N/A	166.8000	N/A	WMCA A/G 6

Truckee Meadows Fire District frequencies

RX	TX	TONE	USE
158.745	158.745	N/A	TM LOCAL
158.745	159.390	107.2	TM SLIDE
158.745	159.390	118.8	TM PEAVINE
158.745	159.390	136.5	TM VIRGINIA PEAK
158.745	159.390	127.3	TM GERLACH
158.880	158.880	N/A	TM Tac 1
158.940	158.940	N/A	TM Tac 2

5. Notification and Reports:

- A. Fires occurring on or threatening lands inside the boundaries Truckee Meadows Fire Protection District or Sierra Fire Protect District will be reported immediately to Washoe County Dispatch emergency telephone (775) 785-4252.
- B. Fires occurring on or threatening lands of federal ownership inside the boundaries of the BLM will be reported immediately to the Sierra Front Interagency Dispatch Center (SFIDC), telephone (775) 883-5995.
- C. The initial fire report will include, if available, the following information:
 - ❖ Location (Lat & Long or street address with cross street)
 - ❖ Present size (in acres)
 - ❖ Type of fuel
 - ❖ Rate of spread
 - ❖ Time discovered
 - ❖ Name location and telephone number of reporting party.

VII. ASSISTANCE BY HIRE

1. All resources provided by Districts for suppression activities on BLM jurisdiction fires during the “off season” will be considered assistance by hire. This period is defined as the period of time that the BLM does not have its initial attack resources available. This period is 10/15 through 5/15 of each year. During this time period District must contact the BLM duty Officer upon confirmation of involvement of BLM land.
2. For any “off season” BLM fires to be considered for assistance by hire reimbursement, a BLM Field Fire Report will be required by the District to be submitted to the BLM within five (5) working days of the fire being contained.
3. Backfill coverage for shift firefighters assigned to all risk fire stations will be billable to the incident. The overtime for the backfill will be billed to the incident and the regular time for the person on the incident will not be billed. Backfill will be documented that is related to the incident resource order.

4. Responses to false alarms or resources canceled en route will not be billable.
5. Hand crews and aircraft are considered assistance by hire.
6. Request for assistance by hire outside of the BLM, Carson City District Office boundaries must be clear and precise. Resource orders for personnel and equipment will be made through and tracked by the BLM.

VIII. FIRE TRESPASS:

Fire Trespass is defined as the occurrence of unauthorized wildland fire ignited by human activity for which there is evidence of negligence or intent. Federal law allows the Bureau of Land Management (BLM) to recover costs it incurred either in suppressing a negligently human-caused wildland fire or in rehabilitating public lands damaged as a result of that fire. National BLM policy requires that BLM pursue cost recovery in all fire trespass matters. The agency that has the land management jurisdiction/administration role (i.e., the agency that administers the lands where the fire ignited) is considered the “lead agency.” Other agencies, including the BLM, which provide fire protection or perform other fire-related services, are considered “cooperating agencies.”

1. The lead agency is responsible for determining the fire origin and cause of ignition and identifying, if possible, the suspected person who or entity that is allegedly negligently or intentionally ignited.
2. Where the cooperating agency is BLM, appropriate BLM law enforcement and/or fire investigation personnel will assist the lead agency in making the assessments set forth in the prior paragraph.
3. The lead agency must invite federal law enforcement personnel or other appropriate fire investigation personnel to work jointly with the lead agency to determine the fire cause and origin and determine whether the fire was human and negligently caused.
4. For all fire trespass matters, cooperating agencies will provide cost figures and cost documentation to the lead agency.
5. Costs include fire suppression, natural resource damages, emergency stabilization, and rehabilitation.
6. Cooperating agencies will provide an estimate of these costs to the lead agency within 60 days of the fire being declared out.

IX. COST SHARE:

On multi-jurisdictional incidents which threaten or burn across direct protection boundaries, or fires that exceed the mutual aid period, the parties will jointly develop a written cost share agreement. The rationale for sharing costs will be documented in a formal agreement based upon jurisdictional responsibilities or other pertinent factors. In the event the incident

exceeds 24 hours, the cost of all resources on the incident will be covered in a negotiated cost share agreement. The cost of those shared resources will be billed retroactive from the time of dispatch.

Incident complexity changes frequently and may affect the terms of the cost share agreement. Therefore, the final agreement should not be signed until all terms have been finalized, including cost share period and how costs will be shared. Each Agency Administrator and the Incident Commander(s) should receive a copy of the final agreement. A Cost Share Agreement should identify the following:

1. Costs to be shared.
2. Costs to be borne by each agency (not shared).
3. Method by which costs will be shared.
4. Cost share period.

Cost share agreements must easily be understood and correspond to agency cost accounting/tracking methods in order to facilitate the billing process.

A cost share agreement will be developed on the basis of one of the following four criteria:

1. Initial Attack Agreement.
 2. You Order, You Pay (YOYP).
 - A. A unified ordering point is required and agencies agree to who will order which resources.
 - B. On-incident support costs may be split by the percentage of agency requested resources.
 - C. Off-incident support costs are paid for by the ordering unit.
 3. Acres Burned.
 4. Cost Apportionment.
- A. Cost Shared Items. The following is a list of items that are typically cost shared in multi-jurisdiction incidents. This list is not all-inclusive.
1. Aircraft Costs. Aircraft (fixed and rotor wing) and associated retardant costs.
 2. Equipment Costs. Emergency equipment used to support the incident.
 3. Incident Cache Costs. Cache costs may include refurbish, replacement, resupply, and labor costs.

4. Incident Rehabilitation Costs. Rehabilitation activities of assigned incident personnel to mitigate further damage to improvements and land occurring from direct suppression activity can be included in cost sharing, e.g., minor fence repair, dozer line, erosion control.
5. Initial Attack Resource Costs. Initial attack resource costs are included in determining the cost-share percentages and in deriving actual incident costs. In a cost-share incident, agreement provisions for initial attack assistance at no cost do not apply.
6. Off-Incident Support Sites. Mobilization, demobilization, rest and recuperation sites, etc., usually serve multiple incidents and are not ordered by a specific incident. The incident cost share agreement usually will not address cost sharing of these sites. Incident agencies may establish separate cost share agreements for these items.
7. On-Incident Support Costs. Costs incurred for services supplied within the incident, e.g., shower units, catering units, commissary units, cache supplies and materials.
8. Personnel Costs. Costs of assigned incident personnel including the IMT, crews, casualties, etc.
9. Transportation Costs. Costs associated with movement of resources to and from an incident.

B. Non-Cost Shared Items. The following lists items that are typically not cost shared:

1. Accountable Property. Accountable and/or sensitive property, as defined by each agency, that is purchased by the agency and becomes property of that agency.
2. Administrative Overhead Costs. Costs of agency personnel, support, and services not directly assigned or ordered by an incident. These include normal operating expenses such as basic utility costs, buildings and facilities rent, administrative support, and personnel. These costs are usually agency-specific, unless addressed in master or cost share agreements.
3. Administrative Surcharge. A pre-established percentage applied by an agency to the settlement billing on the net amount owed.
4. Claims Costs. The requesting Agency may reimburse the responding Agency for the cost of emergency apparatus or equipment loss or damage where the loss or damage is directly attributable to the incident, and where the local agency, its employees and/or operational failures in the emergency apparatus or support equipment are not a contributing factor to such damage or loss. Loss or damage to local agency emergency apparatus or support equipment while enroute to or from an incident and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator shall be the responsibility of the local agency providing the emergency apparatus or equipment.

5. Loss or damage to local agency emergency apparatus or support equipment occurring on an incident is to be reported to the incident finance section to ensure proper documentation and investigation.
 6. Move Up and Cover Costs. Includes additional costs over and above base salary of “backfilling” agency personnel to meet agency-specific staffing requirements.
 7. Post Incident Rehabilitation Costs. Costs incurred to rehabilitate burned lands, such as seeding, check dam construction, and archaeological mitigation.
 8. Waste, Fraud, and Abuse Costs. Costs resulting from waste, fraud, or abuse.
- C. Final Cost Determination: Costs can be determined by using incident generated data, which will include actual and estimated expenditures or may be finalized using agency financial records.
- D. Transfer of Responsibility Procedures: When IMTs transition, the departing team must brief incoming team on all cost sharing agreements and documentation to date. If there is a change in the Agency Administrators or representatives, teams must have clear understanding of all the decisions and agreements used to develop the final cost-share percentages and conditions of the final agreement.
- E. An after-action fiscal review will be conducted within 90 days of the fire being declared out. Fire cost tracking and accountability (i.e., air tanker and helicopter drop numbers and location) should be established and maintained early during initial attack.

X. LAND MANAGEMENT CONSIDERATIONS:

1. District will abide by and implement the BLM’s land management fire suppression guidelines and restrictions for suppression action taken in special management areas, as determined in the BLM fire management planning process.
2. The BLM will provide Department federal land management fire suppression guidelines, and provide updated information in a timely manner to District as the guidelines change.
3. The BLM will provide resource advisors as needed to fires on federal jurisdiction to ensure appropriate suppression guidelines are followed. District will abide by and implement these guidelines during any suppression actions.

XI. FIRE PREVENTION ACTIVITIES

A. General Cooperative Activities:

All protection units will, to the extent possible, provide fire prevention programs, inspections, and enforcement as necessary to adequately address fire issues in their Direct Protection Areas. In addition, units are encouraged to undertake joint

prevention activities in areas of mutual interest whenever practical.

B. Information and Education:

1. Joint Press Releases:

Protection units should develop joint press releases on cooperative fire protection issues to ensure that the interests of all affected agencies are adequately addressed.

2. Smokey Bear Program:

Agencies should cooperate in the coordinated delivery of Smokey Bear program in direct protection areas within their respective jurisdictions.

3. Local Education Program:

The use of interagency teams to conduct local educational programs is encouraged to facilitate improved public knowledge of the mission and responsibilities of all the cooperating agencies.

4. Fire Prevention Signs:

Coordination and placement of fire prevention signs should be used in order to prevent duplication of effort or sending mixed messages. This is especially important for fire danger rating signs.

XII. GENERAL PROVISIONS:

1. Local Fire Team

Participation of the District fire resources is encouraged on area and national IMT's and as single resources.

2. Updating of Plan:

All units will meet at least annually prior to April 1, to review the Operating Plan and update it as necessary.

3. Interagency Training:

Interagency training activities can be mutually beneficial and Agencies are encouraged to:

- ❖ Participate in shared local level training at each other's facilities on an on-going basis.
- ❖ Allocate available slots in appropriate formalized training sessions for personnel of the other agencies.

XIII. MUTUAL UNDERSTANDING:

1. Either agency may, upon its own initiative and/or after prompt, proper notification, take immediate action to attack a wildland fire within the District or the BLM jurisdictional lands. None of the agencies to this agreement shall perform any fire suppression action which is contrary to the limitations found within this agreement, and any reimbursement shall be pursuant to this agreement.

2. **Payment of Structure Protection:**

Structure protection forces are defined as resources ordered by the Incident Commander specifically for the purpose of directly protecting structures and/or suppressing structure fires. Typically these resources are certified, trained, and equipped to suppress structure fires. When structure resources are no longer needed on an incident they will be a priority for release.

For wildfires within each respective Agencies DPA, the financial responsibility for the protection and suppression of structures remains with the Agency who has statutory responsibility for structure suppression and protection.

For incidents involving both Agencies DPAs the cost share agreement should identify financial obligation within its own jurisdiction.

3. When a fire that is burning solely on one jurisdictional agency's land and is deemed to be threatening another jurisdictional agency's lands, the agencies to this Agreement may elect to absorb the cost of their resources used to protect their jurisdictional lands. The determination of when the fire becomes a threat will be made by the jurisdictional agency's chief officer on scene of that incident and the justification of the determination will be documented in the cost share agreement.
4. **Incident Command System:** The agencies to this Agreement will operate under the concepts of the National Interagency Incident Management System (NIIMS) and its Incident Command System (ICS), as appropriate for providing qualified resources and for management of incidents encompassed under the terms of this Agreement. During initial attack, all agencies will accept each other's training and qualifications, and equipment standards. Once jurisdiction is clearly established, the standards of the agency with jurisdiction will be applied.
5. The first qualified agency fire officer on-scene shall assume command responsibility relinquishing responsibility to a qualified jurisdictional Incident Commander upon their arrival.
6. All agencies agree to take no suppression or support action which would constitute a reimbursable billing action per this agreement (except @ VII, Section I), unless authorized by a Chief Officer of the jurisdictional agency. If it is determined that the fire is confined to the sole jurisdiction of either party, then the jurisdictional agency will designate an Incident Commander.

7. Responses to BLM fires solely by District resources will be documented on the BLM Field Fire Report form, and submitted to the BLM within five (5) working days from containment of the fire. The BLM shall provide Field Fire Report Forms to the District.
8. The BLM is not responsible for fighting structure fires, but may assist in providing structure protection, as trained and capable, when wildland fires threaten to engulf structures. Within its jurisdiction, the District is responsible for structure fire suppression and may include structure protection and related costs.
9. Each agency will provide a yearly update of Fire Officers, station locations, resources, radio call-numbers/frequencies, and authorize frequency use in the Annual Operating Plan.
10. Prior to April 1 of each year, the BLM with Truckee Meadows Fire Protection District designees shall review the Annual Operating Plan as an addendum to this Agreement.

XIV. STAFFING PLAN and CONTACT LIST

Staffing Plan for Carson City BLM

Station	Chief Officer	Engine	Equipment
Doyle	3903 or 3904	CCD E-3324, PNF E-15	PNF Dozer 1
Stead	3903 or 3904	CCD E-3323,	
Palomino Valley	3903 or 3904	CCD E-3333, E-3334, E-3335	
Fernley	3901 or 3902	CCD E-3636	
Carson City	3901 or 3902	CCD E-3362, E-3361	
Fish Springs	3901 or 3902	CCD E-3363, E-3665	

Carson City Bureau of Land Management Contact List

BLM DUTY OFFICER PHONE (775) 885-6199

Name	Title	Call Sign	Office	Mobile
Shane McDonald	Chief	CH 3901	(775) 885-6103	(775) 309-7448
Jonathan Palma	Deputy Chief	CH 3902	(775) 885-6104	(775) 309-7781
Adrian Grayshield	Deputy Chief	CH 3903	(775) 887-3521	(775) 720-7443
Shane Charley	Division Chief	DV 3901	(775) 885-6182	(775) 720-3411
Tim Roide	Division Chief	DV 3902	(775) 885-6185	(775) 230-1004

Billy Britt	Battalion Chief	BC 3901	(775) 885-6006	(775) 721-7107
Asad Rahman	Battalion Chief	BC 3902	(775) 885-6195	(775) 309-7486

Dan Gustafson	Battalion Chief	BC 3903	(530) 827-2220	(775) 291-0437
Nate Rasner	Battalion Chief	BC 3904	(775) 475-0350	(775) 721-4699
Kat Gonzales	Battalion Chief	BC 3905	(775) 883-5995	(775) 721-2120
Dennis Terry	Battalion Chief	BC 3906	(775) 885-6197	(775) 781-5411
Keith Barker	Battalion Chief	BC 3907	(775) 885-6120	(775) 315-6104
Ryan Elliott	Battalion Chief	BC 3908	(775) 885-6167	(775) 315-6108
Kevin Kranz	Battalion Chief	BC 3909	(775) 885-6083	(775) 720-8665
Kevin Kelly	Superintendent	Supt 30	(775) 392-3041	(775) 230-1003
Justin Cutler	Captain	Capt 30	(775) 392-3041	(775) 315-6113

Facilities:

Sierra Front Interagency Dispatch Center	(775) 883-5995
Doyle Station	(530) 872-2220
Stead Air Attack Base	(775) 972-9201
Stead Station	(775) 972-4129
Palomino Valley Station	(775) 475-0350
Fernley Station	(775) 575-3310
Carson City Station	(775) 885-6000
Fish Springs (Gardnerville) Station	(775) 782-4054

Staffing Plan for Winnemucca District BLM

Station	Chief Officer	Engine	Equipment
21 - Winnemucca	BC 21	E-2410, E-2311, E-2312, E-2413, E-2414, E-2415, E-2616	WT-2911 DZ-2817 DZ-2818 DZ-2819
22 - Mc Dermitt	BC 22	E-2321, E-2422	WT-2923
23 - Lovelock	BC 23	E-2431, E-2432	
24 - Paradise Valley	BC 22	E-2441	
25 - Gerlach	BC 21	Rotation (1 Engine/week)	

Contact List for Winnemucca District BLM

Name/Call Sign/Title	Area Code	Office	Cell Phone	Home
Winnemucca BLM / USFS Santa Rosa Duty Officer - 24 hour	775	625-3055	625-3055	
Mike Feticc – CH 21 Fire Management Officer	775	623-1705	304-2598	623-6257
Donovan Walker – DV 21 Assistant Fire Management Officer	775	623-1526	304-1001	635-2896
Nancy Ellsworth – DV 2700 CNIDC Center Manager	775	623-1750	304-1037	623-2175
Josh Henry – BC 21 Fire Operations Supervisor-Winnemucca	775	623-1767	304-1007	
Eric Nolan – BC 22 Fire Operations Supervisor-Lovelock	775	273-1793	304-2937	
Jason Cain – BC 23 Fire Operations Supervisor- McDermitt	775	532-8713	304-2294	
Lisa Lewis Fire Program Analyst	775	623-1587	304-1026	623-2121
Mary Loan Zone Unit Aviation Manager	775	623-2397	304-1021	

Winnemucca District BLM Facilities:

Central Nevada Interagency Dispatch Center	(775) 623-1555
Winnemucca BLM Air Attack Base	(775) 623-2397
Station # 21 – Winnemucca	(775) 623-1500
Station # 22 – McDermitt	(775) 532-8711
Station # 23 – Lovelock	(775) 273-3638
Station # 24 – Paradise Valley	(775) 578-3532
Station # 25 – Gerlach	(775) 557-2503

Anticipated Full Staff Deployment Period: **mid-May thru mid-October**

Staffing Plan for Truckee Meadows Fire Protection District

CONTACTS

Charles A. Moore, Fire Chief
(775) 328-6123 Mobile: (775) 313-8903

Tim Leighton, Deputy Fire Chief
(775) 328-6125 Mobile: (775) 315-6649

Administrative Office
(775) 326-6000 Fax: (775) 326-6003

STATION LOCATIONS

Career Stations

Station #13 – 10575 Silver Lake Rd., Stead,
Station #14 – 12300 Old Virginia Rd., Reno
Station #15 – 110 Quartz Ln., Sun Valley
Station #16 – 1240 E. Lake Blvd., Washoe Valley
Station #17 – 500 Rockwell Blvd., Spanish Spring
Station #18 – 3680 Diamond Peak Dr., Cold Springs
Station #30 – 3905 Old Hwy 395, Washoe Valley
Station #35 – 10201 W. 4th St., Mogul
Station #36 – 13500 Thomas Creek Rd., Reno
Station #37 – 3255 W. Hidden Valley Dr., Reno
Station #39 – 4000 Joy Lake Rd., Reno

Volunteer Stations

VFD #220 – 3405 White Lake Pkwy., Cold Springs
VFD #221 – 11525 Red Rock Rd., Silver Lake
VFD #223 – 130 Nectar St., Lemmon Valley
VFD #225 – 400 Stampmill Dr., Wadsworth
VFD #227 – 3010 Lakeshore Blvd., Washoe Valley
VFD #229 – 6015 Ironwood Rd., Palomino Valley
VFD #237 – 23006 US 395 A, Pleasant Valley
VFD #301 – 345 Bellevue Rd., Washoe Valley
VFD #321 – 250 South Ave., Cold Springs
VFD #331 – 11005 Longview Ln., Reno
VFD #351 – 165 Bridge St., Verdi
VFD #381 – 16255 Mt. Rose Hwy., Reno

XV. BILLING PROCEDURES:

Incident Billing Documentation: Federal, state and local cooperators should receive an OF-288, Emergency Firefighter Time Report for each resource assigned to the incident. Resources are to ensure that OF-288s are complete and accurate prior to demobilization from the incident. Incident agencies are not to submit OF-288s to the agency payment center on behalf of the federal (excluding Forest Service AD employees), state or local cooperators. (Note: On smaller local incidents, an SF-261, Crew Time Report, signed by an incident supervisor will suffice in place of an OF-288.)

OF-286, Emergency Equipment Use Invoice, should NOT be completed by the incident agency for federal, state and local cooperator vehicles (including rental vehicles). Cooperators will bill the protecting agency for vehicle use based on work time recorded on the OF-288 using the guidelines below.

Non-Billable Items

The following items are NOT considered billable by the Agencies:

1. Agency overhead personnel performing agency specific duties and not assigned to the incident
2. Non-expendable accountable property
3. Interest and indemnities payments
4. Agency specific Burned Area Emergency Rehabilitation (BAER) beyond suppression damage rehab
5. False Alarms with the exception of aircraft and hand crews

Billable and Shareable

Indirect Costs Not On Resource Orders:

There are associated costs that both State and Federal Agencies incur in providing resources to an incident. Per the Cooperative Fire Protection Agreement, Clause 29, Assistance by Hire; personnel, equipment, supplies or services provided by a supporting agency and essential to filling the resource order, which are necessary and reasonable, shall be considered as reimbursable as Assistance by Hire. While, on the surface, they are not ordered "by and for the incident," they are necessary to mobilize ordered resources or acquire services for the incident and are valid charges (i.e. mobilization of crews, equipment contractors etc.). These associated costs that are a result of the incident are considered to be an added cost to the agency. These activities may not be "documented" on a resource order and will be billed using agency specific financial system reports. Examples include, but are not limited, to:

- **Dispatchers**
- **Airbase Costs:** includes salaries, travel expenses, retardant and supplies associated with the airbase in support of the incident.
- **Warehouse/Cache:** includes local and regional cache personnel and associated transportation costs when performing activities in support of the incident.

- **Mobilization Centers:** includes personnel performing activities within a mob center in support of the incident. These mobilization centers are established by agencies to support the incident.
- **Transportation Costs:** includes personnel performing activities in support of the incident or mobilization centers. This may also include salaries, mileage and lodging/per diem.
- **Temporary Incident Payment Center Activity:** includes personnel performing activities in support of the incident, which may include salaries, travel expenses, supplies and temporary facility rental.
- **Agency Support Cost Covered Under Specific Labor Agreements:** includes cost of lodging/per diem and related mileage to and from the incident.
- **Backfill:** backfill coverage for shift firefighters assigned to fire stations will be billable to the incident. The overtime for the backfill will be billed to the incident and the regular time for the person on the incident will not be billed.
- **Invoice Preparation:** includes charges by agency staff for the preparation of incident billing documents/packages.
- **Correction Officers:** all time for State correction officers will be fully reimbursable. Base pay and overtime is reimbursable if there is no back fill. If the Department of Corrections back fills then only overtime for the correctional officer and backfill is reimbursable.

Federal Agency: BLM will submit bills to the District whenever the District is the protecting agency and billing is appropriate. If either party provides a billable service on an incident (either assistance by hire or cost share) on which the cooperator is a party to the Nevada WFPP, billings will be submitted to Nevada Division of Forestry for payment.

Truckee Meadows Fire Protection District Billings:

BLM/BIA Jurisdictional Fires: All billings for both in-state and out-of-state BLM/BIA jurisdictional fires will be billed to the BLM.

NV FS Jurisdictional Fires: Refer to local Cooperative Fire Protection Act (CFPA) agreement with the Humboldt-Toiyabe NF for billing instructions. If no CFPA is in place with the Humboldt-Toiyabe NF, submit billings to the BLM.

