

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT (TMFPD)
SIERRA FIRE PROTECTION DISTRICT (SFPD)**

TUESDAY

9:00 a.m.

APRIL 19, 2016

PRESENT:

Bob Lucey, Vice Chair
Marsha Berkbigler, Commissioner
Vaughn Hartung, Commissioner

Nancy Parent, County Clerk
David Watts-Vial, Legal Counsel
Charles Moore, Fire Chief

ABSENT:

Kitty Jung, Chair
Jeanne Herman, Commissioner

The Board convened at 9:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

16-030F AGENDA ITEM 3 Public Comment.

Ian Satterfield, International Association of Firefighters Local 3895 President, stated Local 3895 participated in the Shamrock Shave which raised more than \$20,000 for the Northern Nevada Children's Cancer Foundation. They also participated in a pre-shave event at Station 36. He added Local 3895 donated \$150 to the Valley Providence Little League; \$150 to the Vertical Drop Challenge, which raised money for the Wildland Firefighters Foundation; and \$1,500 to the American Red Cross for the Fire Hurts campaign, which worked towards placing smoke detectors in every home. He also thanked Local 3895's Honor Guard who participated in former SFPD Chief Michael Green's memorial service.

CONSENT ITEMS

16-031F 4A Approval of minutes from the March 15, 2016 meeting.

16-032F 4B Recommendation to approve an Amended and Restated Lease between the State of Nevada, acting through the Division of State Lands for the Division of Forestry (Lessor) and Truckee Meadows Fire Protection District on behalf of itself and the Sierra Fire Protection District to allow continued use and occupancy of Station 30 located at 4001 Old

AGENDA ITEM #4A

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Highway 395 in Washoe Valley; and if approved, authorize the Chair to execute the Lease.

There was no public comment on this item.

On motion by Commissioner Berkgigler, seconded by Commissioner Hartung, which motion duly carried, it was ordered that the Consent Agenda Items 4A through 4B be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 4A through 4B are attached hereto and made a part of the minutes thereof.

16-033F **AGENDA ITEM 5** Presentation – Firefighter of the Year Captain Wayne Cirone; Presented by Senior Vice Commander Danny Waldrop, VFW Post 10053, Verdi.

Chief Moore introduced Senior Vice Commander Danny Waldrop and Dave Armstrong, National Aide-de-Camp.

Senior Vice Commander Waldrop presented the Firefighter of the Year award and a \$200 check to TMFPD Captain Wayne Cirone.

Captain Cirone said he was very honored by the award but the Veterans of Foreign Wars should be receiving the recognition for all they had done. He stated he would match the monetary award and donate it to the Adopt a Vet Dental Program in Reno.

Acting Chair Lucey commended Captain Cirone for his donation to the Adopt a Vet Dental Program.

There was no public comment or action on this item.

16-034F **AGENDA ITEM 6** Presentation – 2016 Kids Camp; Presented by Captain Black.

Christopher Black, TMFPD Captain, stated he was serving as the Kids Camp's public information officer for a second year. He said planning had begun for the 3rd Annual Kids Camp which would be held June 13th through the 15th at Camp WeChMe. He acknowledged the importance of the support by the County's Parks Department since having a facility was imperative to the camp's success. He noted in 2015 there were approximately 40 kids in attendance and he hoped to match that number in 2016. He mentioned TMFPD employees volunteered their time and efforts to make the camp a success. The camp taught the participants how to perform first aid and cardiopulmonary resuscitation, and how to use fire extinguishers. There were also special appearances by the Regional Aviation Enforcement Program and Care Flight. He stated the first two years were very successful and he invited the Commissioners to attend camp

events. He acknowledged the TMFPD employees, Chief Moore, and the Commissioners for all of their assistance.

There was no public comment or action on this item.

16-035F AGENDA ITEM 7 Presentation and badge pinning of New Employees and Promotions by Chief Moore.

Chief Moore introduced the following employees to the Board and swore them in:

New Employees:

Thomas Ames
Jonathan Bernard
Gary Garrett
Peter Larsen
Edwin Martin
Nicole Stowe

Chief Moore announced the promotions of the following employees:

Promotions:

Christopher Mc Naught – FF/Paramedic
David Corbit – FF/Paramedic
Patrick Scheffer – Operator
Shane Akerson – Operator
Greg Lompa – Captain
Jaime Rivera – Captain

Chief Moore recognized the following reserve firefighters who were previously sworn in and were unable to attend the meeting. He noted reserve firefighters were usually stationed at Fire Station 17 in Spanish Springs and Fire Station 37 in Hidden Valley. A photograph of the individuals who were sworn in was displayed and placed on file with the Clerk.

Reserve Members

Edward Genochio
Forrest Shepherd
Zach Pigg
Anthony Schiro
Taylor Browning
Robert Tremblay

Commissioner Lucey commended all the firefighters for their service.

Ian Satterfield, International Association of Firefighters Local 3895 President, stated he looked forward to the efforts the firefighters would bring and he appreciated their dedication.

16-036F **AGENDA ITEM 8** Fire Chief Report: A) Report and discussion related to fire district operations. B) Career Statistics and Report for February 2016. C) Volunteer Statistics and Report for February 2016 2015.

Chief Moore noted a typographical error and said 2015 should be stricken from Item C since the report was only for 2016. He stated the TMFPD issued over 1,000 open burning permits and he anticipated open burning would conclude at the end of the month due to drier environmental conditions. He said the TMFPD had selected CORE Construction, as their Construction Management at Risk (CMAR) contractor, who would be working with TSK Architects to develop the design of Fire Station 14. In order to allow CORE Construction and TSK Architects time to work on the design, he said the submission of the Special Use Permit (SUP) application would be delayed; however, the TMFPD would still be on track to occupy Fire Station 14 at the end of 2017. He remarked that the benefits of the CMAR process were that it eliminated any change orders through the construction process and it gave the TMFPD a guaranteed maximum cost for the Station. He stated as the architecture designs were developed, he would provide the Board with more presentations. He added the SUP application for Fire Station 37 had been submitted. He noted the TMFPD needed another three to five year extension on the modular building until it could relocate Fire Station 37 to a more permanent site.

Commissioner Hartung inquired as to why the public was no longer able to obtain open burning permits at the fire stations.

Chief Moore explained that fire crews were not always present at the fire stations; therefore, the TMFPD made obtaining opening burning permits an online process. He mentioned staff at the fire stations had been instructed to assist citizens with the process. Citizens could still pick up open burning permits from the fire stations.

16-037F **AGENDA ITEM 9** Approve a Resolution of the Truckee Meadows Fire Protection District Board of Fire Commissioners declaring its intent to lease property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24 to the United States Bureau of Land Management for a minimum of \$12,000.00 annually and to set a public meeting on May 10, 2016 at 10:00 a.m. at which objections to the lease may be made by the electors of the Truckee Meadows Fire Protection District.

Chief Moore stated the subject station was vacated by the Cold Springs Volunteers, who self-excluded themselves during the volunteer transition. He said the TMFPD was happy to propose a partnership with the Bureau of Land Management (BLM) since there was already an excellent automatic aid relationship between the two entities. The BLM would lease the station year-round. He mentioned the Cold Springs and North Valleys areas were active with lightening throughout the summer and he

believed the partnership was a good situation for that district. With approval of the resolution, the TMFPD would move forward with a public hearing.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 9 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

16-038F **AGENDA ITEM 10** Recommendation to approve a two-year Interlocal Agreement between Washoe County for and on behalf of the Washoe County Sheriff's Office and the Truckee Meadows Fire Protection District for dispatch services in an amount not to exceed \$675,000 for fiscal year 2016/2017 and \$825,000 for Fiscal Year 2017/2018.