FS Jurisdictional Fires (Out of State): All billings for out-of-state FS jurisdictional fires will be billed to the Humboldt-Toiyabe NF, 1200 Franklin Way, Sparks, NV 89431.

U.S. Fish and Wildlife (FWS) Fires: Refer to local Cooperative Fire Protection Act (CFPA) agreement for billing instructions. If no CFPA is in place with FWS, submit billings to:

USDI, Fish and Wildlife Service
ATTN: Incident Business Lead
3833 South Development Avenue
Boise, ID 83705

National Park Service (NPS) Fires: Refer to local Cooperative Fire Protection Act (CFPA) agreement for billing instructions. If no CFPA is in place with NPS, submit billings to:

USDI, National Park Service
ATTN: Incident Business Lead
3833 South Development Avenue
Boise, ID 83705

State Fires (Out of State): Submit all billings for state fires outside the state of Nevada to the Humboldt-Toiyabe NF, 1200 Franklin Way, Sparks, NV 89431.

State Fires (In State): Submit all billings for Nevada State fires to:

Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701

Billing Estimates/Timeframes: On fires where costs are incurred pursuant to the terms of this agreement, the billing agency shall submit a bill or estimate for reimbursement as soon as possible, but no later than 180 days after the fire is declared out. If the total cost is not known at the time of initial billing, a partial bill or estimated bill, so identified, may be submitted.

Billing deadlines set forth herein are intended to encourage prompt billing. Failure to meet these timeframes shall not be construed as a release or waiver of claims for reimbursement against the other party.

Should additional costs be identified after a "final" billing has been issued, a supplemental bill may be issued if agreeable to applicable parties.

1. Billing Content: A separate bill will be submitted for each fire. Bills will be identified by fire name, location, jurisdictional unit, and appropriate order number, and will be supported by adequate documentation and broken down by categories (direct, support, air, and retardant). Billings for fire suppression assistance will not include administrative overhead or other costs not supported by a resource order. Documentation in support of the billing will include:

Note: Supporting documentation must be on 8 ½ x 11" sheets of paper. Photo copies will be accepted.

- ❖ Narrative cover letter.
- ❖ Cooperator name, address, phone number, and agency financial contact.
- ❖ Agreement number.
- ❖ Incident name and number.
- ❖ Dates of the incident covered by the billing.
- ❖ Location and jurisdictional unit.

- ❖ Appropriate incident number.
 - ❖ Summary cost data for the amount being billed. Use incident cost information or standard generated costs reports generated by the Agency to support the billing whenever possible.
 - ❖ Copies of resource orders and other supporting documentation, such as OF-288s, CTRs, Labor Reports, Receipts for meals and lodging, and any other billable expenses.
 - ❖ Copies of applicable cost share agreements.
1. Billing Addresses. All bills for services provided to the Department will be mailed to the following address for payment:

Charles A. Moore, Fire Chief
Truckee Meadows Fire Protection District
P.O. Box 11130
Reno, NV 89520-0027
 2. All bills for services provided to the Bureau of Land Management will be mailed to the following address for payment:

United States Department of the Interior
Bureau of Land Management/Fire & Aviation
Carson City Field Office
5665 Morgan Mill Road
Carson City, NV 89701
Attention: Fire Management Officer

XVI. PROTECTION ORGANIZATION & RATES

1. Billable protection rates will conform to the rate schedule.
2. Portal to Portal pay provisions will be acceptable when the District personnel have been designated entitlement to portal to portal pay.
3. Equipment will not be considered portal to portal pay. Equipment will be reimbursed at the rate indicated in the rate schedule. Operating supplies for rental vehicles is reimbursable and can be billed to the incident agency. Documentation in the form of receipts must be provided for reimbursement.
4. Daily Rate: Includes maintenance and repairs of vehicles (except damage that occurred on the incident).

Mileage Rate: Includes reimbursement for fuel and oil. Agencies will not bill each other for general repairs that are considered normal wear & tear or for fuel & oil.

Hourly Rate: Equipment with an hourly rate shall be billed for actual use only. Actual use will not exceed 16 hours per day, unless approved by the Incident Commander.

5. When an incident does not provide subsistence for assistance-by-hire personnel then per diem at the federally established regional or CONUS rate shall apply. Documentation in the form of receipts must be provided for reimbursement of hotels.

A. BLM RATE SCHEDULE

Rates based on actual cost to government personnel rates for fiscal year 2014 for the Carson City District Office. Billed rate will be at the actual cost and may be different than the rate quoted in this document.

For Rate Schedule see EXHIBIT "A"

B. CONSOLIDATED FIRE DEPARTMENT RATE SCHEDULE

All rates shall be based on actual cost to the Department. Billed rate will be at the actual cost and may be different than the rate quoted in this document. Backfill personnel and their invoiced amounts will be shown on the same invoice as the incident personnel. Backfill dates will be noted.

For Rate Schedule see EXHIBIT "B"

IN WITNESS WHEREOF, the Parties have executed this Annual Operating Plan for Cooperative Fire Protection Agreement between Bureau of Land Management, Carson City District Office, Winnemucca District Office and Truckee Meadows Fire Protection District as of _____, 2015.

Concurrence:

_____	Date	_____
RALPH THOMAS		
District Manager		
Carson City District Office		
Bureau of Land Management		

_____	Date	_____
SHANE MCDONALD		
Fire Management Officer		
Carson City District Office		
Bureau of Land Management		

_____	Date	_____
MIKE R FETTIC		
Fire Management Officer		
Winnemucca District Office		
Bureau of Land Management		

_____	Date	_____
DAVID APPOLD		
Chief of Contracting		
Nevada State Office		
Bureau of Land Management		

_____	Date	_____
CHARLES A. MOORE		
Fire Chief		
Truckee Meadows Fire Protection District		

_____	Date	_____
MARSHA BERKBIGLER		
Chair		
Truckee Meadows Fire Protection District		
Board of Fire Commissioners		

EXHIBIT "A"

Rates based on actual cost to government personnel rates for fiscal year 2014 for the Carson City District Office. Billed rate will be at the actual cost and may be different than the rate quoted in this document.

Labor Cost Ranges

Ground resources:

Firefighters	GS-3 thru GS-5	\$20.96 - \$27.11*
Engine Operators	GS-5 thru GS-6	\$27.11 - \$34.65*
Engine Captains	GS-7	\$35.88*
Battalion Chiefs	GS-8 thru GS-9	\$42.72 - \$47.10*
Fire Staff IC 3's	GS-11 thru GS-12	\$49.70 - \$59.57*

Aviation resources:

Ramp Managers	GS-5	\$27.11*
Tanker Base Managers	GS-7 thru GS-9	\$35.88 - \$47.10*
Air Attack Manager	GS-9	\$47.10*

* (Overtime Rates are paid at Time and One Half)

Ground Resource Vehicle Costs

Type 3 Engine Model 14	Hourly Rate	\$162.73/hour
Type 3 Wildland	Hourly Rate	\$144.70/hour
Type 4 Engine (Unimog)	Hourly Rate	\$150.34/hour
Tatra Type 4	Hourly Rate	\$285.28/hour
Type 6 Engine Enhanced light	Hourly Rate	\$78.50/hour
Type 6 Light	Hourly Rate	\$81.29/hour
Water Tender	Hourly Rate	\$101.93/hour
D-6 / D-7 Dozer	Hourly Rate	\$77.67/hour
Dozer Transport	Hourly Rate	\$57.68/hour
Dozer Trailer	Mileage Rate	\$0.59/mile
Command Vehicles	Mileage Rate	\$0.71 /mile
IHC Crew Carriers	Mileage Rate	\$4.20 /mile
Superintendent Truck	Mileage Rate	\$1.81/mile
Utility Vehicles	Mileage Rate	\$0.77 /mile
1 Ton Warehouse Stakeside	Mileage Rate	\$1.25 /mile
2 ½ Ton Warehouse Stakeside	Mileage Rate	\$1.65 /mile

Aircraft Costs

All aviation resources will be considered assistance by hire as outlined in the Annual Operating Plan Section. Billing will include availability, flight costs, landing fees, retardant, AMD charges, aircraft support equipment charges, and per diem expenses when aircraft are held overnight.

Rates based on actual cost to government for the Carson City District Office. Billed rates will be at the actual cost and may be different than the rate quoted in this document.

Aircraft Costs - Helicopters:

Type I Helicopter: \$7500.00 and up per flight hour.

Type II Helicopter: \$1750.00 to \$3500.00 per hour depending on model.

Type III Helicopter: \$750.00 to \$2500.00 per hour depending on model.

Service Miles for support vehicles: \$3.00 a mile.

Cost per gallon will go down after 100,000 gal., 200,000 gal. 300,000 gallons back up.

Aircraft Costs - Retardant:

Average retardant is \$3.50/gallon

SEAT: 800 gallon load of retardant X \$3.50 = \$2,800.00

P2V: 2,400 gallon load of retardant X \$3.50/gallon = \$8,400.00

P3: 3,000 gallon load of retardant X \$3.50/gallon = \$10,500.00

Aircraft Costs - Air Tankers and SEATS:

AT-802 SEAT: \$2650.00 to \$3500.00 per hour depending on CWN contract.

P2V: \$4,500.00 to \$9,500.00 per flight hour.

BAE-146: \$10,000.00 to \$11,000.00 per flight hour.

S2: \$3,000.00 to \$3,500 per flight hour.

Aircraft Costs - Aerial Supervision:

Air Attack: \$750.00 to \$1500.00 per flight hour.

ASM: \$750.00 to \$1500.00 per flight hour

EXHIBIT "B"

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT RATE SCHEDULE

2015 BILLING RATES

The following reimbursement rates apply to responses under the terms and conditions of the current Cooperative Agreement and will be billed at the actual cost which may be different than the rate quoted in this document.

APPARATUS RATES

Equipment responding to an incident on an equipment resource order ("E" number) will be billed for hours worked as indicated on the Crew Time Report/Shift Ticket and will include travel time. Equipment is not included in portal to portal pay provisions; however usage will be reimbursed at the rate indicated in the rate schedule.

- Structure Engine – Type I \$187.33/hr
- Brush Engine – Type III \$151.43/hr
- Water Tender \$117.23/hr
- Patrol Truck – Type VI \$93.86/hr
- Heavy Rescue \$175.00/hr
- Rescue \$75.00/hr
- Air Truck \$142.00/hr
- Fuel Truck \$75.00/hr
- Water Rescue Unit w/Boats \$75.00/hr
- Hazmat Unit \$212.50/hr
- Heavy Mechanic Truck \$118.00/hr

SUPPORT VEHICLE AND EQUIPMENT RATES

Medical Equipment: Reimbursement will be made for expendable medical supplies such as drugs, IV fluids, cardio electrodes, etc. A pre-incident and post-incident inventory, approved by the Incident Commander, will be required for reimbursement request submitted with the billing package. If a pre and post-incident inventory cannot be obtained, an invoice of supplies consumed signed by the Incident Commander will suffice.

- ALS, Durable Medical Equip. Kit \$250.00/day

County or Fire District Owned Vehicles:

- Command Vehicle \$96.00/day plus 57.5 cents per mile
- SUV/Pickup (1/2 ton and below) \$86.00/day plus 57.5 cents per mile
- Pickup (3/4 ton and above) \$96.00/day plus 57.5 cents per mile
- Polaris UTV \$150.00/day (must be ordered via resource order)
- Privately Owned Vehicle 57.5 cents/mile
- Masticator \$65.00/hr
- Ambulance \$112.33/hr

PERSONNEL RATES

Rates shown are for regular, overtime and callback overtime and will be billed portal to portal for the person assigned to the incident. Backfill (for 56 hour personnel only) personnel and their invoices amounts will be shown on the same invoice as incident personnel. Backfill dates will be noted. All personnel are charged consistent with the District's current labor agreements and/or resolutions as approved by the Board.

40 Hour Rate	Regular	OT	CB OT
Chief	95.84		
Deputy Fire Chief	96.79	99.04	138.57
Fire Marshal	74.46	82.36	105.09
Battalion Chief	85.84	87.30	122.15
Fire Prevention Specialist	52.50	56.53	72.14
Logistics Captain	66.96	67.05	93.82
Fire Mechanic	44.05	50.74	64.74
Training Captain	68.78	69.00	96.55
56 Hour Rate	Regular	OT	CB OT
Battalion Chief	61.32	62.36	87.26
Training Captain	44.95	44.81	62.70
Captain	44.95	44.81	62.70
Operator	40.39	39.92	55.86
Paramedic	38.28	37.66	52.70
Firefighter	34.77	33.90	47.44

COUNTY FIRE SUPPRESSION RAVEN HELICOPTER

Flight Hours: \$1754.47

Fuel Truck \$1.00 per mile from Stead Air Base

Fuel Truck Driver – Holiday \$37.00 per base hour, \$55.00 per hour

Helicopter Manager-- Holiday \$37.00 per base hour, \$55.00 per hour

SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

INSTRUCTIONS – SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

Numbered instructions correspond to form items that require further explanation. Supplemental agreements will be numbered consecutively following the original (#1) for each fire. Supplements may be added at any time. Where insufficient room is available for necessary information, additional sheets or addendums may be added. Small revisions to this agreement may be completed on a single page, describing the change to the original agreement, and obtaining new signatures from those involved.

A Master Cooperative Wildland Fire Management Agreement exists between all major wildland fire protection agencies in Nevada. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in local annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between Agencies at the sub-geographic level. The objective of the Supplemental Fire Suppression and Cost Share Agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires.

Supplemental Fire Suppression and Cost Share Agreements will be negotiated between agencies involved in specific on-the-ground fire suppression activities. These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The agreement will not affix liability for fire cost payment by either Agency based upon responsibility for the fire origin. The designated representatives of each Agency with forces on the fire are responsible for completing and signing the agreement.

1. List the fire name agreed upon by Agencies involved.
2. Give the origin or best estimate of origin location by legal description.
3. Estimate the size at the time of the Supplemental Agreement.
4. List the Agencies involved in fire suppression operations, and respective agency fire numbers.
5. List the date and time that the agreement is in effect. That time could be prior to or following the time that negotiations are made for the agreement.
6. Check the appropriate command structure for the fire. Definitions:

UNIFIED COMMAND – A method for all Agencies with jurisdictional responsibility to contribute to determining the overall objectives for the incident; interagency ICS team structure.

SINGLE COMMAND STRUCTURE – One Agency manages the incident with liaison and concurrence of objectives from other involved Agencies.

List the appropriate personnel filling ICS positions on the fire.

7. List any special conditions or resource objectives, i.e., dozer restrictions, mechanized restrictions, bald eagle nest, high value plantation. Operational responsibility for the fire will be defined in this section (if appropriate). Respond to this item only if Agency forces have specific segments of the fire. This information will not determine cost responsibility, unless specified in Item 11. Examples are: Divisions A and B; all structural protection areas; specific campground.

8. List the Agency responsible for structural protection, and any pertinent control information or contacts.
9. List operation conditions or directions pertaining specifically to: air operations, base camp and food service, and fire investigation. Costs pertaining to these decisions shall be documented in Item 10.
10. Fire suppression costs shall be determined from the information supplied in this item. There are several ways to determine the best cost share mix. A, B, and C are typically used on smaller, less complex incidents on lands with similar values and uses; D and E on larger, more complex incidents, such as those with both wildland urban interface and wildlands:
 - A. Each Agency pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
 - B. Each Agency pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
 - C. Cost share by percentage of ownership or Agency jurisdictional responsibility.
 - D. Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds.
 - E. Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements can be made upon estimates instead of actual bill receipts.

The following are not reimbursable:

- Responsibility for tort claims or compensation for injury costs.
- Non suppression rehabilitation costs are the responsibility of the jurisdictional Agency.
- Non-expendable property purchases will be the responsibility of the Agency making the purchase. Support costs (i.e. office dispatchers, warehouse workers, etc.), unless they are charging to an emergency code assigned to the incident.

The cost centers that should be considered in this agreement:

- Fireline Resources: Dozers, engines, fallers, transports, water tenders, hand crews, line overhead.
- Fire Camp Operations and Support: Overhead, buses, camp crews, communications, food, refrigerator units, showers, toilets, water trucks, cache supplies, rescue/med, camp facility.
- Air Support: Helicopters, (with support) air tankers.
- Cost apportionment by period (i.e. state mobilization or conflagration, Fire Management Assistance Grant declaration, additional jurisdictional involvement).

12. List any specific conditions relative to this agreement, such as: dispatch procedures, one Agency representing another, notifications, incident information, coordinated intelligence, etc.
13. Signatures of authorized personnel. List any attachments to the agreement. Give the date of the last revision or former Supplemental Agreement for the same fire.

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Master Cooperative Wildland Fire Management Agreement or Local Agreement between the Agencies listed. # _____

1. Fire Name: _____ Origin Date _____ Time _____
2. Origin: Township _____ Range _____ Section _____
3. Estimated Size _____ Acres at the time of this agreement.
4. Agency _____ Fire # _____ Accounting Code _____
Agency _____ Fire # _____ Accounting Code _____
Agency _____ Fire # _____ Accounting Code _____
Agency _____ Fire # _____ Accounting Code _____
Agency _____ Fire # _____ Accounting Code _____
5. This agreement becomes effective on: _____

_____ at _____ and remains in effect until amended or terminated.

6. Overall direction of this incident will be by () Unified Command, or by () Single Command structure.
Identify below personnel filling the following positions:

Position	Name(s)	Agency
Incident Commander	_____	_____
Agency Administrator	_____	_____
Representative	_____	_____
Liaison	_____	_____
Finance	_____	_____
Operations	_____	_____

7. Suppression action will be subject to the following special conditions and land management considerations:

8. Geographic responsibility (if appropriate) by Agency is defined as follows:

Agency _____	Geographic Responsibility _____
Agency _____	Geographic Responsibility _____
Agency _____	Geographic Responsibility _____
Agency _____	Geographic Responsibility _____

9. The Agency responsible for structural protection will be: _____

10. Special operational conditions agreed to (include as appropriate Air operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11:

11. Fire Suppression COSTS will be divided between Agencies as described:

Cost Centers:	Agency:	Agency:	Agency:

12. Other conditions relative to this agreement (Notifications, incident information, etc):

13. _____
Agency Agency Agency Agency

Signature Signature Signature Signature

Title/Date Title/Date Title/Date Title/Date

List of Attachments (if any): _____ / _____ / _____

INITIAL ATTACK FIRE SIZE-UP

*****Report Size-Up Information Immediately*****

Fire Name: _____ **Incident Commander:** _____

Descriptive Location: _____

NAD 83 Latitude: Deg. _____ Min. _____ Sec. _____ **Longitude:** Deg. _____ Min. _____ Sec. _____

Estimated Size: _____ **Acres** **Active Perimeter:** _____ %

Fire Investigator: ☐ No ☐ Yes **Name:** _____

Structure Threat: ☐ No ☐ Yes, if yes: Eminent Threat Threat In Area / Low Potential

Structure Kind: _____ **How Many:** _____ **Distance From Fire:** _____ **Direction From Fire** _____

Fire Potential: Toward Structures Away From Structures **Timeline:** _____

Control Problems / Hazards (specify): _____

Spread Potential: 1) Low 2) Moderate 3) High 4) Extreme

Character of Fire: 1) Smoldering 3) Running 5) Torching 7) Crown/Spotting

2) Creeping 4) Spotting 6) Crowing 8) Erratic

Slope at Head of Fire: 1) 0 – 25% 2) 26 – 40% 3) 41 – 55% 4) 56 – 75% 5) 76 + %

Position on Slope: 1) Ridge Top 4) Upper 1/3 of slope 7) Canyon Bottom

2) Saddle 5) Middle 1/3 of slope 8) Mesa/Plateau

3) Valley Bottom 6) Lower 1/3 Slope 9) Flat or rolling

Predominant Fuel Type: Grass Sagebrush Mtn. Brush Pinion/Juniper Timber Slash
Other (specify) _____ For Campfires, use the surrounding area Fuel Type

Wind Speed: _____ mph (Eye Level)

Wind Direction: 1) Calm 3) NE 5) SE 7) SW 9) NW

2) North 4) East 6) South 8) West 10) Erratic

Are additional resources needed? ☐ No ☐ Yes (specify): _____

Estimated Containment Date/Time: _____ **Estimated Control Date/Time:** _____

SAFETY CHECKLIST

L: Has Fire been thoroughly scouted and lookouts posted if needed? ☐ Yes ☐ No

C: Are communications with dispatch and firefighting personnel adequate? ☐ Yes ☐ No

E: Have escape routes been identified and understood by all firefighters? ☐ Yes ☐ No

S: Have safety zones been identified and understood by all firefighters? ☐ Yes ☐ No

If you answered No to any of the above questions do not engage until you can answer YES. Continue to evaluate throughout the fire and make sure you can always answer Yes to all 4 questions.

BRIEFING CHECKLIST

Situation

- Fire name, location, map orientation, other incidents in area
- Terrain influences
- Fuel type and condition
- Fire weather (previous, current, and expected)
Winds, RH, temperature, etc.
- Fire behavior (previous, current, and expected)
- Time of day, alignment of slope and wind, etc.

Mission/Execution

- Command
Incident commander/immediate supervisor
- Commander's intent
Overall strategy/objectives
- Specific tactical assignments
- Contingency plans

Communications

- Communication plan
Tactical, command, air-to-ground frequencies
Cell phone numbers
- Medivac plan

Service/Support

- Other resources
Working adjacent and those available to order
Aviation operations
- Logistics
Transportation
Supplies and equipment

Risk Management

- Identify known hazards and risks
- Identify control measures to eliminate hazards/reduce risk
Anchor point and LCES
- Identify trigger points for disengagement/re-evaluation of operational plan

Questions or Concerns?

INCIDENT OBJECTIVES

1. SAFETY of firefighters and public.

2.

3.

4.

Your goal is to manage the incident and not create another.

(Examples: protect structures, keep fire to east of road, river or ridge)

COMMUNICATIONS

Radio Frequencies

Use	Name	Rx	Tone	Tx	Tone
Command					
Tac					
Air-to Ground					
Tac					

SPOT WEATHER INFORMATION

LOCATION	ELEV	OBS TIME	WIND DIREC/SPD	DRY BULB	WET BULB	RH	SKY WEATHER

JUSTIFICATION FOR SHIFTS IN EXCESS OF 16 HOURS/2:1

Name of Individuals or Crews

REASON

Shifts in excess of 16 hours on _____ was due to:

- ☐ Travel Time not administratively controllable.
- ☐ Mobilization and travel of resources to incident location or relocation to incident facilities.
- ☐ Establishing and maintaining administrative, planning, and logistical support for incident.
- ☐ Evacuation, triage, structure protection, or emergency rescue.
- ☐ Establishing initial control of lines of the fire.
- ☐ Extended attack efforts to control potentially devastating incident activity.
- ☐ Incident unable to provide personnel with adequate food and lodging.
- ☐ Other/Additional:

MITIGATION

- ☐ Rest extended into the following operational period.
Hours adjusted _____ On shift by:
- ☐ Other:

IC Signature: _____

Approval From: _____ Title: _____

Date: _____ Time: _____ Method of Contact: _____

INCIDENT COMPLEXITY ANALYSIS

Incident Complexity Analysis (Type 3,4,5)		
Fire Behavior	Yes	No
Fuels extremely dry and susceptible to long-range spotting or you are currently experiencing extreme fire behavior.		
Weather forecast indicating no significant relief or worsening conditions.		
Current or predicted fire behavior dictates indirect control strategy with large amounts of fuel within planned perimeter.		
Firefighter Safety		
Performance of firefighting resources affected by cumulative fatigue.		
Overhead overextended mentally and/or physically.		
Communication ineffective with tactical resources or dispatch.		
Organization		
Operations are at the limit of span of control.		
Incident action plans, briefings, etc. missing or poorly prepared.		
Variety of specialized operations, support personnel or equipment.		
Unable to properly staff air operations.		
Limited local resources available for initial attack.		
Heavy commitment of local resources to logistical support.		
Existing forces worked 24 hours without success.		
Resources unfamiliar with local conditions and tactics.		
Values to be protected		
Urban interface; structures, developments, recreational facilities, or potential for evacuation.		
Fire burning or threatening more than one jurisdiction and potential for unified command with different or conflicting management objectives.		
Unique natural resources, special-designation areas, critical municipal watershed, T&E species habitat, cultural value sites.		
Sensitive political concerns, media involvement, or controversial fire policy.		