Chief Moore stated the Sheriff's Office proposed a modest price increase for dispatch services. There had not been a price increase during the first four years of the partnership. He noted the increase seemed reasonable as it would provide more dispatchers. Once approved it would go before the Board of County Commissioners for approval.

There was no public comment on this item.

On motion by Commissioner Berkgigler, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 10 be approved. The Interlocal Agreement for same is attached hereto and made a part of the minutes thereof.

16-039F **AGENDA ITEM 11** Discussion and action on Truckee Meadows Fire Protection District Resolution to transfer \$350,000 from the General Fund Contingency Account to the General Fund Gerlach Fire Services internal order for the purpose of paying temporary staffing costs for Gerlach emergency services.

Chief Moore said this was simply an augmentation of the TMFPD's budget so it would not overspend their authority. The funds would be paid by the County to the TMFPD. He noted the TMFPD needed to increase its budget authority until the completion of the project on June 30, 2016.

Commissioner Berkgigler asked when there would be a final resolution to the situation.

Chief Moore replied June 30th. He stated the County was working on hiring two individuals to assume full-time duties in Gerlach. He noted the job specifications had been written, and all the County had to do was post the positions and conduct interviews. He said the TMFPD would assist the County with assessing the

candidates. The TMFPD would also assist with the process of finding volunteers to assist the Gerlach staff.

There was no public comment on this item.

On motion by Commissioner Berkbiger, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 11 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

16-040F **AGENDA ITEM 12** Discussion and possible approval to award Request for Proposals 16-001 for two (2) new Water Tenders to Burton's Fire Inc., 1301 Doker Drive, Modesto, CA 95351 for a total award amount of \$687,066.

Chief Moore stated the water tenders, which were an integral part of fire protection and suppression services, acted as mobile fire hydrants. Since the TMFPD was a rural operation, it had to bring water to areas not served by fire hydrants. The new water tenders would replace two aging ones. The new water tenders would provide pump-and-roll capability, which would allow firefighters to introduce water, via a remote control nozzle operated from inside a cab, on a fire as they were moving down a road.

In response to Commissioner Hartung's question as to where the water tenders would be kept, Chief Moore replied they would be kept at Fire Station 16 in East Washoe Valley and at Fire Station 18 in Cold Springs.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbiger, which motion duly carried, it was ordered that Agenda Item 12 be approved.

16-041F **AGENDA ITEM 13** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

There was no need for closed session.

16-042F **AGENDA ITEM 14** Announcements/Reports.

Acting Chair Lucey thanked Chief Moore and Chief Moore's wife for putting together a wonderful celebration at Fire Station 36 for the late and former SFPD Chief Michael Green. He stated he attended a fundraising event with Ian Satterfield, International Association of Firefighters Local 3895 President, which was well-attended by firefighters and their families. He said he was very proud of Local 3895 and the firefighters as they continually did good work throughout the community.

Chief Moore stated the TMFPD's budget was completed and it had been submitted to the State. He indicated he would be presenting the budget at the meeting in May. He thanked Vicki Van Buren, TMFPD Chief Fiscal Officer, for her hard work on the budget.

16-043F AGENDA ITEM 15 Public Comment.

There was no response to the call for public comment.

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9:39 a.m. There being no further business to discuss, on motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, the meeting was adjourned.

KITTY K. JUNG, 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:
Michael Siva, Deputy County Clerk



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board of Fire Commissioner Meeting Date: May 17, 2015

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

DATE: May 9, 2016

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

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 and Truckee Meadows Fire Protection District for the provision, when requested of a helicopter or other aircraft and personnel. (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 and Truckee Meadows Fire Protection District for the provision, when requested of a helicopter or other aircraft and personnel.

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

PREVIOUS ACTION

April 21, 2015 - The Board of Fire Commissioners approved 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

June 17, 2014 - The Board of Fire Commissioners approved 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

June 11, 2013 - The Board of Fire Commissioners approved 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.

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.

In the past, TMFPD has entered into an Interlocal agreement with WCSO at an annual cost of \$65,000; however, the District has entered into a Wildland Fire Protection Program (WFPP) Agreement with the Nevada Division of Forestry. As part of that Agreement, it will cover any associated cost with aircraft use during wildland fires.

The District still recognizes the importance of the RAVEN Helicopter program as a vital fire suppression resource in Washoe County, and would like to continue with an agreement that will allow the District to use and reimburse WCSO for the use of the helicopter as in the past (although at an elevated rate). With both this agreement and the WFPP agreement, the District maintains the flexibility to use the helicopter as needed.

FISCAL IMPACT

Should there be any costs related to this agreement there is sufficient budget authority within the 2016/17 budget.

RECOMMENDATION

It is recommended that the Board 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 and Truckee Meadows Fire Protection District for the provision, when requested of a helicopter or other aircraft and personnel.

POSSIBLE MOTION

Should the Board 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 and Truckee Meadows Fire Protection District for the provision, when requested of a helicopter or other aircraft and personnel."

**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 the "Fire District." 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 District is responsible for wildland fire monitoring and suppression within their legal Fire District boundary of unincorporated Washoe County; and

WHEREAS, aerial fire monitoring and suppression instituted by the Fire District 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 District, 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

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, 2017 and shall automatically extend for one (1) additional year term on the same terms and conditions contained in this Agreement, if the Agreement is not otherwise terminated pursuant to Section 2.
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 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 DISTRICT a helicopter, and possibly other aircraft, if made available by WCSO, (hereinafter collectively referred to as "helicopter") for the use of FIRE DISTRICT 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 DISTRICT 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 the FIRE DISTRICT of the schedule for inspections of any of the helicopter, including other aircraft made available, as provided by the WCSO to the FIRE DISTRICT during the term of this Agreement and allow a FIRE DISTRICT 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 District 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 DISTRICT 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 District 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 a Helicopter may provide a helicopter manager, either a FIRE DISTRICT 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 DISTRICT may 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 DISTRICT may select a helicopter manager based on its own selection criteria, the FIRE DISTRICT 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 DISTRICT may, at its, option designate alternate bases for temporary operation. The FIRE DISTRICT shall be responsible for the cost of flight time to and from the alternate base so designated.
3. The FIRE DISTRICT may have interagency and cooperative-agreements with other local, state and federal agencies and may dispatch the helicopter to supply automatic and mutual aid pursuant to contracts with those agencies. The WCSO consents to the use by
INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
AND SUPPRESSION PERSONNEL AND EQUIPMENT

the FIRE DISTRICT 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 DISTRICT 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 DISTRICT 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.
 - 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
- INTERLOCAL AGREEMENT - RAVEN FIRE TRAINING, MONITORING
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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 DISTRICT 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 DISTRICT, make an additional helicopter (OH-58) available to the FIRE DISTRICT for aerial observation. Such additional aircraft is subject to the immediate direction of the WCSO. The FIRE DISTRICT 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 DISTRICT 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 DISTRICT requests the availability of an observation helicopter and it is made available by the WCSO, the FIRE DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT meetings to discuss the response to the incident subject to said attendance occurring during such personnel's regular duties days and hours.