If you have checked "Yes" on 3 to 5 of the analysis boxes, consider requesting the next level of Incident Management support.

[illegible]

FIRE REPORT NARRATIVE:

Give a brief description of the suppression efforts. Include **Strategy, Tactics, and Concerns / Problems**. Document any major **decisions/observations/problems**. Include **if effectiveness details of fuel treatments if applicable**. Specify if any T&E species (ex. **Sage Grouse**) **habitat was threatened and include strategies/tactics used for protection**. Attach a map if requested.

FINAL FIRE INFORMATION

If unknown, to be filled out by dispatch or authorized signatory

Fire Code: _____ *FIRE TYPE: 1-1 1-2 1-3 1-5 1-6 2-1 2-6 3-7

CAUSE (Circle One):

1) Lightning	2) Camp Fire	3) Smoking	4) Debris Burning	5) Arson
6) Equipment Use	7) Railroads	8) Children	9) Other	

*Reimbursable? ☐ Yes ☐ No

*ACRES BURNED BY OWNERSHIP:

1) BLM	2) BIA	3) NPS	4) FWS
5) USFS	6) Private	7) State/County	8) Other

Ownership at Point of Origin: ☐ BLM ☐ BIA ☐ NPS ☐ FWS ☐ USFS ☐ Private ☐ State ☐ County/City ☐ Other

Point of Origin Latitude and Longitude in NAD 83

Latitude: Deg. _____ Min. _____ Sec. _____ Longitude: Deg. _____ Min. _____ Sec. _____

Was fire 10 acres or more? ☐ Yes ☐ No Was fire Mapped and put into GIS? ☐ Yes ☐ No

*IA RESOURCES DISPATCHED:

Date: _____ Time: _____ Acres: _____

CONTAINMENT:

Date: _____ Time: _____ Acres: _____

CONTROL:

Date: _____ Time: _____ Acres: _____

OUT:

Date: _____ Time: _____

TOPOGRAPHY (Point of Origin):

- | | | |
|--------------------|------------------------|------------------|
| 1) Ridgetop | 4) Upper 1/3 of slope | 7) Valley Bottom |
| 2) Saddle | 5) Middle 1/3 of slope | 8) Mesa/Plateau |
| 3) Flat or Rolling | 6) Lower 1/3 of slope | 9) Canyon Bottom |

ASPECT (Point of Origin):

- | | | | | |
|----------|---------|----------|---------|-------------|
| 0) Flat | 2) NE | 4) SE | 6) SW | 8) NW |
| 1) North | 3) East | 5) South | 7) West | 9) Ridgetop |

SLOPE (Point of Origin):

- | | | | | |
|-------------|--------------|--------------|--------------|-----------|
| 1) 0 - 25 % | 2) 26 - 40 % | 3) 41 - 55 % | 4) 56 - 75 % | 5) 76 + % |
|-------------|--------------|--------------|--------------|-----------|

ELEVATION (Point of Origin):

- | | | | | |
|----------------|-----------------|-----------------|-----------------|-----------------|
| 0) 0 - 500' | 2) 1501 - 2500' | 4) 3501 - 4500' | 6) 5501 - 6500' | 8) 7501 - 8500' |
| 1) 501 - 1500' | 3) 2501 - 3500' | 5) 4501 - 5500' | 7) 6501 - 7500' | 9) 8501 + |

PREDOMINANT FUEL MODEL (Circle one):

- | | | |
|-------------------------------|-------------------------------|----------------------------|
| 1) Grass | 5) Brush | 9) Hardwood (Aspen/Poplar) |
| 2) Timber w/ Grass Understory | 8) Pinion/Juniper (PJ)/Timber | 12) Logging Slash |

Wildland ☐ Wildland/Urban Interface ☐ Structures Burned or Destroyed: _____

Did the fire intersect a fuels treatment? YES ☐ NO ☐ MAYBE ☐

If Yes or Maybe, Has the local district Fuels Specialist been notified? Yes ☐ NO ☐

IC PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

AUTHORIZED BY: _____

DATE: _____



**WASHOE COUNTY
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**



STAFF REPORT

**Board of Fire Commissioner Meeting Date: April 21, 2015
Board of County Commissioner Meeting Date: April 28, 2015**

CM/ACM _____
Finance VVB
Legal DWV
Risk Mgt. _____
HR _____

DATE: April 6, 2015

TO: Board of County Commissioners and
Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Charles A. Moore, Fire Chief
Telephone: (775) 328-6123, Email: CMoore@tmfpd.us
Chuck Allen, Sheriff
Telephone: (775) 328-3010 Email: CAllen@washoecounty.us

SUBJECT: Approval of the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff's Office, Truckee Meadows Fire Protection District and North Lake Tahoe Fire Protection District [\$65,000 and \$10,000 respectively] for the provision, when requested of a helicopter or other aircraft and personnel and approve reimbursement for services rendered throughout the year by the Washoe County Sheriff's Office to be paid in accordance with the Interlocal Agreement to the Washoe County Sheriff's Office Regional Aviation Unit (RAVEN), and if approved, authorize the Comptroller's Office to make the necessary budget adjustments. (All Commission Districts)

SUMMARY

Approval of the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff's Office (WCSO), Truckee Meadows Fire Protection District (TMFPD) and North Lake Tahoe Fire Protection District (NLTFPD) [\$65,000 and \$10,000 respectively] for the provision, when requested of a helicopter or other aircraft and personnel and approve reimbursement for services rendered throughout the year by the Washoe County Sheriff's Office to be paid in accordance with the Interlocal Agreement to the Washoe County Sheriff's Office Regional Aviation Unit (RAVEN), and if approved, authorize the Finance Division to make the necessary budget adjustments.

Strategic Objective supported by this item: *Safe, secure and healthy communities*

PREVIOUS ACTION

The Board of County Commissioners and the Board Fire Commissioners approved the Interlocal Agreement – RAVEN Fire Training, Monitoring and suppression Personnel and Equipment on June 17, 2014. This Agreement expires on June 30, 2015; this is a renewal of the Agreement.

The Board of Fire Commissioners approved the Interlocal Agreement – RAVEN Fire Training, Monitoring and suppression Personnel and Equipment on June 11, 2013. The Board of County

**BCC AGENDA ITEM # TBA
BOFC AGENDA ITEM #4D**

Commissioners approved the Interlocal Agreement – RAVEN Fire Training, Monitoring and suppression Personnel and Equipment on May 28, 2013.

BACKGROUND

In 2007, the need for an airborne firefighting asset dedicated to the protection of Washoe County citizens and property was identified. Because the WCSO already owned an aircraft, the HH-1H “Huey” which was capable of fulfilling this mission, the Washoe County Board of County Commissioners and Board of Fire Commissioners appropriated the needed funds to purchase a belly mounted tank. The intent and desired outcome of that purchase was the development of a program in which the Huey could be employed as an initial attack asset on wildland fires within Washoe County and TMFPD. Since that time, RAVEN has participated in combating over 40 wildland fires. It has supported firefighting efforts for local as well as federal agencies, ensuring the safety, well-being and quality of life for all resident of the District. The acceptance of this Agreement continues this partnership with our local fire districts ensuring they have a dedicated initial attach asset available to them for fire season.

FISCAL IMPACT

Truckee Meadows Fire Protection District – The FY 15/16 budget for TMFPD includes the \$50,000 cost of the Raven Interlocal Agreement under the Emergency Fund and the remaining \$15,000 is being funded through Sierra Fire Protection District also included in their FY 15/16 budget under the Emergency Fund. The total \$65,000 payment of the Interlocal Agreement will be made from these respective funds.

Washoe County Sheriff’s Office – The money received with this Interlocal will be used for the operation of the RAVEN program and reimburse the Sheriff’s Office for the costs incurred supporting these Fire Districts. The FY 14/15 budget includes and the 15/16 base/recommended budget includes this Interlocal Agreement under RAVEN cost Center 150720, GL Account 460162.

RECOMMENDATION

It is recommended that the Boards approve the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff’s Office, Truckee Meadows Fire Protection District and North Lake Tahoe Fire Protection District [\$65,000 and \$10,000 respectively] for the provision, when requested of a helicopter or other aircraft and personnel and approve reimbursement for services rendered throughout the year by the Washoe County Sheriff’s Office to be paid in accordance with the Interlocal Agreement to the Washoe County Sheriff’s Office Regional Aviation Unit (RAVEN), and if approved, authorize the Finance Division to make the necessary budget adjustments.

POSSIBLE MOTION

Should the Boards agree with staff’s recommendation a possible motion would be:

“I move to approve the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff’s Office, Truckee Meadows Fire Protection District and North Lake Tahoe Fire Protection District [\$65,000 and \$10,000 respectively] for the provision, when requested of a

helicopter or other aircraft and personnel and approve reimbursement for services rendered throughout the year by the Washoe County Sheriff's Office to be paid in accordance with the Interlocal Agreement to the Washoe County Sheriff's Office Regional Aviation Unit (RAVEN), and if approved, authorize the Finance Division to make the necessary budget adjustments."

**INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
AND SUPPRESSION PERSONNEL AND EQUIPMENT**

THIS INTERLOCAL AGREEMENT, hereinafter referred to as "Agreement", is made and entered by and between the County of Washoe, a political subdivision of the State of Nevada, on behalf of the Washoe County Sheriff's Office, 911 Parr Boulevard, Reno, NV 89512, hereinafter the "WCSO", the Truckee Meadows Fire Protection District, 1001 E. 9th St., Reno, NV 89520, hereinafter "TMFPD", and the North Lake Tahoe Fire Protection District, 866 Oriole Way, Incline Village, NV 89451, hereinafter the "NLTFPD". TMFPD, and NLTFPD, may be collectively referred to as the "Fire Districts." The parties to this agreement also may be referred to as "participating agency" or "participating agencies."

WHEREAS, each of the parties are public agencies and political subdivisions of the State of Nevada; and

WHEREAS, NRS 277.180(1) provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, the WCSO owns and operates an HH1-H helicopter on which a water tank for fire suppression can be affixed, as well as two OH-58 helicopters which aircraft are suitable for use for aerial observation purposes; and

WHEREAS, the Fire Districts are responsible for wildland fire monitoring and suppression within their respective areas of unincorporated Washoe County; and

WHEREAS, aerial fire monitoring and suppression instituted by the Fire Districts can be done more cost-effectively using the aerial resources of the WCSO; and

WHEREAS, the parties desire that the WCSO respond for the purposes of aerial wildland fire monitoring and suppression for the Fire Districts, which response shall include such mutual training exercises as the parties to this Agreement shall agree are necessary to provide the level of service and margin of safety appropriate for such purposes; and

WHEREAS, the Fire Districts' respective lands all pose fire dangers at times and, therefore, the Fire Districts agree to participate in portions of the administration and costs of the duties and obligations to the WCSO as set forth in this Agreement;

NOW, THEREFORE, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **TERM**: This Agreement shall commence upon acceptance by all parties and shall terminate on June 30, 2016.

2. **TERMINATION**: Any party may terminate this Agreement without cause, solely as to its duty and obligation hereunder, upon 90 days written notice to all other parties. Any party may terminate this Agreement for cause, solely as to its duty and obligation hereunder, after 30 days

INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
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written notice to the defaulting party (ies) only if the defaulting party (ies) fails to cure the default within those 30 days. The notice shall specify the cause alleged as the basis for said termination. In the event any party terminates this Agreement for cause, the Agreement shall remain in force and effect with other parties who have not taken action to terminate.

**3. AGREEMENT AS TO PERSONNEL AND EQUIPMENT
AND OPERATING PROTOCOLS AND PROCEDURES:**

A. Aircraft and Equipment:

1. The WCSO shall provide, when requested, the FIRE DISTRICTS a helicopter, and possibly other aircraft, if made available by WCSO, (hereinafter collectively referred to as "helicopter") for the use of FIRE DISTRICTS for monitoring and fire suppression purposes during fire season. For purposes of this Agreement, "fire season" shall be defined as commencing as of April 1 and ending as of October 31 during the applicable calendar year. Except as specifically otherwise provided in this Agreement, the duties and obligations of FIRE DISTRICTS and WCSO in regard to said Aircraft and Equipment only apply during the fire season as so defined. WCSO as owner of helicopter and shall maintain the helicopter to standards applicable to the allowed uses established by this Agreement, including standards referenced herein, and assure its availability to the Fire Districts during the Fire Season.
2. The helicopter provided shall be configured as follows:
 - a. A Type 2 helicopter, which aircraft shall be configured to meet ICS 420-1 minimum standards for a Type 2 helicopter, including but not limited to:
 - 10 seats, including pilot;
 - 2,500 pound card weight capacity; and
 - 300 gallons of water capacity.
 - b. Include a fixed water tank capable of two (2) drops per sortie and equipped with a self-filling snorkel device.
3. The helicopter and any other aircraft provided pursuant to this Agreement shall be equipped, maintained and operated under all applicable Federal Aviation Agency (FAA) regulations.
4. The helicopter provided pursuant to this Agreement shall be operated, maintained and secured within the guidelines of the Federal Excess Personal Property (FEPP) Program and its sponsors, the United States Forest Service, hereinafter referred to as the "USFS" and the Bureau of Land Management, hereinafter referred to as the "BLM."
5. The WCSO shall provide pilots for any helicopter and all other aircraft provided pursuant to the terms of this Agreement and shall be responsibly to assure that such pilots have proper training and adequate supervision to accomplish the allowed uses established by this Agreement.

6. All pilots provided by the WCSO shall have current commercial licenses. For firefighting missions that involve federal lands, the pilots shall also have current permits and approvals (carding) from USFS and BLM for firefighting missions.

7. The WCSO shall notify FIRE DISTRICTS of the schedule for inspections of any of the helicopter, including other aircraft made available, as provided by the WCSO to the FIRE DISTRICTS during the term of this Agreement and allow each FIRE DISTRICTS representative to attend the card review procedures. This inspection is for informational purposes and does not impose any form of duty or liability on Fire Districts to ascertain fitness for purpose or to confirm adequate maintenance has been performed.

8. The WCSO shall also supply necessary supporting equipment for the helicopter, including but not limited to, an approved fuel-servicing vehicle sufficient to sustain eight (8) hours of helicopter flight under firefighting conditions. The fuel-servicing vehicle shall be inspected by the FIRE DISTRICTS and WCSO shall comply with all fire, vehicle and other applicable codes related thereto. This inspection is for informational purposes and does not impose any form of duty or liability on Fire Districts to ascertain fitness for purpose or to confirm adequate maintenance has been performed.

9. Any helicopter supplied pursuant to this Agreement shall be operated in accordance with the "Interagency Helicopter Operations Guide" (IHOG).

10. The FIRE DISTRICT that requests use of Helicopter shall provide a helicopter manager, either a FIRE DISTRICTS employee or through a cooperative agreement with another agency, anytime a helicopter is requested from the WCSO under the terms of this Agreement. If the requesting FIRE DISTRICT is unable to provide a helicopter manager, the WCSO shall provide one. The cost for the helicopter Manager, if provided by WCSO, shall be borne by FIRE DISTRICT.

B. Operations

1. The FIRE DISTRICTS shall appoint a designated helicopter manager for all operations for which a helicopter is requested pursuant to this Agreement. If no FIRE DISTRICT helicopter manager is available for response, the WCSO shall provide the helicopter manager. The helicopter manager shall be responsible for the administrative and tactical functions of the aircraft. Although the FIRE DISTRICTS may select a helicopter manager based on its own selection criteria, the FIRE DISTRICTS will consult with the WCSO regarding the Selection.

2. The helicopters subject to this Agreement will be based at the Reno-Stead Airport. The FIRE DISTRICTS may, at its, option designate alternate bases for temporary operation. The FIRE DISTRICTS shall be responsible for the cost of flight time to and from the alternate base so designated.

3. The FIRE DISTRICTS may have interagency and cooperative-agreements with other local, state and federal agencies and may dispatch the helicopter to supply automatic
INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
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and mutual aid pursuant to contracts with those agencies. The WCSO consents to the use by the FIRE DISTRICTS of the WCSO personnel and equipment designated in this Agreement pursuant to those agreements for wildland fire monitoring and suppression activities within the County of Washoe. Operations for such purposes outside of Washoe County may not be undertaken without the prior approval by the WCSO Assistant Sheriff of Operations - or a higher member of the WCSO Command Staff – which approval or denial shall be at the sole discretion of the WCSO. In any event such operations shall not exceed twenty (20) nautical miles beyond the Washoe County boundary lines.

4. In the event that a WCSO helicopter is not available for a response to a FIRE DISTRICTS' request for a fire monitoring or suppression mission due to being utilized by a another agency for fire monitoring or suppression, it will be the responsibility of the FIRE DISTRICTS and the Incident Commander of the fire in which the helicopter is already working, to determine which fire should receive priority for air support.

5. Further operational and related details concerning the parties' performance under this Agreement in regard to said Aircraft and Equipment are set forth in the parties' Aviation Fire Suppression Program Operational Plan 2010 ("Operating Plan") executed contemporaneously herewith. The terms and conditions of this Agreement shall govern and resolve any conflicts between the Operating Plan and this Agreement.

C. Availability As follows:

1. During the Fire Season and during the duration of this Agreement the helicopter shall be available:

- a. Immediate Response: The helicopter shall be available for immediate response during designated "Red Flag" days. "Red Flag" days shall be defined as those days that the National Weather Service has issued a "Red Flag" warning for any area under the FIRE DISTRICTS' responsibility. For the purposes of this Agreement, the phrase "immediate response" shall mean the helicopter is in flight within fifteen (15) minutes of receipt of the contact by the WCSO from the FIRE DISTRICTS requesting such equipment's dispatch.
- b. Standby Time: The helicopter will be available four (4) days per week, ten (10) hours per day. The duty hours will be coordinated with the FIRE DISTRICTS to maximize coverage for the critical burn hours. Sunset will be taken into consideration for operational hours as the WCSO will not be qualified to fight fires at night during the period of this Agreement. The "designated days" of the week will be at the discretion of the WCSO. The response time shall be no more than thirty (30) minutes from notification of the WCSO by the FIRE DISTRICTS requesting such dispatch. For "Red Flag" days that fall outside of a designated four (4) day work week, the WCSO shall staff the helicopter for immediate response if requested and for an additional cost as hereinafter set forth.

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- c. The helicopter may be made available each day for recall for hours that fall outside of the WCSO's designated work week hours. This recall status will be available for an additional cost. For the purposes of this Agreement, "recall" shall mean the pilot is being recalled from an off-duty status and will respond to the hanger. The helicopter will be staffed and in flight within one (1) hour of notification of the designated recall pilot.
 - d. Time Schedules: The FIRE DISTRICTS and the WCSO, in cooperation with the other involved fire departments and districts will meet and mutually agree on duty hours prior to the start of the fire season.
2. The WCSO shall provide immediate notification to the FIRE DISTRICTS' Chief of Operations of any inability of the WCSO to provide the designated personnel and equipment pursuant to the terms and conditions of this Agreement.
3. The WCSO shall provide all necessary support for continuous, uninterrupted operation of the helicopter whenever required pursuant to the terms of this Agreement. This support shall include, but not be limited to, a staffed fuel truck and other services as required.
4. The WCSO may, at its sole discretion, when so requested by the FIRE DISTRICTS, make an additional helicopter (OH-58) available to the FIRE DISTRICTS for aerial observation. Such additional aircraft is subject to the immediate direction of the WCSO. The FIRE DISTRICTS may, at their discretion, request such additional aircraft on a call-when-needed basis when the FIRE DISTRICTS' incident commanders request additional firefighting resources. The FIRE DISTRICTS shall reimburse the WCSO for such call-when-needed aircraft in accordance with the terms of this Agreement. A qualified helicopter manager will be assigned to call-when-needed aircraft when available, but shall not delay a response.
5. When the FIRE DISTRICTS request the availability of an observation helicopter and it is made available by the WCSO, the FIRE DISTRICTS acknowledges that such OH-58 helicopters operated by the WCSO are not and will not be "carded" by the USFS or the BLM and therefore its costs do not qualify for reimbursement by FEMA.
6. Except as provided in Section 3 of this Agreement, in the event that other agencies request the use of the WCSO'S aircraft, the use of those aircraft shall be governed by the terms of use established by the WCSO with those agencies.

D. Training

1. All pilots assigned to aircraft under this Agreement shall be trained in the policies, frequency plans and special safety issues of the FIRE DISTRICTS and Federal firefighting aviation assets. This knowledge may, in the alternative, be gained by attending NDF/USFS/BLM Aviation safety meetings, pre-season inter-agency operations meetings and other such opportunities. The FIRE DISTRICTS shall make

such opportunities available to the WCSO's pilots at no charge, cost or fees for such attendance and participation.

2. WCSO shall train the helicopter manager in the duties and responsibilities of the crew chief at no additional charge, cost or fee for such training other than assessment of the charges and fees designated for use of the WCSO personnel and equipment for such training and operational usage by the FIRE DISTRICTS of such personnel and equipment.

3. The WCSO'S Aviation Unit manager or his designee and all pilots (based upon availability) assigned to aircraft under this Agreement shall attend a FIRE DISTRICTS' approved pre-season workshop.

4. The WCSO shall make its helicopters reasonably available, at the agreed hourly flight rate, for firefighting coordination training of flying crews and helicopter managers.

E. Communications:

1. A morning report shall be transmitted to the on-duty Battalion Chiefs for the FIRE DISTRICTS as well as the Incline, and Minden Dispatch centers within 30 minutes of commencement of daily operations.

2. This report shall include:

- Status of RAVEN 3 (HH-1H, Huey)
- Response posture, immediate or stand-by
- Pilot name
- Special status changes; i.e., location if not Reno-Stead Airport
- Other available helicopters
- Name of Helicopter Manager

3. The helicopter manager or the pilot shall ensure the following minimum information is obtained before liftoff on a fire mission:

- Location and name of incident (Latitude and Longitude if available)
- Command radio frequency
- ICS ground contact
- Call-up frequency if different from command frequency
- Air-to-air frequency if other aircraft are operating

4. At the FIRE DISTRICTS' request, the WCSO personnel who participate in a response will attend any FIRE DISTRICTS' meetings to discuss the response to the incident subject to said attendance occurring during such personnel's regular duties days and hours.

F. Funding and Reimbursement:

1. As and for advance funding for the availability during a fire season of designated WCSO equipment and personnel at times constituting the WCSO's designated work week and hours, the FIRE DISTRICTS will provide advance funding to the WCSO as follows:

- a. The TMFPD shall provide to the WCSO \$65,000 within 30 days of acceptance by all parties to this Agreement.
- b. The NLTFPD shall provide to the WCSO \$10,000 within 30 days of acceptance by all parties to this Agreement.