F. Reimbursement:

1. Reimbursement for Flight Time: The FIRE DISTRICT does not guarantee a maximum or **minimum** number of flight hours that may be utilized for **training** and the monitoring

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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 the FIRE DISTRICT, the FIRE DISTRICT is solely responsible to reimburse the WCSO as follows:

- \$1,802.38 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.
 - \$864.60 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.
2. Personnel Surcharges: Anytime a WCSO pilot is operating on behalf of the FIRE DISTRICT, or is requested by the FIRE DISTRICT to be available for an immediate response or to be on standby, outside of the WCSO designated work week hours, the FIRE DISTRICT 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 DISTRICT. 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 the FIRE DISTRICT, then the 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 the FIRE DISTRICT 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 DISTRICT 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 $\frac{1}{4}$ hour pay per hour of "stand-by time." The FIRE DISTRICT 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 DISTRICT shall pay one-half ($\frac{1}{2}$) of this surcharge. The remaining one-half ($\frac{1}{2}$) is to be paid for 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 DISTRICT 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 the FIRE DISTRICT to respond to a fire, the FIRE DISTRICT is solely responsible for and shall pay \$37 per hour (\$55 per hour on a holiday) for the driver. The 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 DISTRICT in which the fuel truck is requested, the rates in this paragraph apply. The rates in this paragraph also include fuel.
- f. If the FIRE DISTRICT is unable to provide a helicopter manager and WCSO provides one, the 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 DISTRICT when requested of the WCSO Finance Liaison Officer.
- h. The FIRE DISTRICT 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 DISTRICT Chief 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 DISTRICT 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 DISTRICT shall be responsible for management of and the costs associated with the FIRE DISTRICT 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. 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.

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

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 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

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

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 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.

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

IN WITNESS THEREOF, the parties hereto have approved this Interlocal Agreement "Raven Fire Training, Monitoring and Suppression Personnel and Equipment" 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: _____
Kitty Jung, Chair

Date: _____

ATTEST:

County Clerk

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS

By: _____
Kitty Jung, Chair

Date: _____

ATTEST:

County Clerk

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



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: April 19, 2016

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

DATE: April 6, 2016

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Tim Leighton, Deputy Fire Chief
Phone: (775) 328-6125 0Email: tleighton@tmfpd.us

THROUGH Charles A. Moore, Fire Chief

SUBJECT: Possible approval to sell a surplus of 800 MHz hand held in "as in" condition from Truckee Meadows Fire Protection District to Washoe County for the amount of one hundred dollars (\$100.00) . (All Commission Districts).

SUMMARY

This staff report is seeking approval to sell a surplus of 800 MHz hand held in "as in" condition from Truckee Meadows Fire Protection District to Washoe County for the amount of one hundred dollars (\$100.00)

Strategic Objective supported by this item: Effectively manage the organization's financial and capital resources to ensure its long-term financial stability.

PREVIOUS ACTION

None

BACKGROUND

NRS 474.160, Section 8. (a) Provides that the Board of Fire Commissioners is empowered to dispose of property that the Board determines the District no longer has a need for. NRS 334.030 allows "any governmental entity to take full advantage of the available surplus properties of any other governmental entity" by allowing governmental entities to sell and buy real and personal property without the need for advertising, bidding or compliance with other similar laws, specifically noting that all other laws, "are suspended to the extent such provisions are inconsistent herewith."

Over the last few years, Truckee Meadows Fire Protection District has been upgrading and purchasing new 800 MHz hand held radios. These particular radios are the surplus from the upgrade. An inventory list is attached.

These radios are being sold to the Washoe County Radio Shop, as they can no longer be used by Truckee Meadows Fire Protection District, however, these radios can be utilized as a "pool of parts"; to repair and service similar radios still in use by Washoe County.

FISCAL IMPACT

The District has no need for the referenced radios and it is therefore surplus property. While the District can advertise it for sale at auction, which is the typical method for disposal of surplus used equipment, there is no guarantee of any particular sale price.

RECOMMENDATION

Staff recommends the Board approve a motion to approve to sell a surplus of 800 MHz hand held in "as in" condition from Truckee Meadows Fire Protection District to Washoe County for the amount of one hundred dollars (\$100.00)

POSSIBLE MOTION

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

"I move to approve a motion to sell a surplus of 800 MHz hand held in "as in" condition from Truckee Meadows Fire Protection District to Washoe County for the amount of one hundred dollars (\$100.00)."

TMFPD Radio Inventory List to WC April 2016

WC Assest #	Serial	Model	WC Assest #	Serial	Model	WC Assest #	Serial	Model
5187	9605355	700p	5275	9610984	700p	6882	9617719	700p
5181	9605356	700p	5255	9610996	700p	6892	9617720	700p
5323	9605620	700p	5414	9611611	700p	6911	9617721	700p
5279	9605625	700p	5416	9611613	700p	6887	9617723	700p
5285	9605626	700p	5404	9611614	700p	6915	9617725	700p
5278	9605628	700p	6906	9611743	700p	6900	9617736	700p
5158	9606899	700p	5711	9611751	700p	6908	9617737	700p
5157	9606989	700p	5710	9611752	700p	6880	9617738	700p
5303	9610607	700p	5699	9611977	700p	6903	9617739	700p
5307	9610608	700p	5715	9612020	700p	6910	9617740	700p
5325	9610609	700p	6463	9614578	700p	7332	9617744	700p
5259	9610637	700p	6484	9614726	700p	6902	9617745	700p
5249	9610638	700p	6435	9614737	700p	7332	9618946	700p
5252	9610639	700p	6451	9614826	700p	7333	9618947	700p
5261	9610642	700p	6443	9614827	700p	7322	9954799	700p
5251	9610645	700p	6065	9614831	700p	7322	9954799	700p
5300	9610651	700p	6441	9614892	700p	7324	9954801	700p
5337	9610692	700p	6504	9614969	700p	7326	9954803	700p
5294	9610778	700p	6505	9614970	700p	7327	9954849	700p
5298	9610782	700p	6439	9614982	700p	7328	9954850	700p
5292	9610816	700p	6067	9615036	700p	7329	9954851	700p
5286	9610817	700p	6062	9615039	700P	7330	9954853	700p
5289	9610823	700p	6059	9615043	700p	7331	9954853	700p
not assign	9610866	700p	6522	9615045	700p	9391	Unreadable	700p
5245	9610866	700p	6520	9615118	700p	7614	9045704	M7100
5241	9610869	700p	6891	9617576	700p	7616	9045895	M7100
5264	9610936	700p	6897	9617577	700p	9086	9337565	M7100
5269	9610937	700p	6912	9617578	700p	9087	9332369	M7100
5259	9610937	700p	6907	9617625	700p		9137391	M7100
5270	9610938	700p	6869	9617669	700p	4205	23503384	Orion
5265	9610940	700p	not assign	9617698	700p	2550	23503398	Orion
5271	9610941	700p	6895	9617699	700p	4316	33506235	Orion
5272	9610942	700P	6890	9617700	700p	1650	23503431	Orion
5267	9610943	700p	6886	9617702	700p	1713	23503401	Orion
5266	9610944	700p	6904	9617703	700p	1698	23503443	Orion
5268	9610945	700p	6893	9617704	700p	1692	23503887	Orion
5290	9610977	700p	6881	9617716	700p	1658	23504289	Orion
5276	9610979	700p	6899	9617717	700p	1657	23503964	Orion
5281	9610983	700p	6909	9617718	700p			



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2017

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

DATE: April 6, 2016

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Charles A. Moore, Fire Chief
Phone: (775) 326-6000, E-mail: cmoore@tmfpd.us

SUBJECT: Possible approval to sell a surplus 1999 Ford F-350 Type 6 patrol fire apparatus ,VIN# 1FDSX35F9XEA92138, in "as is" condition from the Truckee Meadows Fire Protection District to Washoe County for the amount of \$1000.00; if approved, authorize the Fire Chief to sign required paperwork to complete the sale. (Commission District 5)

SUMMARY

This staff report is seeking approval to sell a surplus 1999 Ford F-350 Type 6 patrol fire apparatus, VIN# 1FDSX35F9XEA92138, in "as is" condition from the Truckee Meadows Fire Protection District to Washoe County for use in providing Fire and EMS response to the Red Rock and surrounding area.

Strategic Objective supported by this item: Effectively manage the organization's financial and capital resources to ensure its long-term financial stability.

PREVIOUS ACTION

None

BACKGROUND

NRS 474.160(8)(a) provides that the Board of Fire Commissioners is empowered to dispose of property that the Board determines the District no longer has a need for. NRS 334.030 allows "any governmental entity to take full advantage of the available surplus properties of any other governmental entity" by allowing governmental entities to sell and buy real and personal property without the need for advertising, bidding or compliance with other similar laws, specifically noting that all other laws, "are suspended to the extent such provisions are inconsistent herewith."

Staff has determined that the 1999 Ford F-350 Type 6 Patrol VIN# 1FDSX35F9XEA92138 no longer fits the needs of the District, is not being used in any capacity, and would be better utilized in the outlying rural areas of Washoe County.

Washoe County has identified a need for a Type 6 Patrol to serve the Red Rock and surrounding areas as their current Type 6 Patrol is near the end of its useful life. Given the District's working relationship with Washoe County, staff is recommending that the sale of this surplus piece of fire apparatus is a cost-effective method of providing enhanced fire service to the rural communities of the County.

FISCAL IMPACT

The District has no need for the apparatus and it is therefore surplus property. While the District can advertise it for sale at auction, which is the typical method for disposal of surplus used equipment, there is no guarantee of any particular sale price.

RECOMMENDATION

It is recommended that the Board approve a motion to sell a surplus 1999 Ford F-350 Type 6 patrol fire apparatus ,VIN# 1FDSX35F9XEA92138, in "as is" condition from the Truckee Meadows Fire Protection District to Washoe County for the amount of \$1000.00; if approved, authorize the Fire Chief to sign required paperwork to complete the sale.

POSSIBLE MOTION

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

"I move to approve a motion to sell a surplus 1999 Ford F-350 Type 6 patrol fire apparatus ,VIN# 1FDSX35F9XEA92138, in "as is" condition from the Truckee Meadows Fire Protection District to Washoe County for the amount of \$1000.00; if approved, authorize the Fire Chief to sign required paperwork to complete the sale."



MEMORANDUM

May 9, 2016

To: Board of Fire Commissioners
Truckee Meadows Fire Protection District

Fm: Charles A. Moore, Fire Chief

Re: Fire Chief's Report and Statistics for March 2016

This report highlights fire district operations for the month of March 2016 and presents statistical summaries for career and volunteer operations and training.

Highlights of other District activities are as follows:

Station 14 Development:

After more detailed study of the topographic conditions the design team suggests a longer period of time to consider options for placement of the building on the site. I've looked at options with the design team and with some adjustments the potential exists to save several hundred thousand dollars on retaining walls and fill. Spending more time on topographic conditions will likely delay the Special Use Permit submittal on June 15, but I do not believe delivery date of the building will be significantly altered. Concept drawings of the floor plan and exterior are attached to the back of this report.

Palomino Valley Volunteers Community Safety Fair:

Palomino Valley VFD hosted a Community Safety Fair on Saturday May 7. The event was attended by 50 Adults, 7 children, 8 Palomino Valley Fire Volunteers and 1 representative from Living with Fire. The event provided:

- Reflective Address Number Sign Program – orders for 17 signs were taken during the event.
- Free Ash Cans – TMFPD provided free ash cans and an informational flyer regarding proper use of ash disposal and oily rags – 23 cans were distributed.

- Living With Fire Program – provided educational materials and answered questions.
- NFPA – provided “Firewise” literature bags, Ready, Set, Go provided backpack-style “Go Kit” bags with brochures and magnets.
- Ember Storm Video – was shown to participants demonstrating the vulnerabilities of a typical home during an ember storm produced by IBHS (Insurance Institute for Business and Home Safety).



District Succession Plan

A committee of District members from all ranks has been convened to begin work on the succession plan. The first task of a talent review is underway. The effort is being led by Kathy Hart, Workforce Development Manager in the County’s Department of Human Resources.

The process will be similar that used by Washoe County. The succession plan process and outline is attached.

Succession Management

Washoe County Talent Review

Assessment Guide



Succession Management

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Succession Management

Introduction

Senior organizational leadership has an important responsibility to help ensure the long term performance and success of Washoe County. Key to this imperative is identifying, developing, and retaining talent at all levels of our organization. The County has established Succession Management as a key business strategy to develop the talent and leadership we need to continue to provide the excellent public service our citizens deserve and expect.

The *Succession Management* process is a business strategy that will enable Washoe County to be better prepared to:

- ***Thrive in a continually changing environment*** – responding to external forces and pressures
- ***Manage the scope and complexity of County operations*** – meeting the needs of County stakeholders
- ***Retain and grow key County talent*** – successfully competing to attract and retain a high performing workforce and remain an employer of choice in our region

The *Talent Review* process is one component of Succession Management and is designed to help department leadership identify pools of talent ready and able to fill key positions when needed.

Purpose

The purpose of the talent review process is to build a pool of talent ready to assume greater responsibility when the organization needs them. To do this we need to:

- Assess current and past sustained performance and contributions of staff
- Assess staff capability to handle increased responsibility in the future
- Determine staff's level of ambition and desire for greater responsibility
- Evaluate the readiness of staff to promote into positions of higher responsibility
- Identify the development needed to succeed in higher level positions
- Provide more visibility into the scope and depth of talent throughout the County



Succession Management

Talent Review Process Overview

Our goal is to first identify key organizational roles and the competencies needed for success in those roles, and then to assess the employees in your organization and determine the development they need to be able to take on those roles in the future.

The process consists of three steps.

Assessment	Assessment of staff performance and potential over time, their aspiration to assume greater responsibility, and their readiness to move into new and different roles.
Calibration	Open discussion to validate staff assessments.
Development	Identification of needs and action on Individual Development Plans for those identified as "Ready," "Grow," and "Build" and Performance Improvement Plans for those identified as "Must Improve."

Independent Talent Assessment

In order to establish a consistent and objective process for identifying and developing a pipeline of key talent, you will be asked to follow a clearly defined process to evaluate your direct reports on four independent criteria:

- Performance
- Potential
- Aspiration
- Readiness

Once completed, Human Resources and/or the department will aggregate all of the data in preparation for the Talent Calibration Meeting.



Succession Management

Talent Calibration Meeting

Human Resources will facilitate a confidential discussion with departmental management to review, evaluate, and validate the individual manager assessments. During the discussion, all of the employee assessments will be reviewed with the goal of reaching consensus on each and begin formulating development plans to address needs and/or gaps.

Development

A critical evaluation of development needs to ready people for future roles is agreed upon and experiences to include in individual development plans are identified.

A Note About Confidentiality

The assessments and development plans that will be created for employees should be treated as confidential. The value of the data you provide for possible succession and development planning is contingent on its accuracy. Although the purpose of Succession Management is to develop staff for future opportunities, it does not ensure advancement or replace recruitment and selection processes in place per Collective Bargaining Agreements or Washoe County Merit Code.

Talent Review Criteria

You are closest to the employees who report to you and in the best position to accurately and honestly evaluate them. The Talent Review Process will take you through a series of steps to assess each of them on the four criteria of ***Performance, Potential, Aspiration, and Readiness***. You will identify their level of performance outside of the annual evaluation/appraisal process and determine their potential and ability to adapt to and continue to perform well in new and different situations.

The following definitions of the four criteria will be used as you begin to review each of your direct reports.



Succession Management

Performance

The individual consistently delivers results in congruence with the Washoe County Code of Conduct and Core Competencies; the level of performance has been demonstrated over time and is not specific to a particular action, situation or accomplishment.

Potential

The employee is able to quickly respond and adapt to diverse, intense, varied, and adverse assignments; demonstrates a high level of performance under first time or different conditions; eager and able to develop new competencies to maintain high performance.

Aspiration

The person has ambition and the desire to take on the responsibilities, challenges, rewards, and sacrifices of more senior roles.