The purpose of the advance funding by each of the FIRE DISTRICTS is to ensure the ability of each district to request a WCSO helicopter for wildland fire monitoring and/or suppression pursuant to the terms of this Agreement. The advance funding shall be utilized at the discretion of the WCSO in its sole and absolute discretion.

2. Reimbursement for Flight Time: The FIRE DISTRICTS do not guarantee a maximum or minimum number of flight hours that may be utilized for training and the monitoring and suppression of wildland fires during the term of this Agreement, such usage being subject to the nature and extent of such incident during the term of this Agreement. When the aircraft of the WCSO covered by this Agreement are operating at the request of a FIRE DISTRICT, that FIRE DISTRICT is solely responsible to reimburse the WCSO as follows:

- \$1,190 per flight hour for the HH-1H Huey helicopter. Flight time shall be accrued and reimbursed in tenths of an hour based upon a battery-activated hour meter and shall include fuel.
- \$525 per flight hour for the OH-58 helicopter. Flight time shall be accrued and reimbursed in tenths of an hour based upon a battery-activated hour meter and shall include fuel.

3. Personnel Surcharges: Anytime a WCSO pilot is operating on behalf of a FIRE DISTRICT, or is requested by the FIRE DISTRICTS to be available for an immediate response or to be on standby, outside of the WCSO designated work week hours, the FIRE DISTRICTS shall pay a surcharge.

- a. A request to be available for immediate response shall generate a surcharge of \$100 per hour (\$152 per hour on a holiday) to be paid to the WCSO by the FIRE DISTRICTS. The requesting FIRE DISTRICT shall pay \$100 per hour of this surcharge. The remaining quarter shall be paid by the Washoe County Fire Suppression Budget. Holidays will be defined in accordance with the Washoe County Deputies Association contract with the County.

- b. When WCSO personnel operate aircraft at the request of a FIRE DISTRICT, then that FIRE DISTRICT is solely responsible for the surcharge of \$100 per hour (\$152 per hour on a holiday). Holidays will be defined in accordance with the Washoe County Deputies Association contract with the County.
- c. When any one or more of the FIRE DISTRICTS request the WCSO to guarantee availability of a pilot at times outside of the WCSO's designated work week hours (i.e., "immediate availability" not desired but rather on "standby" with a pager, e.g.), the FIRE DISTRICTS shall pay to the WCSO a surcharge of \$9.25 per hour per person (\$14.00 on a holiday). This surcharge is mandated in accordance with Washoe County Deputies Association contract with the WCSO, specifically ¼ hour pay per hour of "stand-by time." The FIRE DISTRICTS must notify the WCSO Aviation Unit manager 8 hours prior to the desired recall period to determine pilot availability and provide proper prior notice and crew rest to the designated pilot. The FIRE DISTRICTS shall each pay ½ of this surcharge. The remaining quarter is to be paid by the Washoe County Fire Suppression Budget. When said pilot is then requested for immediate availability, or requested to operate aircraft, then this standby status is terminated along with this surcharge and the surcharge rate in paragraph 3.F.3.b immediately above applies.
- d. The FIRE DISTRICTS may request a pilot to respond outside of the WCSO's designated work week hours but without designating a pilot for standby; however the WCSO will not guarantee a response in such event.
- e. If a fuel truck is requested by a FIRE DISTRICT to respond to a fire, the requesting FIRE DISTRICT is solely responsible for and shall pay \$37 per hour (\$55 per hour on a holiday) for the driver. The requesting FIRE DISTRICT shall pay – in addition - \$1.00 per mile from the Reno-Stead Airport to and from any staging area. For any training activities provided to the FIRE DISTRICTS in which the fuel truck is requested, the rates in this paragraph apply and shall be equally shared by the FIRE DISTRICTS participating in the training. These rates include fuel.
- f. If the requesting FIRE DISTRICT is unable to provide a helicopter manager and WCSO provides one, the requesting FIRE DISTRICT shall pay \$37 per hour (\$55 on a holiday) for the helicopter manager.
- g. The WCSO Aviation Unit Manager or his designee shall prepare, during each month during the term of this Agreement when a reimbursement is due, a month-end invoice detailing services rendered and the associated costs in accordance with this Agreement. A copy of any backup documentation will be provided to the FIRE DISTRICTS when requested of the WCSO Finance Liaison Officer.

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- h. The FIRE DISTRICTS shall remit to the WCSO full payment within 30 days of receipt of the invoice, which payment shall be by a check made out to the Washoe County Sheriff's Office, RAVEN program.

4. **ADMINISTRATION:** The FIRE DISTRICTS' Chiefs and the Washoe County Sheriff shall be responsible for the administration of this Agreement. Each party to this Agreement represents to the other that it has sufficient resources and/or other agreements to perform the covenants, terms and conditions set forth hereunder. The terms of this Agreement may be modified only by written agreement of the parties hereto.

5. **EMPLOYMENT STATUS:** The WCSO and the FIRE DISTRICTS individually shall, during the entire term of this Agreement, be construed to be independent contractors and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship between employees of any of the parties hereto. Except as expressly provided in this Agreement, the WCSO shall be responsible for management of and costs associated with the WCSO employees, and the FIRE DISTRICTS shall be responsible for management of and the costs associated with the FIRE DISTRICTS' employees.

6. **ENTIRE AGREEMENT & SEVERABILITY:** This Agreement contains all of the commitments and agreements of the parties. Oral and written commitments not contained herein shall be of no force or effect to alter any term of this Agreement. In the event any one or more of the terms, sentences, paragraphs, or provisions contained herein shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other terms, sentences, paragraphs or provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

7. **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 mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

8. **INSPECTION & AUDIT.**

A. Books and Records.

Each party agrees to keep and maintain under generally accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

B. Inspection & Audit.

Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation

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related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

C. Period of Retention.

All books, records, reports, and statements relevant to this Agreement must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Agreement. The retention period runs from the date of termination of this Agreement. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

9. LIABILITY OF PARTICIPATING AGENCIES

- A. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, each participating agency agrees to indemnify, hold harmless and defend the other participating agencies, their officers, employees and agents from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful act or omissions of the participating agency, its officers, employees and agents arising out of the performance of this Agreement. Each agency may assert all available defenses, including but not limited to the defense of sovereign immunity as appropriate in all cases. Each agency's obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035.
- B. Each participating agency shall be responsible for, and the other agencies shall have no obligations with respect to the following:
1. Withholding income taxes, FICA or any other taxes or fees
 2. Industrial insurance
 3. Participation in any group insurance plans available to employees
 4. Participation or contribution by either the employing agency or the participating agencies to the Public Employees Retirement System
 5. Accumulation of vacation leave or sick leave
 6. Unemployment compensation coverage provided by the participating agencies
- C. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, participating agencies shall indemnify and hold other participating agencies harmless from liability for damages, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. The employing agency's employees, agents, or representatives shall not be considered employees, agents or representatives of other participating agencies. Each agency will assert the defense of
- INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
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sovereign immunity as appropriate in all cases. Each agency's obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035.

- D. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, participating agencies shall indemnify and hold other participating agencies harmless for damage, or from liability for damages, resulting from the use of another agencies' equipment or vehicle while acting in official capacity in furtherance of this agreement. This excludes liability for damages arising from mechanical or other defects with the equipment or vehicles, for which the owning agency shall be responsible. Each agency will assert the defense of sovereign immunity as appropriate in all cases. Each agency's obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035.

10. **WORKERS' COMPENSATION.** For the limited purpose of the exclusive remedy set forth in NRS 616A.020, all parties shall be deemed to employ jointly a person who is an employee of either party and sustains an injury by accident or occupational disease while participating in the matter for which assistance was requested. However, for the purpose of providing insurance benefits pursuant to NRS 616A through NRS 616D and NRS 617 each party shall provide such benefits to its own employees at its own expense. The parties waive any indemnification provision with respect to such industrial injuries or occupational diseases.

11. **GOVERNING LAW; JURISDICTION.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Second Judicial District Court of the State of Nevada for interpretation and enforcement of this Agreement.

12. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

IN WITNESS THEREOF, the parties hereto have approved this Agreement and have caused this Agreement to be executed by their respective officers on the date next to the signatures.

WASHOE COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Marsha Berkbigler, Chair

Date: _____

ATTEST:

County Clerk

INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
AND SUPPRESSION PERSONNEL AND EQUIPMENT

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS

By: _____
Marsha Berkbigler, Chair

Date: _____

ATTEST:

County Clerk

NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
FIRE CHIEF

By: _____
Michael Brown

Date: _____

ATTEST:

Administrative Clerk



MEMORANDUM

April 15, 2015

To: Board of Fire Commissioners
Truckee Meadows Fire Protection District

Fm: Charles A. Moore, Fire Chief

Re: Fire Chief's Report for April 2015

Attached are statistical summaries for career and volunteer operations and training for the month of March 2015.

Water/Drought Management:

Truckee Meadows Water Authority (TMWA) has requested that all fire departments along with the citizens of Washoe County reduce water use by 10% due to the continuing severe drought. TMWA advised that mandated Truckee River flows will no longer be sustained by natural flow and releases; additionally, Lake Tahoe will not contribute to the Truckee River flow this year. Lake Tahoe is currently 3 feet below the natural rim. Releases from Boca and Stampede reservoirs will only last through the middle to end of April. TMWA will then begin releasing drought reserves; hence, their request for conservation by customers, including TMFPD.

TMWA has requested that all fire agencies suspend hydrant flushing activities immediately for the remainder of this calendar year.

The Fire District will continue to maintain all of our hydrants but will not be flowing water during completion of the testing process. Hydrants will be inspected, charged slowly to pressurize the hydrant barrel, and then shut down to verify that they drain.

With the request to reduce water consumption we will restrict any training evolutions that involve flowing of water from apparatus or hydrants.

Type III Engines

The District's new Type III wildland engines will be going into service in the month of May. We will be placing an older Type III engine at Palomino Valley and training the PV volunteers on its operation and use after the first new Type III is placed in service.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT MONTHLY REPORT

March 2015

The following report contains non-audited figures based on data extracted from the District's incident reporting system and Washoe County E-Comm Dispatch.

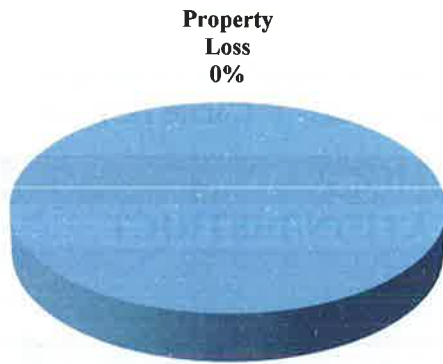
Monthly Call Volume by Station & Type													
INCIDENT TYPE	STATION/DISTRICT												
	13- Stead	14- Damonte Ranch	15- Sun Valley	16- E. Washoe Valley	17- Spanish Springs	18- Cold Springs	30- W. Washoe Valley	35- Verdi/Caughlin	36- Arrowcreek	37- Hidden Valley	39- Galena Forest	Other	TOTAL
Structure Fire													0
Wildland Fire	1	3	2	1				1	1				9
Vehicle/Trash/Other Fire	3		4	1			1						9
Emergency Medical Services	52	32	153	19	118	62	2	20	28	22	6		514
Motor Vehicle Accident	6	1	12	4	8	4	3	3	1	2	1		45
Rescue													0
Haz-Mat/Hazardous Condition	1		5	1	1	1				2			11
Public Assist	6	3	7	1	5	2		3	1	2	1	2	33
Good Intent Call	12	10	26	2	18	4		3	4	16	6		101
Activated Fire Alarm	4	1	5	1	2	2		1	5	2	2		25
Severe Weather Related													0
Other													0
MARCH 2015 TOTAL	85	50	214	30	152	75	6	31	40	46	16	2	747
MARCH 2014 TOTAL	62	51	131	50	131	45	6	30	34	33	34	2	609

In the month of March, 2015 the TMFPD responded to 747 incidents, for a cumulative total of 8,101 incidents in the past twelve months.

AGENDA ITEM #5B

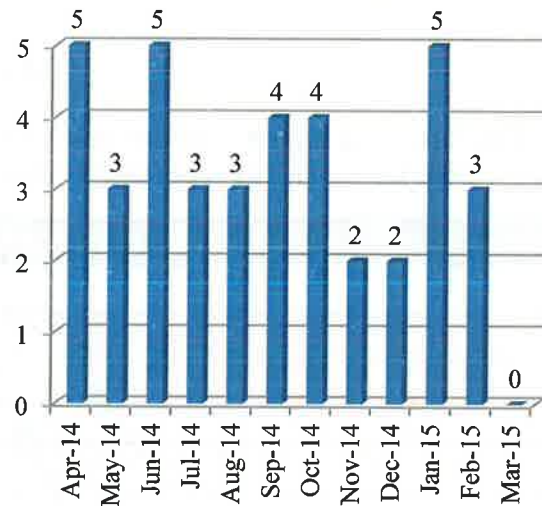
Fire Loss to Value Comparison – March 2015

March 2015 Fire Loss/Save



Total Structure Value: \$ 0
Total Structure Conserved: \$ 0
Total Structure Loss: \$ 0

Structure Fires



Rolling Year Statistics

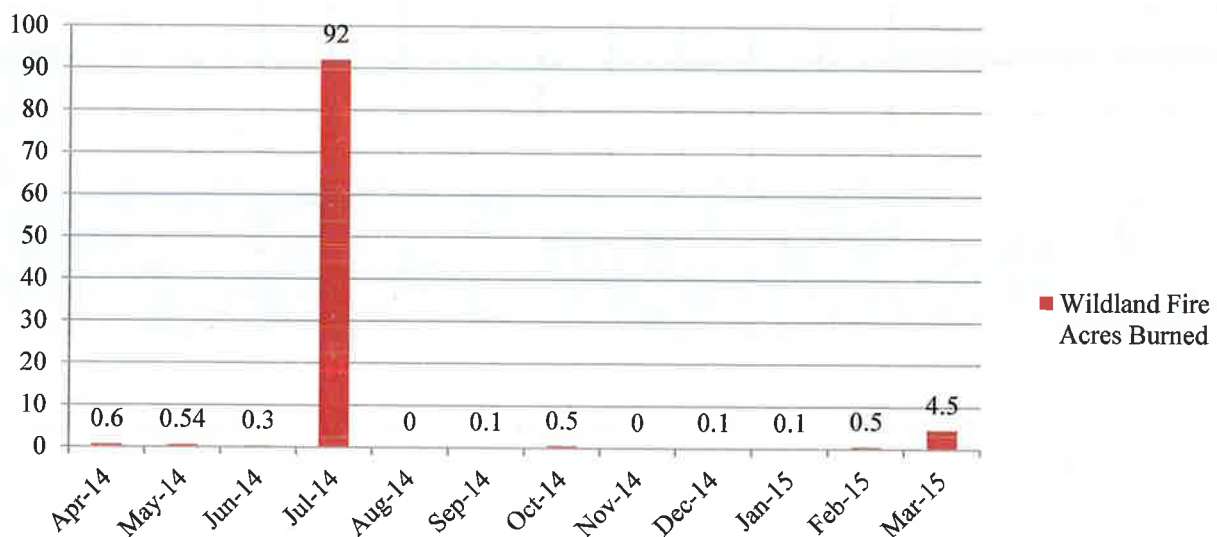
TMFPD responded to 0 structure fires in March 2015, for a total of 39 structure fires in the past year.

■ Structure Fires

**Includes incidents only in Truckee Meadows Fire Protection District. Mutual Aid and Automatic Aid calls are excluded from this graph.*

Wildland Fires - March 2015

One Year History: Wildland Fire Acres Burned



In the month of March 2015, 4.5 acres were burned. As of March 31, 2015, 99.24 acres burned in the past twelve months.

Mutual Aid Given and Received - March 2015

Mutual Aid Given & Received by Department		
DEPARTMENT	AID GIVEN	AID RECEIVED
Bureau of Land Management	0	0
Carson City FD	0	0
Eastfork FD	0	0
Nevada Division of Forestry	0	0
North Lake Tahoe FPD	0	4
North Lyon County FPD	0	1
Pyramid Lake Fire	0	1
Reno FD	0	0
Reno/Sparks Indian Colony	2	0
Sierra County, CA	1	0
Sparks FD	6	2
Storey County FPD	0	3
Truckee Fire, CA	0	0
US Forest Service	0	0
TOTAL	9	11

The TMFPD received aid **11** times from neighboring agencies and provided aid **9** times based on NFIRS reporting standards. Additional responses to/from the TMFPD may have occurred but did not meet the NFIRS definitions for automatic or mutual aid. Only incidents where representatives from two or more entities are on scene together qualify as aid given or received by an agency. When one entity handles an incident for another jurisdiction without assistance, the incident is not classified as auto/mutual aid according to NFIRS, and neither are responses where one entity cancels its response prior to arriving at the incident.

SIGNIFICANT INCIDENTS

Significant incidents for the month are reported below. The number of incidents reported in the Call Volume Table may not exactly match the narrative provided below; i.e. a structure fire that is limited to a small out building is reported in the Call Volume, however it does not warrant inclusion below.

Station by Commission District		
Station	District	Commissioner
Station 13 – Stead	5	Herman
Station 14 – Damonte Ranch	2	Lucey
Station 15 – Sun Valley	3/5	Jung / Herman
Station 16 – East Washoe Valley	2	Lucey
Station 17 – Spanish Springs	4	Hartung
Station 18 – Cold Springs	5	Herman
Station 30 – West Washoe Valley	2	Lucey
Station 35 – Mogul	5	Herman
Station 36 – Arrowcreek	2	Lucey
Station 37 – Hidden Valley	2	Lucey
Station 39 – Galena Forest	2	Lucey

Stations are predominantly within the Commissioner's District as listed above.

Incidents:

Cardiac Arrest – Station 15 (Sun Valley) Commissioner District 3/5

On March 6th at 23:32 hours, crews were dispatched for a reported stroke. Engine 15 arrived on scene at 23:31 hours to find the patient lying in the bathtub, unresponsive, without a pulse and apneic. Crews moved the patient and began CPR. The patient was defibrillated 3 times and his airway was secured. REMSA arrived on scene and assisted with administering medication. The patient was transferred to the ambulance, and Firefighter Paramedic continued providing advanced life support during transport. The patient was resuscitated and had a pulse upon arrival to the hospital.

1 TM Engine responded to this incident. Engine 15 Captain, Equipment Operator and Firefighter Paramedic are responsible for the advanced level of patient care provided. As of March 11th the patient was still hospitalized but doing well.

**Motor Vehicle Extrication – Station 18 (Cold Springs); Spoke Road
Commissioner District 5**

On March 8th at 22:25 hours, crews were dispatched to a vehicle accident with injuries. Crews arrived to find a vehicle on its roof with major damage approximately 50 feet down an embankment. The road was secured and struts were deployed on 3 sides of the vehicle to stabilize it for patient extrication. The patient was extricated and patient care was transferred to Care flight.

2 TM Engines, 1 Battalion Chief, 1 Red Rock VFD Engine, 1 Red Rock VFD Patrol, and 1 Silver Lake VFD Patrol responded to this incident.

**Cardiac Arrest – Station 17 (Spanish Springs);
Commissioner District 4**

On March 21st at 22:25 hours, crews were dispatched for a subject in seizure. Engine 17 arrived at 22:34 hours, making patient contact and immediately went to work performing CPR and establishing advanced airway via an endotracheal tube as well as to secure vascular access. Defibrillation was delivered with CPR immediately resumed. REMSA arrived on scene and assisted with drawing up meds. CPR was continued until the patient showed a return of spontaneous circulation. The TM Firefighter Paramedic rode to the hospital with REMSA to continue care. While en route to the hospital vital signs were reported as strong and patient care was transferred to Emergency Room personnel.

1 TM Engine responded to this incident. Engine 17 Captain, Equipment Operator and Firefighter Paramedic are responsible for the advanced level of patient care provided. As of March 27th the patient was doing well and on schedule to return home within the next day.

**Cardiac Arrest – Station 14 (Damonte Ranch);
Commissioner District 4**

On March 22nd at 14:08, crews were dispatched to the report of an elderly female with difficulty breathing. Engine 14 responded to find the patient in deteriorating condition. REMSA arrived on scene and crews moved the patient to the ambulance to perform interventions en route to the hospital. The patient became unresponsive and crews were able to secure the airway, intubate the patient, and began CPR while arriving at the Emergency Room. TM and REMSA medics continued to provide patient care along with Emergency Room staff, along with providing the Emergency Room with Vasopressin to provide the patient with the best chance of survival. TM and REMSA medics continued care until the patient was stabilized.

1 TM Engine responded to this incident. Engine 14 Captain, Equipment Operator Firefighter Paramedic, and Firefighter are responsible for the advanced level of care provided. The following day, Captain and the crew stopped at the hospital to check in on the patient, and had the opportunity to meet the patient's family, answer any questions and explain the scene and procedures that were necessary to save the patient's life. Equipment Operator/Firefighter

Paramedic also offered his support in any way to the family, including feeding pets, watering plants, etc.

Training

- EMS Training – Pharmacology Class
- EMS Training – 12-Lead ECG Operations
- EMS Training – Blood borne Pathogen Safety
- Hazmat MERRTT Training
- Annual Hazmat Refresher completed
- Infection Control Training
- Respiratory Protection Training
- Fire Investigation Training
- S-212 Chainsaw Refresher
- Faller Recertification completed
- Swim Testing completed for potential swim team members
- Hosted Volunteer Infection Control and SCBA Fit Testing
- Hosted Volunteer Training at RPSTC

Accomplishments

- Completed Annual SCBA Testing for Career Stations
- Began Annual Hose Testing
- Hosted Ride Alongs for 17 EMT Students from TMCC
- TMFPD Recruitment:
 - 6 New Firefighter Paramedics

Recognition of Noteworthy Actions

- Truckee Meadows Firefighters Association Local 3895 contributed \$1,000 to the American Red Cross ***“Fire Hurts...Red Cross Helps”*** Campaign, with the kickoff hosted by TMFPD Station 15 in District 3/5 (Sun Valley) to raise funds to assist those displaced by fire.
- Truckee Meadows Firefighters Association joined forces with North Lake Fire Protection District Firefighters Association in support of the Northern Nevada Children’s Cancer

Foundation. Crews held a head-shaving event that raised over \$2,000 to support the St. Baldrick's Foundation. Firefighters also hosted NNCCF families to a "Day at the Fire House," distributed gift cards for food and fuel, along with hosting a barbeque lunch with food donated by Raley's.



American Red Cross
of Northern Nevada



Fire Hurts. Red Cross Helps.

Your donation helps every 4 days.

The fire relief services provided by our local American Red Cross are funded exclusively through local contributions. In Northern Nevada, volunteers respond every 4 days putting your donations to work. Which means your donations aren't just important - they're everything.

Campaign Kickoff - JOIN US

Thursday, March 19, 2015 - 10:00am

Location: Truckee Meadows Fire Station 15
110 Quartz Lane 89433

AGENDA ITEM #5B





Northern Nevada
1190 Corporate Blvd
Reno, NV 89502
Tel (775) 856-4000
Fax (702) 791-3372
www.redcross.org/nv/reno

April 1, 2015

Truckee Meadows Firefighters Association
18124 Wedge Pkwy Suite #L143
Reno, NV 89511-8134

Dear Friends,

On behalf of the American Red Cross of Northern Nevada, please accept our deep appreciation for your contribution of \$1,000.00 to the *Fire Hurts...Red Cross Helps* campaign, on **March 16, 2015**.

It's hard to imagine how it feels to watch your home burn. Families feel virtually alone and powerless to stop the damage. They can lose everything that is meaningful to them in minutes.

Whenever someone in our community is displaced by fire, day or night, Red Cross volunteers are on the scene to lend a helping hand, providing food, clothing, and hope for the future when things seem most bleak. In the days following a fire, trained volunteer caseworkers stay in touch with the displaced families, making sure that they have found new places to live, and have the resources and information they need to get back on their feet. Your gift helps make these services possible.

We hope you realize how much we value your gift and your confidence in the Red Cross. Your contribution will make a real difference to a local family, when they need it most. If we can provide you with any additional information about the local Red Cross chapter, or if you would like to get involved as a volunteer, please let us know.

Sincerely,

A handwritten signature in cursive script that reads "Zanny Marsh".

Zanny Marsh, MJM
Executive Director



FOR IMMEDIATE RELEASE

March 25, 2015

Media Contact: Savannah McBride, Trooper Communications (702) 965-1617 or savannah@troopercommunications.com

Local Firefighters Associations Host BBQ for Northern Nevada Children's Cancer Foundation and Shave Heads to Support St. Baldrick's Foundation

(RENO, Nev) – Local associations, Truckee Meadows Firefighters Local 3895 and Incline Firefighters Local 2139, recently hosted a BBQ to support Northern Nevada Children's Cancer Foundation (NNCCF) in conjunction with a head shaving event to support St. Baldrick's Foundation on March 13. Firefighters along with NNCCF families came together for a "Day at the Fire House."

"The event is a time for families to meet and greet their local firefighters and for children to explore our fire engines and the station. We look forward to this event each year, as we are able to truly see the positive impact we can have on these families' lives. We thank The Northern Nevada Children's Cancer Foundation for helping to organize this event with us each year, as well as Raley's for donating the food for the family BBQ lunch," says Truckee Meadows Firefighter, Ian Satterfield.

Incline Firefighter Captain Carol Green says, "We are grateful to be able to come together and personally present these families with the proceeds from our annual Charitable Blackjack Tournament, which is sponsored by both firefighter associations. The annual head shaving benefitting St. Baldrick's is also a highlight of the event, as we are able to give back to two worthy charities."

Childhood cancer leaves a devastating impact on families from the time a diagnosis is made to even beyond treatment. It is the top disease-related killer of children, with about 50 children in northern Nevada diagnosed with some sort of childhood cancer each year. "Seeing the bravery these families go through everyday is eye-opening. Their bravery is one of the many reasons why we continuously support them," says NNCCF Executive Director Debbie Strickland.

The St. Baldrick's Foundation, the other charitable organization benefitting from the firefighters associations' efforts, is a volunteer-driven charity committed to funding the most promising research to find cures for childhood cancers and give survivors long, healthy lives. The goal of the "Day at the Fire House" annual event is not only to help those families going through childhood cancer, but to assist in funding the research to cure it.

###

Special to the Bonanza

April 1, 2015

Incline firefighters show support for Nevada cancer patients



Jaemie, a cancer patient, works a fire hose with two firefighters at the March 13 event.



Cancer patient Gaven gives a thumbs up.



Northern Nevada Children's Cancer Foundation families and local and regional firefighters gathered to raise money for NNCCF and the St. Baldrick's Foundation.

INCLINE VILLAGE, Nev. — The Incline Firefighters Local 2139 and Truckee Meadows Firefighters Local 3895 associations hosted a barbecue on March 13 to support Northern Nevada Children's Cancer Foundation.

The "Day at the Fire House" at North Lake Tahoe Fire Protection District's Station No. 11 featured firefighters and cancer foundation families and was done in conjunction with a head-shaving event to support the St. Baldrick's Foundation.

"We are grateful to be able to come together and personally present these families with the proceeds from our annual Charitable Blackjack Tournament, which is sponsored by both firefighter associations," said NLTFPD Capt. Carol Green. "The annual head shaving benefitting St. Baldrick's is also a highlight of the event, as we are able to give back to two worthy charities."

Childhood cancer leaves a devastating impact on families from the time a diagnosis is made, to even beyond treatment.

It is the top disease-related killer of children, with about 50 children in Northern Nevada diagnosed with some sort of childhood cancer each year.

"Seeing the bravery these families go through every day is eye-opening," said NNCCF Executive Director Debbie Strickland. "Their bravery is one of the many reasons why we continuously support them."

The St. Baldrick's Foundation is a volunteer-driven charity committed to funding the most promising research to find cures for childhood cancers and give survivors long, healthy lives.

The goal of the "Day at the Fire House" annual event is not only to help those families going through childhood cancer, but to assist in funding the research to cure it.

"The event is a time for families to meet and greet their local firefighters and for children to explore our fire engines and the station," said Truckee Meadows Firefighter Ian Satterfield, who added that he wanted to thank Raley's for donating food for the lunch. "We look forward to this event each year, as we are able to truly see the positive impact we can have on these families' lives."

This article was submitted to the Bonanza by the Northern Nevada Children's Cancer Foundation, which helps organize the event each year. Visit nvchildrenscancer.org to learn more. Visit stbaldricks.org to learn more about the St. Baldrick's Foundation.

March 2015

The following report contains non-audited figures based on data extracted from the District's incident reporting system and Washoe County E-Comm Dispatch.

Monthly Call Volume by Station & Type													
VOLUNTEER RESPONSE: INCIDENT TYPE	STATION/DISTRICT												
	220 - 321 - Cold Springs VFD	221 - Silver Lake VFD	223 - Lemmon Valley VFD	227 - South Valleys VFD	229 - Palomino Valley	237 - South Valleys VFD	240 - Red Rock VFD	242 - Gerlach VFD	301 - South Valleys VFD	331 - Peavine VFD	351 - Verdi VFD	381 - Galena VFD	TOTAL
Structure Fire						1			1		1		0
Wildland Fire						1			1		1		3
Vehicle/Trash/Other Fire			1										1
Emergency Medical Services		2				3	3		1		1	2	12
Motor Vehicle Accident		2				1	3		3				9
Rescue													0
HazMat/Hazardous Condition								1					1
Public Assist							1						1
Good Intent Call				1						1			2
Activated Fire Alarm		2											2
Severe Weather Related													0
Other													0
MARCH 2015 TOTAL	0	6	1	1	0	5	6	1	6	1	2	2	31

In the month of March, 2015 the Truckee Meadows Volunteers responded to 31 incidents.

SIGNIFICANT INCIDENTS

Significant incidents for the month are reported below. The number of incidents reported in the Call Volume Table may not exactly match the narrative provided below; i.e. a structure fire that is limited to a small out building is reported in the Call Volume, however it does not warrant inclusion below.

Incidents:

Motor Vehicle Extrication – Station 18 (Cold Springs); Spoke Road Commissioner District 5

On March 8th at 22:25 hours, crews were dispatched to a vehicle accident with injuries. Crews arrived to find a vehicle on its roof with major damage approximately 50 feet down an embankment. The road was secured and struts were deployed on 3 sides of the vehicle to stabilize it for patient extrication. The patient was extricated and patient care was transferred to Careflight.

2 TM Engines, 1 Battalion Chief, 1 Red Rock VFD Engine, 1 Red Rock VFD Patrol, and 1 Silver Lake VFD Patrol responded to this incident.

TRAINING AND ACTIVITY

Fire RMS and Target Solutions Training and Activity:

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Cold Springs VFD	CECBEMS Fundamentals of 12 Lead ECG Operation and Interpretation	1	1	1
	CECBEMS Pediatric Emergencies Basic	1	2	2
	CECBEMS Pharmacology Basic	1	1	1
	Company EMS Training	3	3.5	10.5
	EMS Ops	3	3	9
	Preventative Maintenance	8	2	16
	Vehicle Repair	3	2	6
	Measles Review	1	0.5	0.5
	NFPA 1001 Loss Control	1	1	1
	NFPA 1021 Pre-Incident Planning	2	1	2
	NFPA 1500 Respiratory Protection	2	1	2
	VFD Chiefs: Generate Reports	3	0.25	0.75
	Volunteer PPE Inspection	1	1	1
Cold Springs Total				52.75
Galena VFD	CECBEMS Pediatric Assessment	1	1	1
	CECBEMS Pediatric Emergencies Basic	1	2	2
	Company EMS Training	3	3.5	10.5
	Driver/Operator Training	4	2.5	10
	First Responder Operations Level Refresher (MOD #2)	1	2	2
	First Responder Operations Level Refresher (MOD #3)	1	2	2
	First Responder Operations Level Refresher (MOD #4)	1	2	2
	Lock-Out / Tag-Out	1	1	1
	Meetings	3	1	3
	NFPA 1500 Respiratory Protection	1	1	1
Galena VFD				34.5
Gerlach VFD	1.3.3 TMFPD Code of Conduct	1	0.25	0.25
	First Responder Operations Level Refresher (MOD #1)	1	2	2
	First Responder Operations Level Refresher (MOD #2)	1	2	2
	First Responder Operations Level Refresher (MOD #3)	1	2	2
	First Responder Operations Level Refresher (MOD #4)	1	2	2
	Lock-Out / Tag-Out	1	1	1
	Measles Review	1	0.5	0.5
	NFPA 1500 Confined Space Entry	1	1	1

Truckee Meadows Fire Protection District Monthly Report

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Gerlach VFD, Cont'd	TargetSolutions User Overview Video	1	0.25	0.25
	Volunteer PPE Inspection	2	1	2
Gerlach VFD Total				13
Lemmon Valley VFD	Company EMS Training	5	3.5	17.5
	First Responder Operations Level Refresher (MOD #1)	1	2	2
	Hazard Communication	1	1	1
	HAZMAT OPERATIONS REFRESHER	1	1	1
	Lock-Out / Tag-Out	1	1	1
	NFPA 1001 Fire Detection, Alarm & Suppression Systems	1	1	1
	NFPA 1021 Pre-Incident Planning	1	1	1
	NFPA 1500 Bloodborne Pathogens Safety	1	1	1
	NFPA 1500 Respiratory Protection	1	1	1
	The First Responder's Role in Fire Investigation	1	1	1
	Trenching & Shoring	1	1	1
	Volunteer PPE Inspection	1	1	1
Lemmon Valley VFD Total				29.5
Palomino Valley VFD	Company EMS Training	5	2	10
	First Responder Operations Level Refresher (MOD #1)	1	2	2
	Exposure Control and Blood Borne Pathogen	5	2	10
	Progressive Hose Lays	6	varied	19.75
	Pumps and Components	7	2	14
	S-130 Basic Wildland Firefighter	5	2	10
	Volunteer PPE Inspection	3	1	3
Palomino Valley VFD Total				68.75
Peavine VFD	CECBEMS Abdominal Trauma Basic	1	1	1
	CECBEMS Allergies and Anaphylaxis Basic	1	1	1
	CECBEMS Altered Mental Status	1	1	1
	CECBEMS Altitude Emergencies	1	2	2
	CECBEMS Aquatic Emergencies	1	2	2
	CECBEMS Back Injury Prevention	1	1	1
	CECBEMS Behavioral Emergencies Basic	1	1	1
	CECBEMS Bleeding and Shock Basic	1	1	1
	CECBEMS Burn Management Basic	1	1	1
	CECBEMS Carbon Monoxide Poisoning	1	1	1
	CECBEMS Cardiac Emergencies Basic	1	1	1
	CECBEMS CNS Injuries Basic	1	1	1
	CECBEMS Common Infectious Pathogens	1	1	1
	CECBEMS Communication and Documentation	1	1	1

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Peavine VFD, Cont'd	CECBEMS Confined-Space Entry	1	1	1
	CECBEMS Date Rape Drugs	1	2	2
	CECBEMS Diet & Nutrition	1	1	1
	CECBEMS Driving Safety	1	1	1
	CECBEMS Emergency Response to Terrorism (MOD #1)	1	1	1
	CECBEMS Emergency Response to Terrorism (MOD #2)	1	1	1
	CECBEMS Emergency Response to Terrorism (MOD #3)	1	1	1
	CECBEMS Emergency Response to Terrorism (MOD #4)	1	1	1
	CECBEMS Environmental Emergencies Basic	1	1	1
	CECBEMS Epilepsy	1	1	1
	CECBEMS Femur Fractures	1	1	1
	CECBEMS Fundamentals of 12 Lead ECG Operation and Interpretation	3	1	3
	CECBEMS Pediatric Assessment	1	1	1
	CECBEMS Pediatric Emergencies Basic	2	2	4
	CECBEMS Pharmacology Basic	3	1	3
	Company EMS Training	7	3.5	24.5
	Fire Suppression	6	varied	33
	Hose	2	varied	13
	Hydrants/Streets/Water Supply	1	4	4
	Ladders	2	4	8
	Radio/Communication	1	4	4
	Preventative Maintenance	7	2	14
	Technical Rescue	1	4	4
	Wildland	6	2.5	15
	Ebola Infection Control	1	0.5	0.5
	Hazard Communication	2	1	2
	Lock-Out / Tag-Out	1	1	1
	Measles Review	4	0.5	2
	NFPA 1001 Fire Detection, Alarm & Suppression Systems	1	1	1
	NFPA 1001 Loss Control	1	1	1
	NFPA 1021 Pre-Incident Planning	4	1	4
	NFPA 1500 Bloodborne Pathogens Safety	1	1	1
	NFPA 1500 Confined Space Entry	1	1	1
	NFPA 1500 Respiratory Protection	4	1	4
	Recording Company Training	3	0.25	0.75
	The First Responder's Role in Fire Investigation	3	1	3
	Volunteer PPE Inspection	6	1	6

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Peavine VFD Total				185.75
Red Rock VFD	CECBEMS Pediatric Assessment	1	1	1
	CECBEMS Pediatric Emergencies Basic	1	2	2
	CECBEMS Pediatric Emergencies Basic	1	2	2
	CECBEMS Pharmacology Basic	1	1	1
	Company EMS Training	7	3.5	24.5
	Ebola Infection Control	1	0.5	0.5
	HAZMAT OPERATIONS REFRESHER	1	1	1
	Lock-Out / Tag-Out	2	1	2
	Measles Review	1	0.5	0.5
	NFPA 1021 Pre-Incident Planning	2	1	2
	NFPA 1500 Bloodborne Pathogens Safety	1	1	1
	NFPA 1500 Respiratory Protection	2	1	2
	Recording Company Training	1	0.25	0.25
	The First Responder's Role in Fire Investigation	2	1	2
	VFD Chiefs: Generate Reports	11	0.25	2.75
	Volunteer PPE Inspection	3	1	3
Red Rock VFD Total				47.5
Silver Lake VFD	Company EMS Training	5	3.5	17.5
	NFPA 1021 Pre-Incident Planning	3	1	3
	NFPA 1500 Bloodborne Pathogens Safety	3	1	3
	NFPA 1500 Respiratory Protection	3	1	3
	The First Responder's Role in Fire Investigation	5	1	5
	Volunteer PPE Inspection	4	1	4
Silver Lake VFD Total				35.5
South Valleys VFD	CECBEMS Fundamentals of 12 Lead ECG Operation and Interpretation	1	1	1
	CECBEMS Pediatric Assessment	2	1	2
	CECBEMS Pediatric Emergencies Basic	1	2	2
	CECBEMS Pharmacology Basic	1	1	1
	Company EMS Training	13	3.5	45.5
	Fire Prevention Training	10	1	10
	Fire Suppression	1	3	3
	First Responder Operations Level Refresher (MOD #4)	1	2	2
	Lock-Out / Tag-Out	2	1	2
	Measles Review	3	0.5	1.5
	NFPA 1001 Protection of Evidence of Fire Origin & Cause	1	1	1
	NFPA 1021 Pre-Incident Planning	5	1	5
	NFPA 1500 Bloodborne Pathogens Safety	3	1	3
	NFPA 1500 Respiratory Protection	9	1	9

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
South Valleys VFD, Cont'd	Public Education Programs	11	varied	17
	Recording Company Training	1	0.25	0.25
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	1	2	2
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	1	2	2
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	1	2	2
	The First Responder's Role in Fire Investigation	2	1	2
	Volunteer PPE Inspection	4	1	4
South Valleys VFD Total				117.25
Verdi VFD	Bloodborne Pathogens Safety	1	1	1
	CECBEMS Fundamentals of 12 Lead ECG Operation and Interpretation	2	1	2
	CECBEMS Methamphetamine	1	2	2
	CECBEMS Pediatric Assessment	1	1	1
	CECBEMS Pediatric Emergencies Basic	1	2	2
	CECBEMS Pharmacology Basic	2	1	2
	Company EMS Training	16	varied	48
	Exposure Control and Blood Borne Pathogen	3	2	6
	Fire Suppression	5	varied	13
	Hose	1	1	1
	Physical Fitness	2	1	2
	Computer Security Awareness	1	1	1
	Driver Training - Driving Heavy Vehicles ,Driver Training - Pumper or Pumper/Tender Operations	1	2	2
	First Responder Operations Level Refresher (MOD #3)	1	2	2
	First Responder Operations Level Refresher (MOD #4)	1	2	2
	Measles Review	1	0.5	0.5
	NFPA 1001 Fire Hose	1	1	1
	NFPA 1001 Fire Streams	1	1	1
	NFPA 1001 Vehicle Extrication	1	1	1
	NFPA 1021 Pre-Incident Planning	3	1	3
	NFPA 1500 Bloodborne Pathogens Safety	1	1	1
	NFPA 1500 Respiratory Protection	4	1	4
	Respiratory Protection	1	1	1
	The First Responder's Role in Fire Investigation	1	1	1
	Volunteer PPE Inspection	3	1	3
Verdi VFD Total				103.5



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal _____
Risk Mgt. _____
HR _____

DATE: January 2, 2015

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us

SUBJECT: Approval of a two year Interlocal Contract between Truckee Meadows Fire Protection District and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources in the amount of \$180,000 per fiscal year, not to exceed \$360,000 for the purpose of resources, equipment and financial assistance in the mitigation of emergency fire incidents. (All Commission Districts)

SUMMARY

This is a recommendation to approve a two year Interlocal Contract between Truckee Meadows Fire Protection District (TMFPD) and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources (NDF) in the amount of \$180,000 per fiscal year, not to exceed \$360,000. This contract is for a two year term to be effective July 1, 2015 to June 30, 2017, which allows TMFPD to participate in the State's new Wildland Fire Protection Program ("WFPP"). The State will pay qualifying wildland fire suppression expenses to (or for) TMFPD, and will also provide the District resources without cost to include the use of State aircraft, hand crews, apparatus, and heavy equipment. This Interlocal Contract is with TMFPD on its own behalf and on behalf of Sierra Fire Protection District (SFPD) because SFPD has been consolidated into TMFPD for operation purposes pursuant to their consolidation Interlocal Agreement.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

Strategic Outcome supported by this item: *Improve Fire Safety*

PREVIOUS ACTION

The Board approved on June 11, 2013 a two year Interlocal Contract between TMFPD, SFPD and NDF.

BACKGROUND

Staff with the cooperation of our regional partner, NDF, has drafted the attached two year Interlocal Agreement and scope of work (attachment A within the Agreement), which provides that NDF will supply resources, equipment and financial assistance in the mitigation of emergency fire incidents in TMFPD and SFPD territories. The State will provide and deliver to TMFPD as soon as reasonably possible the State's physical resources without cost (subject to availability) when requested by TMFPD in response to emergencies within the boundaries of TMFPD and SFPD to include the use of State aircraft, hand crews, Conservation Camp Crews, apparatus and heavy equipment. It is to the mutual

advantage of the State and TMFPD to work closely together to maintain effective wildfire management without duplication, and to coordinate efforts.

FISCAL IMPACT

The fiscal impact for TMFPD is \$180,000 per fiscal year, not to exceed \$360,000 for the two year contract and would be funded through the TMFPD Emergency Fund. Quarterly installments are due in advance on the first of each quarter starting July 1 of each fiscal year.

RECOMMENDATION

Staff recommends that the Board approve the two year Interlocal Contract between Truckee Meadows Fire Protection District and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources in the amount of \$180,000 per fiscal year, not to exceed \$360,000 for the purpose of resources, equipment and financial assistance in the mitigation of emergency fire incidents.

POSSIBLE MOTION

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

"I move to approve the two year Interlocal Contract between Truckee Meadows Fire Protection District and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources in the amount of \$180,000 per fiscal year, not to exceed \$360,000 for the purpose of resources, equipment and financial assistance in the mitigation of emergency fire incidents."

INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada
Acting By and Through Its

Department of Conservation and Natural Resources
Nevada Division of Forestry
2478 Fairview Drive, Carson City, Nevada 89701
Phone (775) 684-2500 – Fax (775) 684-2570

And

Truckee Meadows Fire Protection District
P.O Box 11130

Reno, Nevada 89520-0027
Phone (775) 326-6000 – Fax (775) 326-6003

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services of Nevada Division of Forestry hereinafter set forth are both necessary to Truckee Meadows Fire Protection District (TMFPD), on behalf of itself and Sierra Fire Protection District (SFPD), which is now consolidated for operational purposes and administered by TMFPD, and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. DEFINITIONS. “State” means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. CONTRACT TERM. This Contract shall be effective July 1, 2015 to June 30, 2017, unless sooner terminated by either party as set forth in this Contract.
4. TERMINATION. This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 60 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. NOTICE. All notices or other communications required or permitted to be given under this Contract 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 mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: WILDLAND FIRE PROTECTION PROGRAM SCOPE OF WORK

7. CONSIDERATION. Nevada Division of Forestry agrees to provide the services set forth in paragraph (6) at a cost to TMFPD of \$80,000 per fiscal year not exceeding \$160,000, and at a cost to SFPD of \$100,000 per fiscal year not exceeding \$200,000, for the term of the contract, with quarterly installments payable in advance on the first of each quarter, starting July 1 of each fiscal year. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under generally accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation \$125 per hour for State employees attorneys and County Employed attorneys.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. INDEMNIFICATION.

a. To the fullest extent of limited liability as set forth in paragraph (11) of this Contract, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

b. The indemnification obligation under this paragraph is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract 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 Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. 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 Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General.

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

Marsha Berkbigler, Chair, Board of Fire Commissioners Date

Robert Roper, State Forester/Firewarden Date

Charles Moore, Fire Chief Date

Leo Drozdorff, Director, DCNR Date

Attest:

Nancy Parent, County Clerk Date

Approved as to form by:

Paul Lipparelli, County District Attorney Date

Signature – Nevada State Board of Examiners

APPROVED BY BOARD OF EXAMINERS

Approved as to form by:

On _____
Date

Bryan Stockton, Deputy Attorney General for Attorney General, State of Nevada

On _____
Date

Attachment A
WILDLAND FIRE PROTECTION PROGRAM
SCOPE of WORK

I. IDENTIFICATION OF ENTITIES

- A. The State of Nevada Department of Conservation and Natural Resources (hereinafter "DCNR") which exists pursuant NRS 232.010(1), and the Nevada Division of Forestry (hereinafter "DIVISION") which exists pursuant to NRS 232.090(c), are both agencies of the State of Nevada (and are from time to time collectively referred to as "STATE" in this Agreement);
- B. TRUCKEE MEADOWS FIRE PROTECTION DISTRICT (TMFPD) and SIERRA FIRE PROTECTION DISTRICT (SFPD) are political subdivisions of the State of Nevada (hereinafter collectively referred to as DISTRICT);
- C. TRUCKEE MEADOWS FIRE PROTECTION DISTRICT and SIERRA FIRE PROTECTION DISTRICT are both organized pursuant to NRS 474.460 to provide for the prevention and extinguishment of fires in their respective territories, and SIERRA FIRE PROTECTION DISTRICT is now consolidated for operational purposes into and is administered by TRUCKEE MEADOWS FIRE PROTECTION DISTRICT.