Readiness

This direct report demonstrates the ability to assume new roles and/or assignments immediately or in time with some development.



Succession Management

Assess Performance

Performance: Consistently delivers results in congruence with the Washoe County Code of Conduct and Core Competencies; the level of performance has been demonstrated over time and not specific to a particular action, situation or accomplishment.

Rating	Rating Description
5	Outstanding: Performs at an exceptional level, consistently exceeding goals. Consistently over-achieves on development objectives. Is a role model of how one demonstrates the essential functions of the position and the core competencies needed to succeed.
4	Very Strong: Performance is consistently high-quality. Meets and/or exceeds goals and objectives. Clearly demonstrates essential functions and core competencies.
3	Strong: Delivers on goals and objectives. Is fully proficient in the role and a valued contributor. Acts solidly in alignment with the core competencies.
2	Adequate: Able to perform but needs close supervision to deliver on goals and objectives. Takes more time to produce quality results. Acts sufficiently in alignment with core competencies.
1	Needs Improvement: Has difficulty meeting performance standards and/or achieving goals and objectives. Does not consistently demonstrate core competencies.
NR	Not rated: Unable to accurately assess. May not have had adequate opportunity to demonstrate sustained performance and/or delivery of results on goals and objectives. May be new to the role.

Ask yourself:

- Who are my top performers?
- Has their performance been consistently high over the last few years?
- Has their performance truly gone beyond what is expected?
- Is the staff member regarded as a functional/technical expert across (and outside) the County?
- How difficult would it be to replace this staff member?



Succession Management

Assess Potential

Potential: Quickly responds to diverse, intense, varied, and adverse assignments; demonstrates a high level of performance under first time or different conditions; is eager and able to develop new competencies to maintain high performance.	
Rating	Rating Description
5	One of the best examples I have seen.
4	Does this better or more often than most others.
3	Does this about the same as most others.
2	Sometimes describes this person, but does this less well or less often than most others.
1	Does not describe this person; may not do this at all or actively do the opposite or demonstrate disregard for this way of behaving.
NR	Not rated: Unable to accurately assess. May not have had adequate opportunity to demonstrate this behavior. May be new to the role.

Ask yourself:

- How quickly does this individual grasp new or difficult concepts?
- Does this person take lessons from past experiences and successfully use them in current situations?
- Does this person make connections others miss?
- How effectively does this individual deal with change and ambiguity?
- How easily does this person learn new tasks and functions?



Succession Management

Assess Aspiration

Aspiration: The ambition and desire to take on the responsibilities, challenges, rewards, and sacrifices of more senior roles.

Aspiration Rating	Rating Description
Yes	Has the willingness and desire to take on a new role.
No	Is not willing to or does not desire taking on a new role.
NTK	Need to Know

If you cannot accurately answer this, now is a good time to **ASK!** REMEMBER, this assessment factor can change based on the personal situation of this employee!

Assess Readiness

Readiness: Able to assume new roles and/or assignments immediately or in time with some development.

Rating	Rating Description
Ready (R)	Ready for a new assignment within next 12 months
Grow (G)	Has the potential to grow; needs additional development over 1-3 years
Build (B)	Valued contributor; needs to develop functional expertise (3+ years)
Must Improve (I)	Limited potential; poor/inconsistent performer; action needed; implement a Performance Improvement Plan
NR	Not rated: New hire/promotion; has less than 6 months in the role

Ask yourself:

- What are the mission critical roles (short, medium and long term)?
- What are the critical competencies needed for success in these roles?
- Is this individual ready to move into a new role?
- Which role/roles could the individual assume now?
- Which role/roles could the individual assume with development?
- What is the timeframe needed for the development of this individual?



Succession Management

Completing the Individual Assessment

1. Evaluate each of your direct reports on the four criteria and indicate your rating in the chart provided.
2. Identify one (or more) target position(s) each person may have the potential to assume in the readiness timeframe you indicated. Base your data on your own assessment as well as any information the employee may have shared with you.
3. Based on your knowledge of the competencies needed for success in the Target Position(s) and the current capability of the direct report, indicate your initial assessment of his or her development needs.

The table below is a sample of the worksheet you will be provided. Once you have completed the assessments for all of your direct reports, return the sheets to Human Resources or the designated person in your department.

All of the Individual Assessment data will be combined for use during the Calibration discussion.

Individual Talent Assessment						
Manager/Supervisor:						
Department & Division:						
Name	Performance	Potential	Aspiration	Readiness	Target Position	Development Needed



Succession Management

Tips for Objectivity in Your Ratings

The Talent Review process is critical to the continued success of the organization. Taking the process seriously, being as objective, accurate, and honest in your individual ratings of employees and the open discussion with department peers and leadership will result in the best outcomes.

Your knowledge of the jobs and people is the key. Don't base your ratings on other's opinions or evaluations.

Be aware of and avoid **Common Rating Errors** that may be caused by various rating biases. The most common reasons for rating bias, and consequently, rating errors are:

Halo / Horns Effect

The *Halo* effect occurs when raters' assessments of an individual on one or several criteria are positively influenced by assessment on another criteria. Raters can also be negatively affected by the assessment on one or more criteria and allow this to affect ratings on others, resulting in the *Horns* effect.

Leniency, Severity or Central Tendency

Leniency refers to a rater's tendency to avoid using the middle of the rating scale, providing all ratings above average. This is often due to a rater's impression that everyone is equal and the erroneous belief that placing all employees in this area is beneficial.

Severity also refers to a rater's tendency to avoid using the middle of the rating scale, providing all ratings below average. This can usually be attributed to a rater who perceives that he/she is a hard grader, or one who has tough standards.

Central Tendency bias is a common rating error that occurs when a rater tends to rate employees in the middle of the range on the rating scale and not commit to a critical evaluation.



Succession Management

Tips for Objectivity in Your Ratings

Personal Bias

Personal bias for or against an employee can occur when a rater has pre-existing information about, knowledge of, or a connection with him or her and can include attitudes and prejudices with regard to **race**, religion, gender, appearance, and/or other attributes.

Similarity vs. Difference

Similarity refers to a tendency to highly rate an employee whose characteristics are similar to the rater's characteristics. *Difference* errors arise from a tendency to rate low those criteria for an employee whose characteristics are different than the rater's .

Overweighting

Overweighting occurs when too much emphasis is placed on minor competencies and/or attributes of the employee's performance or characteristics. This could include a minor problem or a minor positive quality that the employee has displayed.