II. RECITALS

Whereas, all signatories to this Agreement are public agencies authorized by Chapter 277 of the Nevada Revised Statutes to enter into Interlocal and cooperative agreements with each other for the performance of governmental functions; and

Whereas, the DISTRICT is the authority having jurisdiction within its boundaries and authorized to serve its community in many different ways, including emergency situation management such as, fire and emergency medical service, hazardous materials, confined space rescue, fire prevention, aircraft fire rescue, and others; and

Whereas, The DIVISION has responsibility to supervise or coordinate all forestry and watershed work on state-owned and privately owned lands, including fire control, in Nevada, working with federal agencies, private associations, counties, towns, cities or private persons; and

Whereas, The DIVISION may maintain or have access to additional specialized wildfire expertise and suppression resources; and

Whereas, is to the mutual advantage of the DIVISION and the DISTRICT to work closely together to maintain effective wildfire management without duplication, and to coordinate efforts with federal cooperators; and

Whereas, the DIVISION and the DISTRICT desire to define their roles, responsibilities and relationships to achieve the most effective protection of forest, range, and watershed lands; and

Whereas, the DIVISION and the DISTRICT recognize that safe, aggressive initial attack is often the best suppression strategy to keep wildland fires small and costs down; and

Whereas, it is understood that the mission and intent of all parties is to quickly suppress wildland fires regardless of jurisdiction and/or ownership. It is considered mutually beneficial to all parties to jointly take action as necessary to safely and effectively contain all wildland fires; and

Whereas, the DISTRICT has requested to participate in the DIVISION's Wildland Fire Protection Program (hereinafter WFPP), and the DIVISION is authorized to render wildland fire protection services, including cost reimbursement, to the DISTRICT:

NOW THEREFORE, in consideration of the above premises, it is agreed between the parties as follows:

III. TERMS

A. Location

The DISTRICT will provide the DIVISION a map of the jurisdictional boundaries the DISTRICT enrolled in the WFPP.

B. Payment

The DIVISION will pay qualifying wildland fire suppression expenses to (or for) participating DISTRICT jurisdiction in the WFPP.

1. Qualifying Expenses

Reasonable and prudent expenses (actual costs, based on established rates of the jurisdiction or DIVISION, attached) with respect to values at risk for, wildland fire suppression and support resources engaged in wildland fire suppression within the DISTRICT jurisdictions, or through a cost-share agreement with Federal and/or Local Agencies on adjacent or comingled jurisdiction.

- Initial Attack Suppression forces (Assistance by Hire), including aviation resources.
- Extended Attack resources (Assistance by Hire), services and supplies with a Resource Order number.

Scope of Work for Wildland Fire Protection Program

- Vehicles, equipment and apparatus utilizing established Rates based on actual operating costs.
- Fire Base Camp – Incident Command Post set-up and operational costs.
- Food services for Incident personnel.
- Transportation to/from Incident.
- Repair/replacement of uninsured items and small equipment damaged or destroyed during fire suppression (with IC approval and completed OF-289, Property Loss or Damage Report).
- Use of Mobile equipment.
- Use of Aircraft services.
- Personnel costs utilizing established Rates based on actual operating costs.
- Incident Management Team, mobilization and support.
- Cost Share Agreements.
- Dispatch overtime.
- Fire suppression damage repair.

2. Excluded Expenses

- DISTRICT equipment, apparatus, personnel salary and benefits, unless expenses are directly attributed to a wildland fire covered under the WFPP.
- DISTRICT equipment and repair/maintenance costs associated with wildland fire response and normal wear and tear.
- Individuals and agencies when in “mutual aid” to the DISTRICT.
- “Profit” and Administrative fees.
- Dispatch personnel and services, regular time.
- Agency Overhead personnel not specifically assigned to the incident.
- Non-expendable (non-consumable) accountable property, i.e. Chainsaws, FAX Machines, and Mobile Air Conditioners.
- Claims and award payments.
- Interest and indemnities payments.
- DISTRICT Burned Area Emergency Rehabilitation (BAER) beyond suppression damage repair.
- Resources demobilized before the end of the mutual aid period.

3. Negotiable Expenses

Costs not outlined above may be subject to negotiation between the parties for payment.

The DISTRICT should notify the DIVISION of any questions, issues or situations regarding qualifying expenses that are not clear or require negotiation. The DIVISION will set a meeting to discuss and/or resolve. If the parties are unable to reach a mutually agreeable resolution, either party may refer the matter to the Review Committee (Section J) for further action.

Scope of Work for Wildland Fire Protection Program

C. Annual Planning Meeting

Annually, representatives of the DIVISION, the DISTRICT, and others deemed necessary, shall meet and jointly discuss, review, and update as necessary the WFPP and set rates for personnel and equipment. The DIVISION will arrange the date and location for the meeting each year.

D. Use of Incident Management Teams

The DISTRICT will notify the DIVISION Duty Officer of any wildland fire in their jurisdiction that may require mobilization of an Incident Management Team. The DIVISION will participate in unified command role and actively participate as an advisor to the Agency Administrator on any Type II or Type I wildland incident in a WFPP jurisdiction.

E. Organizing, Equipment and Training

The DISTRICT will cooperate in the training, equipping and maintaining of wildland firefighting forces in the DISTRICT.

The DIVISION will assist the DISTRICT, in the organizing and training of DISTRICT and cooperator forces to detect contain and extinguish wildland fires at no charge.

F. Wildfire Pre-Suppression

The DIVISION will provide, at the DISTRICT's request, technical assistance with hazardous fuels reduction and/or modification, including developing projects, prescriptions, and plans; State Historic Preservation Office (SHPO) pre project reviews for potential impacts upon historic properties; Threatened and Endangered (T&E) species occurrences; and other technical services as requested and available. The DIVISION will provide, at the DISTRICT's request, subject to availability, personnel and apparatus to assist in Public Wildfire Education Programs, and the DIVISION and the DISTRICT will collaborate on a wildland fire prevention program that includes a common message.

G. Wildfire Suppression

The DIVISION and the DISTRICT will utilize the "closest forces" concept for all wildland fire responses. This concept dictates that the closest available resources respond to initial attack fires, regardless of jurisdiction, whenever there is a critical and immediate need for the protection of life and property. Beyond initial attack, the "closest forces" concept is modified and the respective agencies will request the most appropriate resource to aid in the suppression of a wildfire.

H. Reporting/Notification

The DISTRICT will notify the DIVISION Duty Officer of any wildland fire in their jurisdiction that may require DIVISION assistance at time of size up or as soon as reasonably possible.

I. Prescribed Burning

The DIVISION and The DISTRICT will coordinate technical assistance for prescribed fires and fuels reduction projects. Prescribed burning costs are not eligible for reimbursement under the WFPP. If initiated by the DISTRICT, Escaped Prescribed Fires (conversion to wildland fire) are not eligible for reimbursement or direct payment under the WFPP if the prescribed fire was being conducted outside the approved prescription.

J. Review Committee

The STATE will establish a review committee to adjudicate issues or questions between the DIVISION and the DISTRICT which cannot be resolved informally through the parties. The Director of the Department of Conservation and Natural Resources (DCNR) will request one STATE representative and two individuals from jurisdictions other than where the dispute is occurring to serve on the Committee. The Committee will meet and discuss the issue and make a non-binding recommendation to the Director of DCNR for a final decision. The use of a Review Committee is not intended to alter or supplant any other remedy either party may have at law.

K. Reimbursement/Payment

The DIVISION will provide reimbursement to the DISTRICT, or provide for direct payment of approved costs to Federal and/or Local Agencies and other vendors.

The DIVISION will provide template/process for billing eligible DISTRICT costs to the Wildland Fire Protection Program.

1. Billing invoice requirements:
 - a. One incident per invoice;
 - b. Incident name;
 - c. Incident start date;
 - d. Incident number (State and Federal);
 - e. Contact point for questions;
 - f. Standard billing documentation: Dispatch Resource Orders, Cost Share Agreements, Transaction Registers and backup documentation (Resource Order Numbers for all Supplies), Incident Dispatch Log).

The DISTRICT will prepare and submit to the DIVISION incident billing packages no later than six (6) months from the date the incident is declared out, with the exception of certain FEMA, Civil Cost Recovery and other incidents that warrant specific time tables. The DIVISION reserves the right to return billing packages not meeting the billing invoice requirements outlined above, for correction. Failure to meet these timelines shall not be construed as a release or waiver of claims for reimbursement against the other party. If the six (6)-month timeframe cannot be met, immediate written notification shall be made to the DIVISION Deputy Administrator.

For Federal Emergency Management Agency (FEMA) billings, the DIVISION will be the lead agency for all bills to be submitted for the Fire Management Assistance Grant Program (FMAG). The DIVISION requires estimated bills from the DISTRICT within 30 days of the fire being declared out. The DISTRICT will track resources and costs associated with wildland fires.

L. Non-Wildland Fire Emergency Assistance

The DIVISION will provide to the DISTRICT, participating in the WFPP, assistance without cost (subject to availability) as requested by the DISTRICT for emergencies which threaten human life or property including the use of DIVISION aircraft, Conservation Camp Crews, apparatus and heavy equipment.

M. Cost Share Agreements

The DISTRICT will notify the DIVISION State Duty Officer of any wildland fire in their jurisdictions that may require a cost share agreement between agencies/jurisdictions. The DIVISION will assume an active role in the development of the cost share agreement and must ratify the agreement in order for any expenses incurred through the agreement to qualify under the WFPP.

N. Fire Investigations

Parties shall render mutual assistance in investigations and fire related law enforcement activities, and in court prosecutions, to the fullest extent possible. The DISTRICT shall be responsible for investigations and fire related law enforcement activities on wildfires that originate on their respective lands. The DIVISION has the ability to seek cost recovery actions on known human caused fires. To the extent permitted by State law, the DISTRICT will provide investigation files relative to the fire to the DIVISION.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal DWV
Risk Mgt. _____
HR _____

DATE: April 8, 2015
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives. (All Commission Districts)

SUMMARY

This item is the annual performance evaluation for the Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, objectives. The annual performance evaluation is required in the Employment Agreement and original Agreement and Amendment Number One to the Employment Agreement is attached hereto as *Appendix One*.

Strategic Objective supported by this item: *Safe, secure and healthy communities*

PREVIOUS ACTION

Charles A. Moore was appointed as Fire Chief of Truckee Meadows Fire Protection District by the Board of Fire Commissioners pursuant to NRS 474.470 and 474.500, inclusive, at its regular meeting on February 28, 2012 and entered into an employment agreement dated March 15, 2012, with the first day of employment commencing on April 2, 2012.

On October 28, 2014, the Board of Fire Commissioners approved Amendment No. 1 to the Employment Agreement between Truckee Meadows Fire Protection District Board of Fire Commissioners and Charles Moore.

BACKGROUND

This item is to conduct the annual performance evaluation of the Truckee Meadows Fire Protection District Fire Chief for the period of April 2, 2013 through April 2, 2014.

For your consideration in the review, the attached material is provided as part of this agenda item:

- 2012 to 2015 Employment Agreement
- Amendment Number 1 to the Employment Agreement
- Memorandum outlining priorities

The Board is encouraged to discuss the work priorities and confirm, add, or subtract from the recommended list.

AGENDA ITEM # 7

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended for possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, objectives.

POSSIBLE MOTION

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

"I Move to approve the annual performance evaluation for the Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, objectives."



MEMORANDUM

April 8, 2015

To: Board of Fire Commissioners
Truckee Meadows Fire Protection

District Fm: Charles A. Moore, Fire Chief

Re: Priorities and Expectations for 2015-2016. (Annual Performance Review)

Provided here are possible priorities and expectations for the following year, for the Board's discussion and possible adoption.

1. Merger of Sierra and Truckee Meadows Fire Districts.

This item is now before the Legislature for consideration. The bill, AB 333, would grant the Board the administrative authority to merge Sierra and Truckee Meadows Fire Districts, to increase the emergency fire fund to \$1.5 million and to maintain existing tax abatements so as to avoid any tax increase.

Once approved, there will be work to develop recommendations to the Board for administrative action to dissolve Sierra Fire District and adjust the boundary of TM to overlap Sierra. Staff will be required to develop a new budget, create a new legal description and maps, and coordinate taxing issues with the County Assessor and Treasurer.

Priority: High
Time Requirement: Medium

2. Volunteer Program Reform.

This item is in progress. I have retained ESCI to prepare a transition plan to frame the issues associated with this item. Development of Volunteer Standards and a plan for full re-organization will be presented in May.

Priority: High
Time Requirement: Very High (over two years)

3. Automatic Aid

Automatic aid is under consideration by the Legislature by way of SB 185. If passed, there is staff work to develop a plan and to make adjustments to dispatch protocols and procedures.

Priority: High

Time Requirement: Medium

4. Facilities Plan.

The existing condition of the logistics warehouse is very poor. TM Administration has expanded to capacity in the rented space allocated at the County Complex. Station 14 and Station 17 are in need of replacement. Repairs to Volunteer and Career stations are in progress.

Priority: High

Time Requirement: High

5. Acquisitions of Ladder Truck, Heavy Rescue and Structure Fire Support Vehicle (volunteers)

The District needs to acquire a ladder truck and replace the heavy rescue vehicle anticipating increased responses along the I-80 corridor.

Priority: Medium

Time Requirement: Medium

6. Strategic Planning for Automatic Aid along the I-80 Corridor.

This issue involves development of a staffing plan for a joint response from the Storey County Fire Station and a revised automatic aid agreement with North Lyon to strengthen the response to Wadsworth.

Priority: Medium

Time Requirement: Medium

7. Expansion of TM Boundary.

If AB 333 becomes law, the Board may wish to consider expansion of the TM boundary to the north to include some areas north of Township 22.

Priority: Medium

Time Requirement: Medium

8. REMSA Mutual Aid Agreement.

Conclude discussions with REMSA and develop a mutual aid agreement for surge capacity for the ambulance positioned at station 30 Bowers.

Priority: Medium

Time Requirement: Medium

9. Internal TM Plan for Disaster Mobilization.

The district needs to rehearse and plan for full mobilization of its resources for crisis and disaster incidents.

Priority: Medium

Time Requirement: Low

10. Amendment of the TM / WC Interlocal Agreement.

An amendment to the TM /WC agreement is in development for recommendations to the Board which would permit a separate purchasing policy, and options for services outside of the TM County Relationship.

Priority: High (for purchasing policy)

Time Requirement: Medium

11. Update Sierra County California Aid Agreement.

Sierra County California staff has requested a meeting with staff to re-visit the agreement to provide structural fire protection to a portion of Sierra County.

Priority: Medium

Time Requirement: Low

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made and entered into this 15th day of March, 2012, by and between the Truckee Meadows Fire Protection District Board of Fire Commissioners, hereinafter referred to as "TMFPD" or "Employer", and Charles Moore, an individual, hereinafter referred to as "Employee", both of whom do hereby agree as follows:

WHEREAS, Employer in a public meeting held on February 28, 2012, expressed its desire, following interviews of several candidates, to appoint Moore as its Fire Chief and directed TMFPD staff to negotiate the terms of the instant agreement with Moore; and

WHEREAS, TMFPD staff met with Moore on February 29, 2012, to negotiate the terms of the instant agreement; and,

WHEREAS, it is the desire of TMFPD to provide certain benefits, and to describe certain conditions of employment, and working conditions of Employee as set forth herein; and,

WHEREAS, it is the desire of Moore to accept employment as Fire Chief of TMFPD as set forth herein,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

1. DUTIES OF EMPLOYEE

TMFPD hereby appoints Employee and Employee agrees to serve as Fire Chief for the TMFPD and as such will perform the duties and have the responsibilities as set forth by law, and to perform other legally permissible and proper duties as the Board of Fire Commissioners shall from time to time assign. The effective date of this Agreement shall be April 2, 2012 .

2. TERM AND TERMINATION

A. TERM

This Agreement is effective for three years beginning April 2, 2012, and terminating at 11:59 p.m. April 1, 2015, unless sooner terminated at the will of Authority or Employee as provided herein.

B. TERMINATION BY EMPLOYEE

Employee may terminate this agreement at any time for any reason by giving 30 days notice. TMFPD may pay Employee up to 30 days pay and benefits in lieu of the notice and require immediate termination of employment. Employee shall not be entitled to severance pay of any kind should Employee terminate the agreement.

C. TERMINATION BY EMPLOYER

Employer may terminate this Agreement at any time and for any reason with or without cause by giving 30 days notice. Employer may, at its sole option, pay Employee up to 30 days salary in lieu of the notice and require immediate termination of employment. Except as described herein, Employee shall be entitled to 6 months' salary only as severance pay, which shall be in addition to the aforementioned 30 day in lieu of notice payment for immediate termination of employment.

Employee shall not be entitled to severance pay if Employer terminates Employee, in part or in total, for conviction of a crime other than a misdemeanor traffic citation not involving alcohol or drugs, or if Employee engages in conduct which constitutes a violation of law or policy governing the conduct of public officers. Nor shall Employee be entitled to severance pay at the conclusion of the term of this Agreement.

D. DUTIES AND RIGHTS UPON TERMINATION

Upon termination of employment, Employee shall (i) immediately cease doing any business of the Employer, (ii) leave the premises and (iii) return all equipment, files, documents, keys, identification cards, credit cards, and property belonging to Employer. If Employee is given pay in lieu of notice as described above, Employee shall remain available for consultation during the pay in lieu period.

3. **SALARY**

Employee shall be paid a gross salary of \$126,500.00. On each anniversary of the effective date of this Agreement, the Board shall consider Employee's performance and may award an increase in pay to Employee.

Employee, as an exempt employee under the Fair Labor Standards Act, shall not be entitled to overtime pay.

The annual salary of Employee may be adjusted by a vote of the Board consistent with the cost-of-living adjustment provided to all other unclassified and non-represented employees of the District. In addition, following the evaluation conducted pursuant to Paragraph 7 below, Employee's salary may be increased for merit by up to 5% of Employee's then current salary.

4. **BENEFITS**

Employee's compensation and benefits shall not be reduced at any time during the term of this Agreement except (i) to the degree that TMFPD requires an across the board reduction of salaries; (ii) if Employee is incapacitated and cannot perform his duties hereunder and has exhausted available leave; or (iii) as a result of disciplinary action for professional malfeasance, violation of law, or violation of the policies or directives of Employer.

5. EXCLUSIVE EMPLOYMENT

Employee agrees that in the absence of approval in advance, the TMFPD shall be his sole employer and that Employee shall not engage in any other employment of any kind, including independent contractor work. Employee may consult with his most recent previous employer until December 2012. Employee warrants that any such consulting will not occur during regular business hours or otherwise interfere with the performance of his duties as Fire Chief of TMFPD.

6. RETIREMENT

Employer shall pay the employee's contribution to the Nevada Public Employees Retirement System (PERS) in the same fashion as unclassified, non-represented employees of the District. Any increases or decreases in the PERS contribution rate to Employer are shared equally by the Employer and the Employee as described in NRS 286.421 and as dictated by the PERS System.

Employee understands and agrees that his classification as a "regular" or "police/fire" member of the PERS system will be determined by PERS alone, that the District has no ability or duty to alter or challenge any such determination, and Employee agrees to abide by any such determination by PERS.

Both Parties agree that should Employee be determined to be a "police/fire" member of PERS that contribution rates will be adjusted retroactively if allowed by PERS. Both Parties agree that PERS' failure to allow a retroactive payment will not result in a duty to pay additional compensation or retirement payment of any kind.

7. EVALUATIONS

A. The TMFPD Board of Fire Commissioners, with Employee's input, agrees to adopt priorities and expectations for Employee and the Board agrees to do so each year thereafter so long as this Agreement is in effect. The Board's adoption of priorities and expectations for Employee shall coincide with Employee's evaluation as provided in Paragraph B below. The priorities and expectations may be added to or deleted as the TMFPD Board may from time to time determine, in consultation with Employee.

B. Each year prior to or as near as possible to the anniversary date of this Agreement, the TMFPD Board of Fire Commissioners will review and evaluate Employee's performance in accordance with the provisions of the Open Meeting Law. Employee shall contact the Chair of the Board at least 30 days in advance of his anniversary date to schedule the evaluation. The evaluation shall be based upon priorities and expectations as developed as provided in Paragraph A above. The evaluation process will be jointly developed and mutually agreed upon by Employer and Employee.

8. VEHICLE AND USE

Employee will be issued a District vehicle and Employee may use the vehicle in accordance with District policy.

9. NOTICES

When required by the Agreement, notice by Employee shall be in writing and shall be by personal service on the Chair of the TMFPD Board of Fire Commissioners, or sent by regular mail to the Chair, in which case notice shall be deemed effective on the date of mailing.

When required by the Agreement, notice by Employer shall be by personal service on Employee, or sent by regular mail to Employee, in which case notice shall be deemed effective on the date of mailing.

10. HEALTH INSURANCE:

Employer shall pay 100% of Employee premium and, should Employee elect dependent coverage, Employer shall pay 50% of the premium for such coverage.

11. LIFE INSURANCE:

Employer will purchase \$25,000 of life insurance for Employee.

12. LEAVE:

A. Employee shall accrue 120 hours per year of sick leave at a rate of approximately 4.615 hours per pay period.

B. Eligibility for paid vacation begins (6) months from date of employment with the Truckee Meadows Fire Protection District. Vacation time is earned on a graduated basis:

0 - 3 Years	96 Hours
3 - 5 Years	136 Hours
5 - 10 Years	152 Hours
10 - 15 Years	176 Hours
15 - 20 Years	192 Hours
20 + Years	200 Hours

No more than 240 hours of vacation leave may be carried forward at the end of the calendar year.

C. Employee shall be entitled to 11 paid Holidays per year pursuant to NRS 236.015.

D. Employee shall not be entitled to Comp time.

13. PROFESSIONAL DEVELOPMENT

A. To the extent allowed by law and as may be consistent with the Employer's budget and travel ordinance, Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of the Employee and to adequately pursue official and other functions of Employer, in an amount to be determined solely by the TMFPD.

B. To the extent allowed by law and as may be consistent with the Employer's budget and travel ordinance, Employer, also agrees to budget and to pay for the travel and subsistence expenses of employee for short course, institutes, and seminars for his professional development and for the good of the Employer, in an amount to be determined solely by the TMFPD. The Employer agrees to pay for reasonably necessary required emergency medical technician or paramedic certification expenses. All reasonably required safety equipment shall be provided at the expense of the employer.

14. LABOR RELATIONS

Employee shall not have the ability to enter into "side agreements" with any of the Labor Associations recognized by the TMFPD.

15. WAIVER

Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of this Agreement be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement

16. APPLICABLE LAW AND EXCLUSIVE FORUM

The Parties agree that this Agreement is entered into in the State of Nevada and shall therefore be governed by the laws of Nevada without resort to conflict of laws principles. The Parties also consent to jurisdiction in the state and federal courts of Nevada and agree that such courts shall have exclusive jurisdiction over disputes arising out of the interpretation of this Agreement.

17. SEVERABILITY

If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the Parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.

18. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the Parties and may only be modified by a written amendment signed by the Parties hereto.

19. AMENDMENT

This Agreement may only be modified in a writing signed by all Parties hereto and executed with the same formalities as this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement this 15th day of March, 2012.