Recency

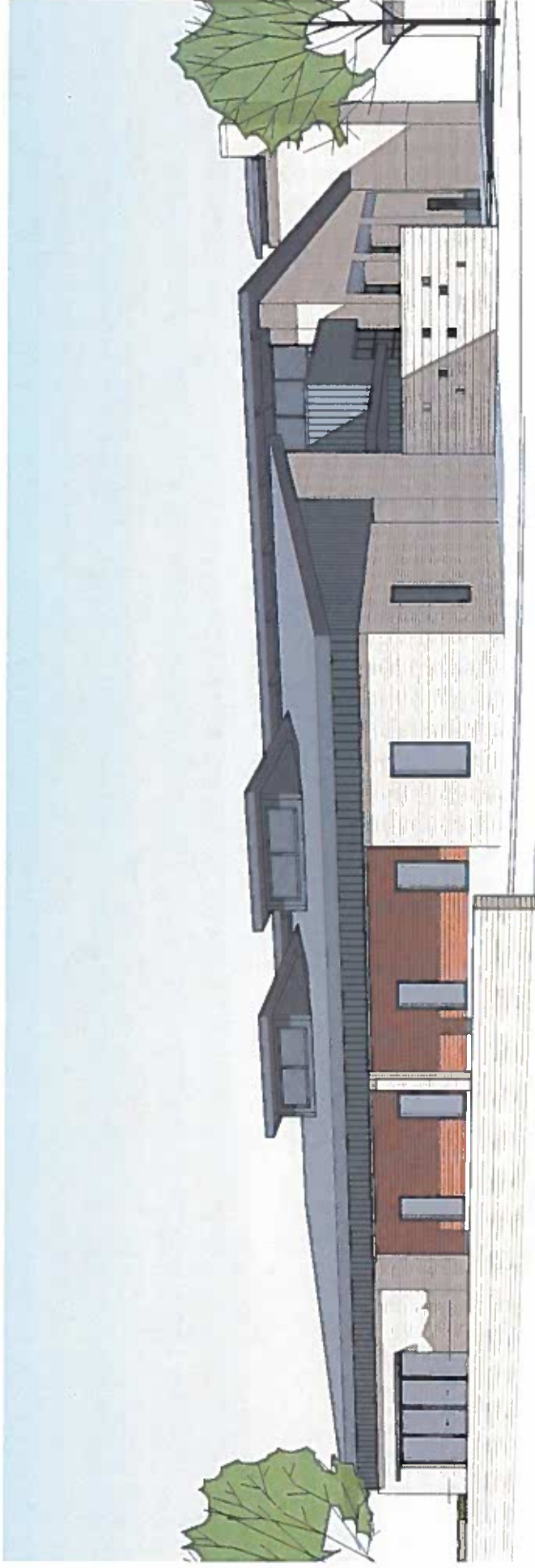
Focusing on specific recent events rather than looking at the employee's work over the last few years can result in more positive or negative ratings

Use of Non-criteria Related Qualities

Subjectivity errors arise from ratings of global qualities (or lack of qualities) rather than consideration of specifics (e.g., behaviors; results). Be careful to stick to the rating criteria and demonstrated behaviors. Avoid consideration of global qualities, appearances, use of "buzz" words, etc. Subjective judgments are based on a lack of specific criteria.



tsk



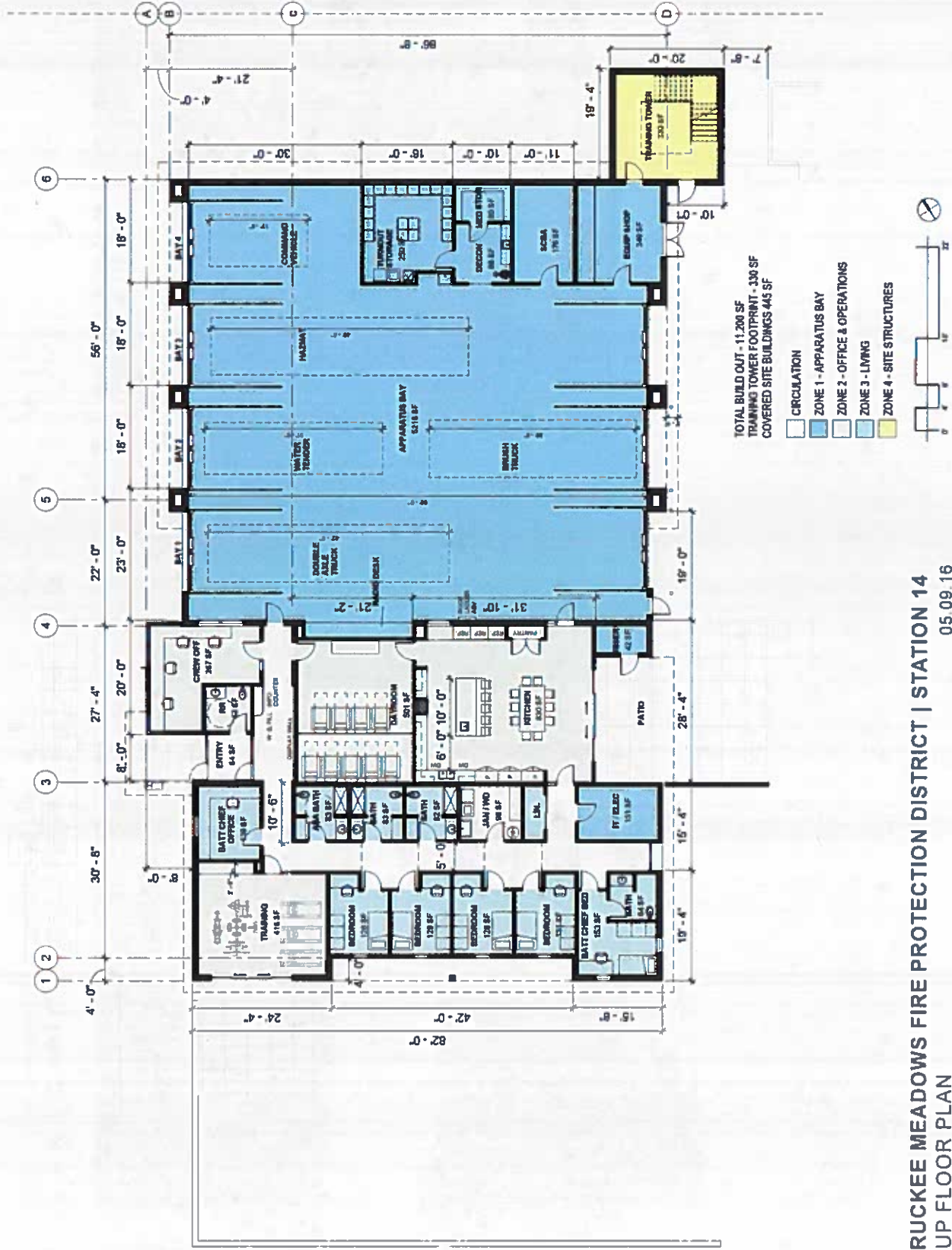
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT | STATION 14
SUP VIEW - LOOKING NORTH FROM BROKEN HILL RD 05.09.16



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT | STATION 14
 SUP VIEW - LOOKING SE FROM FOOTHILL RD
 05.09.16



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT | STATION 14
 SUP VIEW - LOOKING SOUTH FROM FOOTHILL RD 05.09.16





TRUCKEE MEADOWS FIRE PROTECTION DISTRICT MONTHLY REPORT

March 2016

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			1	1									2
Wildland Fire		1	1	1						1			4
Vehicle/Trash/Other Fire	2		1		4			1					8
Emergency Medical Services	71	46	164	25	116	50	1	17	28	12	5		535
Motor Vehicle Accident	5	5	7	1	2	4	7	6	2	1	5		45
Rescue		1											1
Haz-Mat/Hazardous Condition	5		1		1	1		2	2		1		13
Public Assist	2	5	7	3	5	9	1	1	1				34
Good Intent Call	24	7	26	4	15	6	4	3	3	14	3		109
Activated Fire Alarm	3	4	7	1	4	4	1	1	4	1	1		31
Severe Weather Related													0
Other													0
MARCH 2016 TOTAL	112	69	215	36	147	74	14	31	40	29	15	0	782
MARCH 2015 TOTAL	85	50	214	30	152	75	6	31	40	46	16	2	747

In the month of March, 2016 the TMFPD responded to 782 incidents, for a cumulative total of 8,902 incidents in the past twelve months.