EMPLOYEE

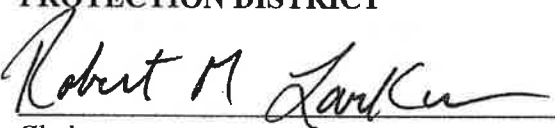


Charles Moore

3.15.12

Date

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE
PROTECTION DISTRICT**

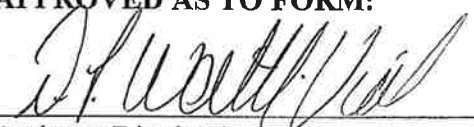


Chairman

3-15-2012

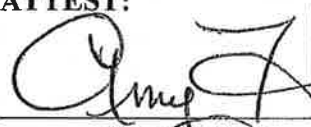
Date

APPROVED AS TO FORM:



Assistant District Attorney
Deputy

ATTEST:



Washoe County Clerk



10-1-12

AMENDMENT NO. 1

**EMPLOYMENT AGREEMENT BETWEEN TRUCKEE MEADOWS FIRE
PROTECTION DISTRICT BOARD OF FIRE COMMISSIONERS
AND CHARLES MOORE**

This Amendment to the EMPLOYMENT AGREEMENT dated March 15, 2012 by and between the Truckee Meadows Fire Protection District Board of Fire Commissioners hereinafter referred to as "TMFPD" or "Employer" and Charles Moore, hereinafter referred to as "Employee" is made and entered effective October 28, 2014, both of whom do hereby agree as follows:

WHEREAS, Employer in a public meeting held on June 24, 2014 expressed its desire, following an evaluation of Employee, to extend the term of the EMPLOYMENT AGREEMENT dated March 15, 2012 (hereinafter "EMPLOYMENT AGREEMENT") for three (3) years; and,

WHEREAS, Employer in a public meeting held on October 28, 2014 acted to increase the salary of the Employee by 5% retroactive to April 2, 2014; and,

NOW THEREFORE, with full incorporation of all recitals set forth above, it is agreed between the parties to amend the Interlocal Agreement as follows:

1. Paragraph 2. (A) of the EMPLOYMENT AGREEMENT is amended to read as follows:

2. **TERM AND TERMINATION**

- A. **TERM**

This Agreement is effective until 11:59 p.m. June 30, 2018 unless sooner terminated at the will of the Employer or Employee as provided herein.

2. Paragraph 3 of the EMPLOYMENT AGREEMENT shall read in its entirety as follows:

3. **SALARY**

- A. **SALARY**

Employee's salary shall be equal to the gross amount of the Employee's current salary as of April 2, 2014 plus 5%. Such increase shall be paid retroactively to April 2, 2014. On each anniversary of the effective date of this Agreement, the Board shall consider Employee's performance and may award an increase in pay to Employee.

Employee, as an exempt employee under Fair Labor Standards Act, shall not be entitled to overtime pay.

The annual salary of Employee may be adjusted by a vote of the Board consistent with the cost-of-living adjustment provided to all other unclassified and non-represented employees of the District. In addition, following the evaluation conducted pursuant to Paragraph 7, Employee's salary may be increased for merit by up to 5% of Employee's then current salary.

B. UNIFORM ALLOWANCE

Employee shall receive a uniform allowance retroactive to July 1, 2014 and thereafter in the amount of \$1,000.00 annually, payable in two (2) equal semi-annual installments on the first payday in July and the first payday in January.

3. Paragraph 4 of the EMPLOYMENT AGREEMENT shall read in its entirety as follows:

4. All other terms and conditions of the Employment Agreement dated March 15, 2012 remain in full force and effect.

IN WITNESS WHEREOF, the parties have set their hands with the intent to be bound.

EMPLOYEE


Charles Moore

10.30.14
Date

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**


David Humke, Chair

11-4-14
Date

ATTEST:


Nancy L. Parent
Washoe County Clerk

APPROVED AS TO FORM:


Assistant District Attorney



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal DWV
Risk Mgt. DE
HR JL

DATE: April 8, 2015
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and possible action to create a position in concept (based upon the draft job specification attached) titled Fire Officer in Charge of Strategic and Volunteer Services and if approved, authorize staff to perform a risk analysis, ADA assessment and submit to NV PERS for evaluation. (All Commission Districts)

SUMMARY

This item was requested by Commissioner Jung. This is discussion and possible action to create a position in concept (based upon the draft job class specification attached) titled Fire Officer in Charge of Strategic and Volunteer Services and if approved, authorize staff to perform a risk analysis, ADA assessment and submit to NV PERS for evaluation.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

None

BACKGROUND

Captain Bill Winchester was permanently injured in an off duty accident that has left him unable to perform the duties of a Fire Captain. Captain Winchester is an exemplary employee of the District and he has the ability contribute to the District's mission and needs.

The District needs an experienced Fire Officer to coordinate recruiting and reforms in the Volunteer Division as well as delivery of media and community outreach programs and materials. In discussions with Mr. Winchester, Commissioner Jung, Human Resources and Local 3895, it was the consensus in those meetings to create a position in concept which blends the needs of the District and Mr. Winchester.

This command level job class is requested (upon approval by the Board) to exempt the position from open and competitive process or internal posting. The President of Local 3895 has agreed to an exemption in this case, and to stipulate to a non-precedential agreement in this special circumstance.

If the Board approves of the position in concept, the job will be submitted to PERS for determination for Police/Fire or Regular PERS. The Board is also requested to authorize staff to perform a risk analysis and ADA assessment to determine reasonable accommodation.

The job class concept is attached hereto and is proposed as a lateral position.

FISCAL IMPACT

The fiscal impact would be determined after a PERS decision and a risk analysis and ADA assessment of the District and County facilities. The salary for the position is proposed to be that of a Fire Captain. Other fiscal impacts are not currently known; however there may be costs to modify certain portions of TM and County areas of the building. What is currently anticipated is work space modifications, modifications to the exit corridors - and a possible specially equipped vehicle.

There are sufficient funds to pay for the salary in the current budget and in the proposed next fiscal year budget.

Costs to modify the physical components of the building and any need for a vehicle will be determined later, and may require a budget augmentation.

RECOMMENDATION

It is recommended the Board of Fire Commissioners approve an action to create a position in concept (based upon the draft job class specification attached) titled Fire Officer in Charge of Strategic and Volunteer Services and if approved, authorize staff to perform a risk analysis, ADA assessment and submit to NV PERS for evaluation.

POSSIBLE MOTION

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

"I move to approve an action to create a position in concept (based upon the draft job class specification attached) titled Fire Officer in Charge of Strategic and Volunteer Services and if approved, authorize staff to perform a risk analysis, ADA assessment and submit to NV PERS for evaluation."

DRAFT CLASS SPECIFICATION



FIRE OFFICER IN CHARGE OF STRATEGIC AND VOLUNTEER SERVICES

DEFINITION

Under general supervision, supervises and performs technical and administrative analysis, and strategic activities and duties related to administration, training and coordination of volunteer fire services, community and media outreach, occupational safety and health during assigned hours or special assigned hours.

EXPERIENCE AND TRAINING REQUIREMENTS:

Five (5) years of fire service experience in fire suppression with one year of rank as a Fire Captain. Knowledge of fire service operations for both wildland and structural fire suppression activities. Experience in fire service instruction.

LICENSE OR CERTIFICATE

A valid Nevada driver's license is required at the time of appointment.

State of Nevada Firefighter Two or International Fire Service Accreditation Congress (IFSAC) at time of appointment.

Possession of a valid Nevada or National Registry Emergency Medical Technician Basic or higher level certificate and CPR certification at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinates and manages volunteer resources.

Writes policies and guidelines for volunteer services and updates volunteer manual.

Collects and analyzes reports and training records from volunteers.

Supervises volunteer station managers and ensures that reporting of training and response records are complete and accurate.

Plans and schedules volunteer training and develop lesson plans for volunteers.

DRAFT CLASS SPECIFICATION

Delivers training classes to volunteers in wildland fire, emergency medical and structural firefighting/support services, incident command and safety.

Performs various public information and public relations tasks. Answers questions from the general public and may respond to media inquiries.

Prepares a variety of written reports and materials regarding the volunteer program; plans and implements Volunteer activities.

May assist Fire Prevention Division with opening burning and defensible space programs.

Monitors volunteer compliance and provides instruction on District software programs for records and training.

Prepares a variety of written reports regarding District operations. Analyzes response data and trends.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of Truckee Meadows Fire Protection District

Firefighting methods for wildland, structural, and vehicular incidents

Firefighting rehabilitation

Fire behavior and fire control techniques to carry out wildland fire suppression

Fire line terminology required to communicate with other crew members

Incident Command structure and fire ground operations using IC

Basic cardio and basic trauma/life support treatments

Principles and practices of program planning, implementation and evaluation

Research techniques, data collection, and analysis and report preparation

Methods and practices for developing and presenting public information and/or training programs

Principles and practices of adult learning and training methodologies

Geography of the District, including major streets and landmarks

Goals, objectives, functions, protocol, and activity guidelines for volunteer fire services



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal _____
Risk Mgt. DE
HR N/A

DATE: April 6, 2015
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and action on the Truckee Meadows Fire Protection District Tentative Budget for Fiscal Year 2015-16 and direct staff to return at the Final Budget Hearing set for May 18, 2015. (All Commission Districts)

SUMMARY

This item is discussion and action on the Truckee Meadows Fire Protection District Tentative Budget for FY 15-16. The Final Budget for FY 15-16 will be brought to the Board for approval at the District's Final Budget Hearing on May 18, 2015.

Strategic Objective supported by this item: *Sustainability of our financial, social and natural resources.*

PREVIOUS ACTION

On February 26, 2013, the Board of Fire Commissioners approved an enhancement in the EMS service level to ALS within the Truckee Meadows Fire Protection District.

March 27, 2012 Board of Fire Commissioners directed staff to implement Plan B to provide Fire and EMS service to all areas of the Fire District and approved the Interlocal Agreement between the SFPD and TMFPD for Consolidated Fire Service.

October 25, 2011 Board of Fire Commissioners approved the operational and administrative consolidation of the SFPD and TMFPD with TMFPD as fire service provider and defined the level of service therein. Board directed staff to return with an Interlocal Agreement between the SFPD and TMFPD to effectuate the consolidation.

BACKGROUND

Truckee Meadows Fire Protection District's revenues have stabilized and the District is financially sound and sustainable in the short and long term. In addition, the District is able to pay for the acquisition of land and construction of a new Station #14 and continue funding a capital improvement program with cash savings instead of acquiring debt.

FY 15-16 General Fund Budget Highlights

1) The total General Fund revenues are estimated at \$24,920,655 which includes the \$6,692,208 payment from the Sierra Fire Protection District to pay for SFPD operations per the Interlocal Agreement.

2) The property tax rate for the TMFPD is set at current levels at \$0.5400 per \$100 of assessed value. Even though the Board of Fire Commissioners approved a tax rate increase from \$0.4713 to \$0.5400 in 2012, the total amount of property tax revenue collected is expected to be \$10,911,909 which is \$773,811 or 7% below the property tax collected in FY 09-10 of \$11,685,720 at the \$0.4713 tax rate. Therefore, even though the tax rate was increased in 2012, the average TMFPD taxpayer is paying 7% less in property taxes than they paid in FY 09-10 due to the decline in assessed values.

3) The total General Fund expenditures for the TMFPD and SFPD consolidated operations are budgeted at \$23,321,555 which include the cost of full paramedic engine companies at all career fire stations. The budget also includes the addition of 1 new staff member - a Fire Prevention Specialist.

4) The expenditures include continuing the Community Smoke Detector Program and Fireplace Ash Safety Program as well as funding for the Fuels Management Program.

5) The budget includes a one-time transfer of \$4 million to the Capital Projects Fund in order to fund the District's capital improvement program in FY 15-16. The funding for the transfer comes from one-time budget savings and the normal on-going funding for capital expenditures. The expenditures include normal capital purchases as well as \$225,000 to replace District radios and MDTs, refurbishing apparatus, the purchase of equipment for 2 Water Tenders, and \$4.2 million for funding a Fire Station Replacement Program.

6) The General Fund Balance is at the Board established 25% of expenditure level and is \$5,976,146. This will allow the District to provide for the necessary cash flow in the summer months before the first property tax revenues are distributed in late August/early September, as well as provide for cash flow for large wildland fire expenditures as needed.

7) The General Fund includes an operating contingency of \$350,000 which is 1.5% of expenditures.

8) The District's General Fund is financially sustainable in the short-term and long-term.

**TMFPD/SFPD CONSOLIDATED FIRE DEPARTMENT
GENERAL FUND PROJECTIONS**

	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Total Revenues	\$23,737,788	\$24,920,655	\$25,835,394	\$26,673,853
Less Total Expenditures	<u>21,040,476</u>	<u>23,321,555</u>	<u>24,337,193</u>	<u>25,243,484</u>
Operating Surplus (Deficit)	2,697,312	1,599,100	1,498,201	1,430,369
Less: Other Financing Sources/Uses	4,299,870	4,350,000	1,400,000	1,400,000
Beginning Fund Balance	<u>10,329,604</u>	<u>8,727,046</u>	<u>5,976,146</u>	<u>6,074,347</u>
Ending Fund Balance	\$8,727,046	\$5,976,146	\$6,074,347	\$6,104,716

Capital Projects Fund

1) For FY 15-16, the District's Capital Improvement Program resources includes the \$4 million transfer from the General Fund (noted above) due to one-time savings and the annual capital appropriation. These transfers as well as interest earnings and fund balance carry forward will fund the \$7,050,000 anticipated expenditures in the Capital Projects Fund in FY 15-16. These expenditures allow the District to fully fund the capital improvement program without acquiring any debt.

2) In total, the Capital Improvement Budget for FY 15-16 is estimated at \$7,050,000 leaving a fund balance of \$577,965 which will be carried over to FY 16-17.

Emergency Fund

NRS 474.510 requires a Fire Protection District to establish a District Emergency Fund which must be used solely for the purpose of funding unforeseen emergencies such as large wildland fires. By law, the fund may have up to \$1 million set aside for these emergencies. Due to the anticipation of large wildland fires which may have to be paid for upfront before reimbursement from NDF due to the NDF Emergency Program, the District has budgeted \$520,000 in FY 15-16 in order for the District to be sufficiently prepared when the wildland fires occur.

Other Funds

1) The Sick, Annual, and Comp Benefits Fund which was created to fund employees' termination benefits when they retire or leave service was established in FY14-15. The establishment of this fund was in anticipation of several retirements in the next few years. This fund was funded in FY 14-15 by a one-time \$589,769 transfer from the Health Benefits Fund which was being eliminated since it was no longer needed. The anticipated expenditure for FY 15-16 is \$308,000. The remaining fund balance is estimated at \$168,419 and will be carried forward to FY 16-17.

2) The Workers' Compensation Internal Service Fund was established to accumulate resources to pay the City of Reno for the workers' compensation liability which claims were incurred during the term of the Reno/TMFPD Interlocal Agreement. The TMFPD will pay the City of Reno for 5 years after the end of the Agreement in 2012. For FY 15-16, the workers' compensation liability is fully funded. The FY 15-16 Workers' Compensation Fund ending cash balance is budgeted at \$3,491,940 and insures the District has adequate cash set aside to pay for the District's liability costs in the future.

3) The Health Benefits Fund was established to account for the TMFPD group medical and retiree health benefit cost. With the District going to a guaranteed group medical program and the establishment of the OPEB Trust for retiree health benefits, the Fund is no longer required and the Budget reflects the elimination of the Fund with a budgeted FY15-16 OPEB Trust payment of \$611,030.

4) The Stabilization Fund was established according to NRS 354 to provide funding for revenue shortfalls or natural disasters. The beginning fund balance of \$580,698 has been accumulated over the past 16 years.

Conclusion

The Truckee Meadows Fire Protection District's Tentative Budget for FY 15-16 is financially sustainable in the short-term and long-term.

FISCAL IMPACT

The total expenditure in the FY 15-16 Truckee Meadows Fire Protection District Budget for all the governmental funds is \$31,699,555 and for the proprietary fund, the total expenditure is budgeted at \$1,611,030.

RECOMMENDATION

It is recommended the Board of Fire Commissioners of the Truckee Meadows Fire Protection District approve the FY 15-16 Tentative Budget and direct staff to return at the Final Budget Hearing set for May 18, 2015.

POSSIBLE MOTION

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

"I move to approve the Truckee Meadows Fire Protection District FY 15-16 Tentative Budget as presented and direct staff to return to the Final Budget Hearing set for May 18, 2015."

Amy Ray
Fire Marshal



Tim Leighton
Deputy Fire Chief

Charles A. Moore
Fire Chief

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7937

Truckee Meadows Fire Protection District herewith submits the TENTATIVE budget for the
fiscal year ending June 30, 2016

This budget contains 7 funds, including Debt Service, requiring property tax revenues totaling \$ 10,911,909

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0. If the final computation requires, the tax rate will be lowered.

This budget contains 5 governmental fund types with estimated expenditures of \$ 31,699,555 and
2 proprietary funds with estimated expenses of \$ 1,611,030

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

APPROVED BY THE GOVERNING BOARD

I Vicki Van Buren
(Printed Name)
Chief Fiscal Officer
(Title)
certify that all applicable funds and financial
operations of this Local Government are
listed herein

Signed

V. Van Buren

Dated:

04/14/15

SCHEDULED PUBLIC HEARING:

Date and Time May 18, 2015 at 8:30 AM

Publication Date Between May 4 and May 11, 2015

Place: Washoe County Commission Chambers, 1001 E. 9th Street, Reno, Nevada

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/14	ESTIMATED CURRENT YEAR ENDING 06/30/15	BUDGET YEAR ENDING 06/30/16
General Government			
Judicial			
Public Safety	117	123	124
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT	117	123	124
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	117	123	124

POPULATION (AS OF JULY 1)	80,315	80,315	80,315
SOURCE OF POPULATION ESTIMATE*	Comprehensive Planning	Comprehensive Planning	Comprehensive Planning
Assessed Valuation (Secured and Unsecured Only)	1,920,776,304	2,039,805,070	2,278,621,188
Net Proceeds of Mines	1,815,000	1,803,000	1,321,000
TOTAL ASSESSED VALUE	1,922,591,304	2,041,608,070	2,279,942,188
TAX RATE			
General Fund	0.5400	0.5400	0.5400
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE	0.5400	0.5400	0.5400

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

PROPERTY TAX RATE AND REVENUE RECONCILIATION

Fiscal Year 2015-2016

	(1) ALLOWED TAX RATE	(2) ASSESSED VALUATION	(3) ALLOWED AD VALOREM REVENUE [(1) X (2)/100]	(4) TAX RATE LEVIED	(5) TOTAL PREABATED AD VALOREM REVENUE [(2)X(4)/100]	(6) AD VALOREM TAX ABATEMENT [(5)-(7)]	(7) BUDGETED AD VALOREM REVENUE WITH CAP
OPERATING RATE:							
A. PROPERTY TAX Subject to Revenue Limitations	1.3866	2,278,621,188	31,595,361	0.5400	12,304,554	1,392,645	10,911,909
B. PROPERTY TAX Outside Revenue Limitations:							
Net Proceeds of Mines							
VOTER APPROVED:							
C. Voter Approved Overrides							
LEGISLATIVE OVERRIDES							
D. Accident Indigent (NRS 428.185)							
E. Indigent (NRS 428.285)							
F. Capital Acquisition (NRS 354.59815)							
G. Youth Services Levy (NRS 62B.150, 62B.160)							
H. Legislative Overrides							
I. SCRT Loss (NRS 354.59813)	0.0368	2,278,621,188	839,824				
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0368	2,278,621,188	839,824				
M. SUBTOTAL A, C, L	1.4234	2,278,621,188	32,435,186	0.5400	1,304,554	1,392,645	10,911,909
N. Debt							
O. TOTAL M AND N	1.4234	2,278,621,188	32,435,186	0.5400	12,304,554	1,392,645	10,911,909

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

(Local Government)

SCHEDULE S-3 - PROPERTY TAX RATE
AND REVENUE RECONCILIATION

If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula, please attach an explanation.

Note 1: This form calculation does not include net proceeds of mines revenue calculations.

Budget Summary for TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

[illegible]

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2016

Budget Summary for TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

FUND NAME	*	OPERATING REVENUES (1)	OPERATING EXPENSES (2) **	NONOPERATING REVENUES (3)	NONOPERATING EXPENSES (4)	OPERATING TRANSFERS		NET INCOME (7)
						IN (5)	OUT (6)	
Workers' Compensation Fund	I	-	1,000,000	50,000	-	-	-	(950,000)
Health Benefits Fund	I	-	611,030	-	-	-	-	(611,030)
TOTAL		-	1,611,030	50,000	-	-	-	(1,561,030)

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/16	
	ACTUAL PRIOR YEAR ENDING 6/30/2014	ESTIMATED CURRENT YEAR ENDING 6/30/2015	TENTATIVE APPROVED	FINAL APPROVED
Taxes:				
Property Tax	9,816,203	10,150,166	10,911,909	
Property Tax-AB 104	142,180	155,066	155,066	
Licenses and permits:				
Gaming, AB 104	2,100	800	1,000	
Other	750	1,250	1,000	
Intergovernmental:				
Federal grants	46,929	158,727	108,837	
Consolidated taxes	5,208,953	5,537,974	5,641,952	
Real property transfer tax, AB 104	30,582	31,454	31,454	
Supplemental city/county relief tax, AB 104	654,633	667,137	667,137	
Interlocal agreement, fire suppression	7,110,696	6,906,924	7,277,208	
Charges for Services:				
Charges for services	11,070	10,700	10,700	
Miscellaneous:				
Investment earnings	156,001	100,000	100,000	
Reimbursements	285,686	4,359	500	
Other	31,366	13,231	13,892	
SUBTOTAL REVENUE ALL SOURCES	23,495,149	23,737,788	24,920,655	-
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule 1)	-	-	-	
Proceeds of asset disposition	18,762	130	-	
Proceeds of Long-term Debt	-	-	-	
Other	-	-	-	
SUBTOTAL OTHER FINANCING SOURCES	18,762	130	-	-
BEGINNING FUND BALANCE	9,919,097	10,329,604	8,727,046	
Prior Period Adjustments	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	9,919,097	10,329,604	8,727,046	-
TOTAL AVAILABLE RESOURCES	33,433,008	34,067,522	33,647,701	-

Note: FY13/14 Beginning Fund Balance does not include the Stabilization Fund Balance.