**Career personnel are currently staffing the Gerlach Volunteer Fire Station. Gerlach's call volume is reported in the Volunteer Report.*

AGENDA ITEM #5B

Fire Loss to Value Comparison – March 2016

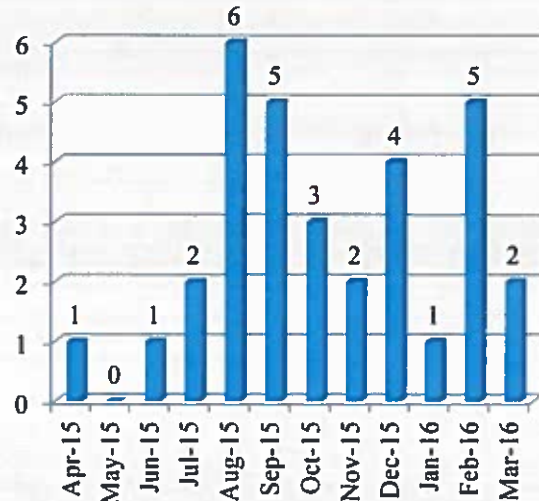
March 2016 Fire Loss/Save



Property Conserved
100%

Total Structure Value: \$ 78,420
Total Structure Conserved: \$ 78,217
Total Structure Loss \$ 203

Structure Fires



Rolling Year Statistics

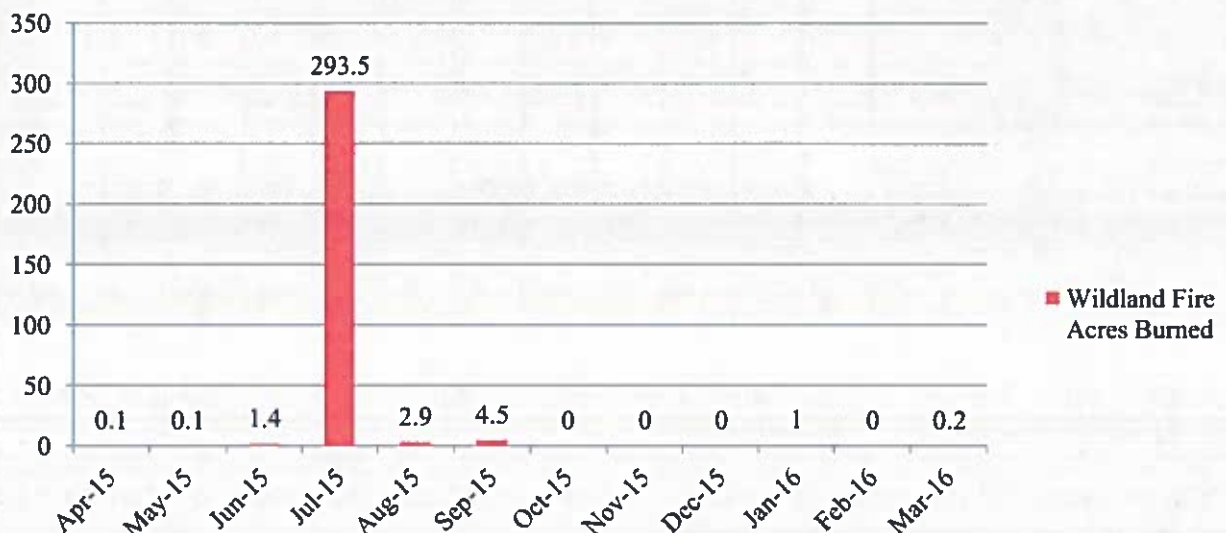
TMFPD responded to 2 structure fires in March 2016, for a total of 32 structure fires in the past year.

■ 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 2016

One Year History: Wildland Fire Acres Burned



In the month of March 2016, .2 acres were burned. As of March 31, 2016, 303.7 acres burned in the past twelve months.

Mutual Aid Given and Received - March 2016

Mutual Aid Given & Received by Department		
DEPARTMENT	AID GIVEN	AID RECEIVED
Bureau of Land Management	0	0
California Dept of Forestry	1	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	0
Pyramid Lake Fire	0	1
Reno FD	1	0
Reno/Sparks Indian Colony	1	0
Sierra County, CA	0	0
Sparks FD	3	3
Storey County FPD	0	3
Truckee Fire, CA	1	0
US Forest Service	0	0
TOTAL	7	11

The TMFPD received aid 11 times from neighboring agencies and provided aid 7 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	5/1	Herman/Berkbigler
Station 36 – Arrowcreek	2	Lucey
Station 37 – Hidden Valley	2/4	Lucey/Hartung
Station 39 – Galena Forest	2/1	Lucey/Berkbigler

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

Incidents:

Back Country Rescue – Station 17 (Spanish Springs); Eagle Canyon Dr. Commission District 4

On March 12th at 14:37 hours, crews were dispatched to a back country rescue for a UTV rollover in a recreational area. Two occupants were injured in the rollover. A bystander transported the patients in another UTV to a meeting point that TM Brush Engine 17 could access. During this time another accident occurred near the same area as the first accident. Careflight was already enroute, however the injuries did not warrant air transport. Crews were able to utilize Careflight to respond to the second accident via air-to-ground communication. All patients were assessed, treated and transported.

1 TM Engine and 1 TM Brush Engine responded to this incident.

Electrical Short with Fire – Station 13 (Stead); Cactus View Dr.

Commission District 5

2 in/2 out Not Required

On March 13th at 14:11 hours, crews were dispatched for a possible explosion. Crews arrived on scene to find that high winds had shorted out an electrical powerline and transformer. The winds fanned the hot embers and ignited the telephone pole on fire. NV Energy was expedited to the scene with an aerial device. A large section of the top of the pole burned away, collapsing until it was only suspended by the attached lines. Crews extinguished three spot fires, and once NV Energy arrived on scene and confirmed the lines were de-energized, they used the bucket lift and a water can to extinguish the fire at the top of the pole.

1 TM Engine, 1 TM Water Tender, and 1 TM Battalion Chief responded to this incident.

Extrication Accident – Station 15 (Sun Valley); Sun Valley Blvd.

Commission District 3

On March 17th at 06:22 hours, Engine 15 was dispatched to a motor vehicle accident. Crews arrived on scene to find a head on collision involving a full size truck and a small passenger vehicle. Crews upgraded the incident to an extrication accident and requested two additional engines due to the severity of the accident, and the need for additional manpower and tools to safely extricate the patient. The driver of the smaller vehicle was pinned by the dash and the firewall of the vehicle. There was an infant in the back seat, properly secured in a car seat. Crews were able to break into the window to remove the car seat with the child still strapped in, who was handed off to REMSA crews for assessment. Crews then cut through the support posts and rolled the roof back and removed the doors from the sedan. The patient was covered with blankets and treated for severe pain as crews initiated a dash roll with hydraulic tools, securing the dash and steering wheel with a chain in order to access the patient. The three crews were able to remove the patient, who was secured onto a backboard while his limbs were splinted. Crews assisted REMSA with loading the patient into the ambulance for transport.

3 TM Engines, 1 TM Safety Officer and 1 TM Battalion Chief responded to this incident.

Structure Fire – Station 15 (Sun Valley); Carol Dr.

Commission District 3

2 in/ 2 out Required

Automatic Aid Received from Sparks Fire

On March 18th at 17:07 hours, crews were dispatched to a structure fire in Sun Valley. Crews arrived on scene to find the residents outside of the structure with light smoke showing. Residents awoke to find a small fire from a candle that had ignited the drapery in the home. The homeowner's son was able to extinguish the fire with a garden hose. Crews from Engines 15 and 13 worked in tandem to ventilate the structure, perform overhaul and salvage, and to treat one patient for possible smoke inhalation.

4 TM Engines, 1 TM Battalion Chief, and 1 Sparks Fire Engine responded to this incident.

Extrication Accident – Station 37 (Hidden Valley); I-80 EB at Derby Dam

Commission District 4

Automatic Aid Received from Storey County and Pyramid Lake VFD

On March 22nd at 11:09 hours, crews were dispatched to reports of a two-vehicle motor vehicle accident on eastbound I-80 near the Derby Dam exit. One vehicle was on its side against the guard rail with one passenger trapped. Storey County reported heavy traffic around the accident scene and established command, initiating rescue operations. TM Engine 37 and Battalion Chief arrived on scene and assumed command, tying in with the Extrication Group. Crews exercised a tandem tool extrication to remove the roof of the car. Once the occupant was removed and transported by Careflight while another passenger was transported by REMSA.