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)
SCHEDULE B - GENERAL FUND

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
Intergovernmental:				
Federal grants	-	-	-	
Miscellaneous				
Interest earnings	68,461	20,000	50,000	
Subtotal	68,461	20,000	50,000	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	3,650,000	4,900,000	4,000,000	
BEGINNING FUND BALANCE	4,861,041	3,329,172	3,577,965	
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	4,861,041	3,329,172	3,577,965	-
TOTAL RESOURCES	8,579,502	8,249,172	7,627,965	-
<u>EXPENDITURES</u>				
PUBLIC SAFETY:				
FIRE:				
Services and Supplies	660,957	922,860	430,000	
Capital outlay	4,589,373	3,748,347	6,620,000	
Subtotal	5,250,330	4,671,207	7,050,000	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-			
Operating Transfers Out (Schedule T)	-			
ENDING FUND BALANCE	3,329,172	3,577,965	577,965	-
TOTAL COMMITMENTS & FUND BALANCE	8,579,502	8,249,172	7,627,965	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -2

FUND _____ CAPITAL PROJECTS FUND _____

REVENUES	(1) ACTUAL PRIOR YEAR ENDING 6/30/2014	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2015	(3) (4) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
Taxes				
Ad valorem, general	150,000	-	-	
Intergovernmental				
Federal grants	-	-	-	
State grants	102,953	-	-	
Miscellaneous				
Reimbursements	401,165	275,000	-	
Subtotal	654,118	275,000	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	
BEGINNING FUND BALANCE	586,387	771,851	641,851	
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	586,387	771,851	641,851	-
TOTAL RESOURCES	1,240,505	1,046,851	641,851	-
EXPENDITURES				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	286,918	250,000	250,000	
Employee benefits	18,164	25,000	25,000	
Services and supplies	163,572	130,000	245,000	
Subtotal	468,654	405,000	520,000	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-		
Operating Transfers Out (Schedule T)	-	-		
ENDING FUND BALANCE	771,851	641,851	121,851	-
TOTAL COMMITMENTS & FUND BALANCE	1,240,505	1,046,851	641,851	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -3

FUND EMERGENCY FUND

	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
Miscellaneous	-	-	-	
Investment Earnings	-	5,000	10,000	
Subtotal	-	5,000	10,000	-
<u>OTHER FINANCING SOURCES:</u>				
Operating Transfers In (Schedule T)	-	589,769	-	
BEGINNING FUND BALANCE	-	-	466,419	
Prior Period Adjustment(s)	-	-		
Residual Equity Transfers	-	-		
TOTAL BEGINNING FUND BALANCE	-	-	466,419	-
TOTAL RESOURCES	-	594,769	476,419	-
<u>EXPENDITURES</u>				
<u>PUBLIC SAFETY:</u>				
<u>FIRE:</u>				
Salaries and wages	-	126,516	300,000	
Employee Benefits	-	1,834	8,000	
Subtotal	-	128,350	308,000	-
<u>OTHER USES</u>				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	
Operating Transfers Out (Schedule T)	-	-	-	
ENDING FUND BALANCE	-	466,419	168,419	-
TOTAL COMMITMENTS & FUND BALANCE	-	594,769	476,419	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -4

FUND SICK ANNUAL COMP BENEFITS FUND

REVENUES	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2014	ESTIMATED CURRENT YEAR ENDING 6/30/2015	BUDGET YEAR ENDING 06/30/16 TENTATIVE APPROVED	BUDGET YEAR ENDING 06/30/16 FINAL APPROVED
Miscellaneous				
Investment Earnings	8,225	8,000	8,000	
Subtotal	8,225	8,000	8,000	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	
BEGINNING FUND BALANCE	565,468	573,198	580,698	-
Prior Period Adjustment(s)	-	-	-	
Residual Equity Transfers	-	-	-	
TOTAL BEGINNING FUND BALANCE	565,468	573,198	580,698	-
TOTAL RESOURCES	573,693	581,198	588,698	-
EXPENDITURES				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	-	-	-	
Employee Benefits	-	-	-	
Services and supplies	495	500	500,000	
Subtotal	495	500	500,000	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-		-	
Operating Transfers Out (Schedule T)	-		-	
ENDING FUND BALANCE	573,198	580,698	88,698	-
TOTAL COMMITMENTS & FUND BALANCE	573,693	581,198	588,698	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -5

FUND _____ STABILIZATION FUND

<u>PROPRIETARY FUND</u>	(1) ACTUAL PRIOR YEAR ENDING 6/30/2014	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2015	(3) (4) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for services	-			
Total Operating Revenue	-	-	-	-
OPERATING EXPENSE				
Services and supplies	97,734	240,000	1,000,000	
Depreciation/Amortization				
Depreciation/Amortization				
Total Operating Expense	97,734	240,000	1,000,000	-
Operating Income or (Loss)	(97,734)	(240,000)	(1,000,000)	-
NONOPERATING REVENUES				
Interest Earned	66,795	50,000	50,000	
Property Taxes	-	-	-	
Subsidies	-	-	-	
Consolidated Tax	-	-	-	
Total Nonoperating Revenues	66,795	50,000	50,000	-
NONOPERATING EXPENSES				
Interest Expense	-	-	-	
Total Nonoperating Expenses	-	-	-	-
Net Income before Operating Transfers	(30,939)	(190,000)	(950,000)	-
Operating Transfers (Schedule T)				
In	-	-	-	
Out	-	-	-	
Net Operating Transfers	-	-	-	
NET POSITION	(30,939)	(190,000)	(950,000)	

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET INCOME

FUND WORKERS' COMPENSATION FUND

PROPRIETARY FUND	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/16	
	ACTUAL PRIOR YEAR ENDING 6/30/2014	ESTIMATED CURRENT YEAR ENDING 6/30/2015	TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from other funds	-	-	-	-
Cash received from customers	-	-	-	-
Cash received from others	-	-	-	-
Cash payments for services and supplies	(488,367)	(240,000)	(1,000,000)	-
a. Net cash provided by (or used for) operating activities	(488,367)	(240,000)	(1,000,000)	-
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Cash received from operating transfers	-	-	-	-
b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
c. Net cash provided by (or used for) capital and related financing activities	-	-	-	-
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Investment earnings	70,134	50,000	50,000	-
d. Net cash provided by (or used in) investing activities	70,134	50,000	50,000	-
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	(418,233)	(190,000)	(950,000)	-
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	5,050,173	4,831,940	4,441,940	-
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	4,631,940	4,441,940	3,491,940	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND WORKERS' COMPENSATION FUND

PROPRIETARY FUND	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2014	ESTIMATED CURRENT YEAR ENDING 6/30/2015	BUDGET YEAR ENDING 06/30/16 TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services	-			
Miscellaneous	2,479			
Total Operating Revenue	2,479	-	-	-
OPERATING EXPENSE				
Services and supplies	19,330	-	611,030	
Depreciation/Amortization	-	-	-	-
Total Operating Expense	19,330	-	611,030	-
Operating Income or (Loss)	(16,851)	-	(611,030)	-
NONOPERATING REVENUES				
Interest Earned	22,792	25,000	-	
Property Taxes				
Subsidies				
Consolidated Tax				
Total Nonoperating Revenues	22,792	25,000	-	-
NONOPERATING EXPENSES				
Interest Expense	-	-	-	-
Total Nonoperating Expenses	22,792	25,000	-	-
Net Income before Operating Transfers	5,941	25,000	(611,030)	-
Operating Transfers (Schedule T)				
In	-	-	-	-
Out	-	(1,189,769)	-	-
Net Operating Transfers	-	(1,189,769)	-	-
NET POSITION	5,941	(1,164,769)	(611,030)	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET INCOME

FUND HEALTH BENEFITS FUND

PROPRIETARY FUND	(1) ACTUAL PRIOR YEAR ENDING 6/30/2014	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2015	(3) (4) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from other funds	-	-	-	-
Cash received from customers	-	-	-	-
Cash received from others	2,479	-	-	-
Cash payments for services and supplies	(44,320)	-	(611,030)	-
a. Net cash provided by (or used for) operating activities	(41,841)	-	(611,030)	-
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Cash received from operating transfers	-	-	-	-
Transfer Out	-	(1,189,769)	-	-
b. Net cash provided by (or used for) noncapital financing activities	-	(1,189,769)	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
c. Net cash provided by (or used for) capital and related financing activities	-	-	-	-
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Investment earnings	22,471	25,000		
d. Net cash provided by (or used in) investing activities	22,471	25,000	-	-
NET INCREASE (DECREASE) In cash and cash equivalents (a+b+c+d)	(19,370)	(1,164,769)	(611,030)	-
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	1,795,169	1,775,799	611,030	-
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	1,775,799	611,030	-	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND HEALTH BENEFITS FUND

6 - Medium-Term Financing - Lease Purchase
7 - Capital Leases
8 - Special Assessment Bonds
9 - Mortgages
10 - Other (Specify Type)
11 - Proposed (Specify Type)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/16		(10)	(11)
			ORIGINAL AMOUNT OF ISSUE	ISSUE DATE	FINAL PAYMENT DATE	INTEREST RATE	BEGINNING OUTSTANDING BALANCE 7/1/2016	INTEREST PAYABLE	PRINCIPAL PAYABLE		
FUND							\$	\$	\$	\$	
NONE							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
TOTAL ALL DEBT SERVICE							\$	\$	\$	\$	

Transfer Schedule for Fiscal Year 2015-2016

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
CAPITAL PROJECTS FUND	General Fund	10	4,000,000			
SUBTOTAL						
EXPENDABLE TRUST FUNDS						
SUBTOTAL						
DEBT SERVICE						
SUBTOTAL			4,000,000			

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Transfer Schedule for Fiscal Year 2015-2016

FUND TYPE	TRANSFERS IN			TRANSFERS OUT		
	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
ENTERPRISE FUNDS						
SUBTOTAL						
INTERNAL SERVICE Health Benefits Fund						
SUBTOTAL						
RESIDUAL EQUITY TRANSFERS						
SUBTOTAL						
TOTAL TRANSFERS			4,000			4,000.000

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

FORM 4404LGF Last Revised 01-2-15

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2015 - 2016

Local Government: Truckee Meadows Fire Protection District

Contact: Charles A. Moore, Fire Chief

E-mail Address: cmoore@tmfpd.us

Daytime Telephone: 775-328-6123

Total Number of Existing Contracts: 2

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2015-16	Proposed Expenditure FY 2016-17	Reason or need for contract:
1	ESCI	7/1/2015	6/30/2016	\$ 10,000	\$ 10,000	Fire related studies
2	Walker & Associates	12/1/2015	11/30/2016	\$ 20,000	\$ 20,000	CPA assistance in developing budgets and audits
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ 30,000	\$ 30,000	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2015 - 2016

Local Government: Truckee Meadows Fire Protection District

Contact: Charles A. Moore, Fire Chief

E-mail Address: cmoore@tmfpd.us

Daytime Telephone: 775-328-6123

Total Number of Privatization Contracts: 2

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2015-16	Proposed Expenditure FY 2016-17	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	ESCI	7/1/2015	6/30/2016	12 Mos.	\$ 10,000	\$ 10,000	Fire Chief	1	\$86.00	Fire Related Studies
2	Walker & Associates	12/1/2015	11/30/2016	12 Mos.	\$ 20,000	\$ 20,000	Finance Dir	1	\$85.00	CPA assistance for budget and audit preparation
3										
4										
5										
6										
7										
8	Total				\$ 30,000	\$ 30,000		2		

Attach additional sheets if necessary.



SIERRA FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 21, 2015

CM/ACM _____
Finance VVB
Legal DWV
Risk Mgt. DE
HR N/A

DATE: April 6, 2015
TO: Sierra Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and action on the Sierra Fire Protection District Tentative Budget for Fiscal Year 2015-16 and direct staff to return at the Final Budget Hearing set for May 18, 2015. (All Commission Districts)

SUMMARY

This item is discussion and action on the Sierra Fire Protection District Tentative Budget for Fiscal Year 15-16. The Final Budget for FY 15-16 will be brought to the Board for approval at the District's Final Budget Hearing on May 18, 2015.

Strategic Objective supported by this item: *Sustainability of our financial, social, and natural resources.*

PREVIOUS ACTION

March 27, 2012 Board of Fire Commissioners directed staff to implement Plan B to provide Fire and EMS service to all areas of the Fire District and achieve financial sustainability. The Board also approved the Interlocal Agreement between the SFPD and TMFPD to consolidate fire services.

October 25, 2011 Board of Fire Commissioners approved the operational and administrative consolidation of the SFPD and TMFPD with TMFPD as fire service provider and defined the level of service therein. Board directed staff to return with an Interlocal Agreement between the SFPD and TMFPD to effectuate the consolidation.

BACKGROUND

Sierra Fire Protection District's revenues have stabilized and the District is financially sound and sustainable in the short and long term. Per an Interlocal Agreement for fire service between the Sierra Fire Protection District (SFPD) and Truckee Meadows Fire Protection District (TMFPD), SFPD contributes their direct incremental costs of the Adopted Consolidated Budget which include direct costs associated with serving SFPD fire stations and any additional staffing costs needed above and beyond what is required for TMFPD, plus associated direct services and supplies costs and an operating contingency. TMFPD uses SFPD's portion of the Adopted Consolidated Budget to pay for the costs to provide fire services in SFPD with the exception of annual audits, property and liability insurance, independent contractors hired by SFPD, capital expenditures, wildland fire emergency fund

expenditures, and any other costs needed to sustain a local government organization. For FY 15-16, the SFPD is budgeted to pay \$6,692,208 to the TMFPD according to the Interlocal Agreement for Fire Service and Consolidation.

FISCAL IMPACT

The Sierra Fire Protection District's finances have stabilized and the District is financially sound. The District's tax rate is budgeted at its current \$0.5400 property tax rate. The District's total General Fund revenues are budgeted at \$7,062,335 while its expenditures are budgeted at \$7,537,568 which leaves an estimated fund balance of \$1,188,313. The General Fund balance of \$1,188,313 equates to 17% of expenditures. The expenditures of \$7,537,568 include a one-time capital expenditure of \$500,000 for building improvements at Station 39 Joy Lake. The District's Emergency Fund expenditures for wildland fires is budgeted at \$645,000 leaving a fund balance of \$110,386 which will be carried forward to future years.

Therefore, the total expenditure in the FY 15-16 Sierra Fire Protection District Final Budget for the governmental fund types is \$8,182,568.

RECOMMENDATION

It is recommended the Board of Fire Commissioners of the Sierra Fire Protection District approve the Tentative Budget for Fiscal Year 2015-16 as presented and direct staff to return at the Final Budget Hearing set for May 18, 2015.

POSSIBLE MOTION

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

"I move to approve the Sierra Fire Protection District Tentative Budget for Fiscal Year 2015-16 as presented and direct staff to return to the Final Budget Hearing set for May 18, 2015."

1001 E 9th St, Bldg. D
PO Box 11130
Reno, NV 89520



Chief Charles A. Moore
Phone: (775) 326-6000
Fax: (775) 326-6003

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7937

Sierra Fire Protection District herewith submits the TENTATIVE budget for the
fiscal year ending June 30, 2016

This budget contains 2 funds, including Debt Service, requiring property tax revenues totaling \$ 5,209,250

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0. If the final computation requires, the tax rate will be lowered.

This budget contains 2 governmental fund types with estimated expenditures of \$ 8,182,568 and
0 proprietary funds with estimated expenses of \$ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I, Vicki Van Buren
(Printed Name)
Chief Fiscal Officer
(Title)
certify that all applicable funds and financial
operations of this Local Government are
listed herein

Signed

[Signature]

Dated:

04/14/15

APPROVED BY THE GOVERNING BOARD

SCHEDULED PUBLIC HEARING:

Date and Time May 18, 2015 at 8:30 AM

Publication Date Between May 4 and May 11, 2015

Place: Washoe County Commission Chambers, 1001 E. 9th Street, Reno, Nevada

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/14	ESTIMATED CURRENT YEAR ENDING 06/30/15	BUDGET YEAR ENDING 06/30/16
General Government			
Judicial			
Public Safety	-	-	-
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT	-	-	-
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL			

POPULATION (AS OF JULY 1)	14,320	14,320	14,320
SOURCE OF POPULATION ESTIMATE*	Comprehensive Planning	Comprehensive Planning	Comprehensive Planning
Assessed Valuation (Secured and Unsecured Only)	906,703,516	989,532,997	1,087,979,988
Net Proceeds of Mines	121,000	-	-
TOTAL ASSESSED VALUE	906,824,516	989,532,997	1,087,979,988
TAX RATE			
General Fund	0.5400	0.5400	0.5400
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE	0.5400	0.5400	0.5400

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

PROPERTY TAX RATE AND REVENUE RECONCILIATION

Fiscal Year 2015-2016

	(1) ALLOWED TAX RATE	(2) ASSESSED VALUATION	(3) ALLOWED AD VALOREM REVENUE [(1) X (2)/100]	(4) TAX RATE LEVIED	(5) TOTAL PREABATED AD VALOREM REVENUE [(2)X(4)/100]	(6) AD VALOREM TAX ABATEMENT [(5)-(7)]	(7) BUDGETED AD VALOREM REVENUE WITH CAP
OPERATING RATE:							
A. PROPERTY TAX Subject to Revenue Limitations	1.1722	1,087,979,988	12,753,301	0.5400	5,875,092	665,842	5,209,250
B. PROPERTY TAX Outside Revenue Limitations: Net Proceeds of Mines							
VOTER APPROVED:							
C. Voter Approved Overrides							
LEGISLATIVE OVERRIDES							
D. Accident Indigent (NRS 428.185)							
E. Indigent (NRS 428.285)							
F. Capital Acquisition (NRS 354.59815)							
G. Youth Services Levy (NRS 62B.150. 62B.160)							
H. Legislative Overrides							
I. SCORT Loss (NRS 354.59813)	0.0478	1,087,979,988	520,214				
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0478	1,087,979,988	520,214				
M. SUBTOTAL A, C, L	1.2200	1,087,979,988	13,273,515	0.5400	5,875,092	665,842	5,209,250
N. Debt							
O. TOTAL M AND N	1.2200	1,087,979,988	13,273,515	0.5400	5,875,092	665,842	5,209,250

SIERRA FIRE PROTECTION DISTRICT
(Local Government)
SCHEDULE S-3 - PROPERTY TAX RATE
AND REVENUE RECONCILIATION

If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula, please attach an explanation.

Note 1: This form calculation does not include net proceeds of mines revenue calculations.

Budget Summary for SIERRA FIRE PROTECTION DISTRICT
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS	BEGINNING FUND BALANCES (1)	CONSOLIDATED TAX REVENUE (2)	PROPERTY TAX REQUIRED (3)	TAX RATE (4)	OTHER REVENUE (5)	OTHER FINANCING SOURCES OTHER THAN TRANSFERS IN (6)	OPERATING TRANSFERS IN (7)	TOTAL (8)
General	1,663,546	1,331,415	5,209,250	0.5400	521,670	-	-	8,725,881
Emergency Fund	755,386	-	-	-	-	-	-	755,386
DEBT SERVICE								
Subtotal Governmental Fund Types, Expendable Trust Funds	2,418,932	1,331,415	5,209,250	0.5400	521,670	-	-	9,481,267
PROPRIETARY FUNDS								
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Subtotal Proprietary Funds								
TOTAL ALL FUNDS	XXXXXXXXXX	1,331,415	5,209,250	0.5400	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Budget Summary for

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

[illegible]

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/16	
	ACTUAL PRIOR YEAR ENDING 6/30/2014	ESTIMATED CURRENT YEAR ENDING 6/30/2015	TENTATIVE APPROVED	FINAL APPROVED
Taxes:				
Property Tax	4,791,560	4,950,025	5,209,250	
Property Tax-AB 104	54,487	57,190	60,050	
Licenses and permits:				
Gaming, AB 104	798	1,000	2,500	
Intergovernmental:				
Federal grants		-	-	
Consolidated taxes	1,207,498	1,273,344	1,331,415	
Real property transfer tax, AB 104	11,618	9,500	9,500	
Supplemental city/county relief tax, AB 104	248,213	252,424	257,472	
Local contributions	1,194,869	383,620	153,148	
Charges for Services:				
Charges for services	-	-	-	
Miscellaneous:				
Investment earnings	32,973	24,000	24,000	
Reimbursements	-	-	15,000	
Other	34,154	-	-	
SUBTOTAL REVENUE ALL SOURCES	7,576,170	6,951,103	7,062,335	-
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule T)	-	-	-	
Proceeds of Long-term Debt				
Other	-	-	-	
SUBTOTAL OTHER FINANCING SOURCES	-	-	-	-
BEGINNING FUND BALANCE	1,487,395	1,300,497	1,663,546	
Prior Period Adjustments	-	-	-	
Residual Equity Transfers	-	-	-	
TOTAL BEGINNING FUND BALANCE	1,487,395	1,300,497	1,663,546	-
TOTAL AVAILABLE RESOURCES	9,063,565	8,251,600	8,725,881	-

SIERRA FIRE PROTECTION DISTRICT
(Local Government)
SCHEDULE B - GENERAL FUND

	(1) ACTUAL PRIOR YEAR ENDING 6/30/2014	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2015	(3) (4) BUDGET YEAR ENDING 06/30/16	
			TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
INTERGOVERNMENTAL				
Federal Grants	-	-	-	
State grants	31,171	-	-	
MISCELLANEOUS				
Reimbursements	8,730	-	-	
Subtotal	39,901	-	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	
BEGINNING FUND BALANCE	976,694	870,386	755,386	
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	976,694	870,386	755,386	-
TOTAL RESOURCES	1,016,595	870,386	755,386	-
<u>EXPENDITURES</u>				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	-	-	-	
Employee benefits	-	-	-	
Services and supplies	146,209	115,000	645,000	
Subtotal	146,209	115,000	645,000	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-		
Operating Transfers Out (Schedule T)	-	-		
ENDING FUND BALANCE	870,386	755,386	110,386	-
TOTAL COMMITMENTS & FUND BALANCE	1,016,595	870,386	755,386	-

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -2

FUND EMERGENCY FUND

r - Type	
1 - General Obligation Bonds	
2 - G.O. Revenue Supported Bonds	
3 - G.O. Special Assessment Bonds	
4 - Revenue Bonds	
5 - Medium-Term Financing	
	6 - Medium-Term Financing - Lease Purchase
	7 - Capital Leases
	8 - Special Assessment Bonds
	9 - Mortgages
	10 - Other (Specify Type)
	11 - Proposed (Specify Type)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/16		(10)	(11)
NAME OF BOND OR LOAN List and Subtotal By Fund	*	TERM	ORIGINAL AMOUNT OF ISSUE	ISSUE DATE	FINAL PAYMENT DATE	INTEREST RATE	BEGINNING OUTSTANDING BALANCE 7/1/2016	INTEREST PAYABLE	PRINCIPAL PAYABLE		(9)+(10) TOTAL
FUND							\$	\$	\$	\$	
NONE							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
							\$	\$	\$	\$	
TOTAL ALL DEBT SERVICE							\$	\$	\$	\$	

SIERRA FIRE PROTECTION DISTRICT Budget Fiscal Year 2015-2016
(Local Government)

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11/20/2014

Transfer Schedule for Fiscal Year 2015-2016

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
ENTERPRISE FUNDS	NONE					
SUBTOTAL						
INTERNAL SERVICE						
SUBTOTAL						
RESIDUAL EQUITY TRANSFERS						
SUBTOTAL						
TOTAL TRANSFERS						

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

SCHEDULE OF EXISTING CONTRACTS
Budget Year 2015 - 2016

Local Government: Sierra Fire Protection District
Contact: Charles A. Moore, Fire Chief
E-mail Address: cmoore@tmfipd.us
Daytime Telephone: 775-328-6123

Total Number of Existing Contracts: 1

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2015-16	Proposed Expenditure FY 2016-17	Reason or need for contract:
1	Walker & Associates	7/1/2015	7/1/2016	\$ 10,000	\$ 10,000	CPA assistance in developing budgets and audit reports
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ 10,000	\$ 10,000	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2015 - 2016

Local Government: Sierra Fire Protection District

Contact: Charles A. Moore, Fire Chief

E-mail Address: cmoore@tnfpd.us

Daytime Telephone: 775-328-6123

Total Number of Privatization Contracts: 1

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2015-16	Proposed Expenditure FY 2016-17	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	Walker & Associates	7/1/2015	7/1/2016	12 Months	\$ 10,000	\$ 10,000	Finance Dir	1	\$ 85.00	CPA assistance for budget and audit preparation
2										
3										
4										
5										
6										
7										
8	Total				\$ 10,000	\$ 10,000		1		

Attach additional sheets if necessary.