1 TM Engine, 1 TM Battalion Chief, 1 Storey County Engine, 1 Storey County Rescue, and 1 Pyramid Lake VFD Rescue (Wadsworth) responded to this incident.

Training

- Completed 80-hour New Hire Academy
- EMS Training: Chest Pain
- EMS Training: 12-Lead ECG
- Infection Control Annual Refresher
- Multi-Engine Company Low Angle Rope Rescue Drills and Nighttime Drills
- Respiratory Protection Policy Review
- NFPA Hand and Power Tool Safety Review
- HazMat Technician Class Completed (8 personnel x 160 hours)
- Joint Training with Storey County on new Ladder Truck

Accomplishments

- Conducted Quarterly TRIAD Hazmat Multi-Agency Drill
- Recruitment and Orientation of six (6) new Firefighter/Paramedics
- Continuing to provide support to Gerlach
- Conducted Fit Testing for SCBA/N95 for Volunteers
- Completed Infection Control Training for Volunteers
- Hosted TMCC Advanced EMT Student Ride-Alongs
- Hydro-tested Oxygen Cylinders
- Decontamination of SCBA Cylinders



VOLUNTEER FIRE DEPARTMENT MONTHLY REPORT March 2016

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								TOTAL
	221-Silver Lake VFD	223 - Lemmon Valley VFD	225 - Wadsworth (Pyramid Lake VFD)	227, 237, 301 - South Valleys VFD	229 - Palomino Valley Auxiliary	240 - Red Rock VFD	242 - Gerlach VFD	351 - Verdi VFD	
Structure Fire			1						1
Wildland Fire									0
Vehicle/Trash/Other Fire		1	1						2
Emergency Medical Services	1	3	1			3			8
Motor Vehicle Accident							1		1
Rescue									0
HazMat/Hazardous Condition							2		2
Public Assist	1		1		2				4
Good Intent Call	1	1	1	1		1			5
Activated Fire Alarm						1			1
Severe Weather Related									0
Lightning Plan									0
Other									0
MARCH 2016 TOTAL	3	5	1	5	0	2	5	3	24

In the month of March, 2016 the Truckee Meadows Volunteers responded to 24 incidents. (Wadsworth Volunteers operate under Pyramid Lake Volunteer Fire Department. Incidents listed for the Wadsworth Volunteer Station 225 are specific to responses in the Truckee Meadows Fire Protection District boundary, and do not include responses into tribal territory.)

**Career personnel are currently staffing the Gerlach Volunteer Fire Station.*

AGENDA ITEM #5C

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	5/1	Herman/Berkbigler
Station 36 – Arrowcreek	2	Lucey
Station 37 – Hidden Valley	2/4	Lucey/Hartung
Station 39 – Galena Forest	2/1	Lucey/Berkbigler

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

Incidents:

Illegal Burn – Station 227 (South Valleys Volunteers); Washoe Lake Commission District 2

On March 26th at 09:30 hours, the South Valleys Volunteers were hosting their annual Easter Egg Hunt at Washoe Lake State Park when they were approached by a State Park Ranger to report an illegal burn. Brush Engine 227 went to investigate, finding a 20 x 10 illegal burn that was smoldering. Crews extinguished the fire and mopped up the scene before returning to the Easter Egg Hunt.

1 South Valleys Volunteer Brush Engine responded to this incident.

TRAINING AND ACTIVITY

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Gerlach VFD	Lock-Out / Tag-Out	1	1	1
	NFPA 1001 Loss Control	1	1	1
Gerlach VFD Total				2
Lemmon Valley VFD	Airport Fire MCI Vehicle and Trailer	1	2	2
	CECBEMS Aquatic Emergencies	1	2	2
	CECBEMS HIV/AIDS Awareness	1	2	2
	CECBEMS Obstetrical Emergencies Basic	1	1	1
	CECBEMS Pediatric Assessment	1	1	1
	CECBEMS Pediatric Emergencies Basic	1	1	1
	Watched video on new generation fire shelter and Yarnell Hill Documentary. Discussed L.C.E.S	4	2	8
	Wildfire Assessment Program	3	4	12
	Cyanokits	2	1	2
	HazMat Ops Refresher - Meth Labs	2	0.5	1
	HAZMAT Refresher 2016	2	0.5	1
	Low Angle Rope Rescue Training-Didactic	1	1	1
	NFPA 1001 Fire Behavior	1	1	1
	NFPA 1001 Portable Extinguishers	1	1	1
	NFPA 1021 Pre-Incident Planning	1	1	1
	NFPA 1500 Driving Safety	1	1	1
	NFPA 1500 Hazard Communication	1	1	1
	Respiratory Protection Policy Review	2	1	2
	Search and Rescue	2	5	10
	The First Responder's Role in Fire Investigation	1	0.5	0.5
Lemmon Valley VFD Total				51.5
Palomino Valley VFD	Respiratory Protection Policy Review	1	1	1
Palomino Valley VFD Total				1
Red Rock VFD	Company Training with Red Rock Volunteers	3	4	12
	Infection Control Attendance and Test	4	2	8
	NFPA 1500 Driving Safety	2	1	2
	Respiratory Protection Policy Review	1	1	1
Red Rock VFD Total				23
Silver Lake VFD	CECBEMS Head & Facial Injuries Advanced	1	1	1
	CECBEMS Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation	1	1	1
	CECBEMS Non-Traumatic Chest Pain	1	1	1
	CECBEMS Pediatric Assessment	1	1	1
Silver Lake VFD, Cont'd	CECBEMS Pediatric Emergencies Basic	1	2	2

	Assessment program for residence in the interface and resources that are available.	1	4	4
	Model 14 orientation and pumping	1	2	2
	Hand & Power Tool Safety	1	1	1
	HazMat Ops Refresher - Meth Labs	2	0.5	1
	HAZMAT Refresher 2016	1	0.5	0.5
	Infection Control Attendance and Test	6	2	12
	Low Angle Rope Rescue Training-Didactic	6	1	6
	NFPA 1500 Driving Safety	1	1	1
	NFPA 1500 Respiratory Protection	1	1	1
	Respiratory Protection Policy Review	1	1	1
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	1	2	2
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	1	2	2
	S-190 Introduction to Wildland Fire Behavior (MOD #1)	1	2	2
	VFD Chiefs: Generate Reports	2	0.5	1
	Weekly training session for fitness and agility.	1	3	3
Silver Lake VFD Total				45.5
South Valleys VFD	CECBEMS Abdominal Trauma Basic	1	1	1
	CECBEMS Airway Management Basic	2	1	2
	CECBEMS Bleeding and Shock Advanced	1	1	1
	CECBEMS Bleeding and Shock Basic	1	1	1
	CECBEMS Heat Illness and Emergencies	1	1	1
	Cyanokits	2	1	2
	HAZMAT OPERATIONS REFRESHER	1	0.5	0.5
	Infection Control Attendance and Test	6	2	12
	Lock-Out / Tag-Out	1	1	1
	Low Angle Rope Rescue Training-Didactic	1	1	1
	Measles Review	1	0.5	0.5
	NFPA 1001 Fire Behavior	1	1	1
	NFPA 1001 Portable Extinguishers	2	1	2
	NFPA 1500 Confined Space Entry	1	1	1
	NFPA 1500 Driving Safety	2	1	2
	NFPA 1500 Respiratory Protection	1	1	1
	Respiratory Protection Policy Review	2	1	2
	Search and Rescue	2	5	10
South Valleys VFD Total				42
Verdi VFD	Avalanche Policy	1	0.5	0.5
	Administrative Meeting	2	2	4
Verdi VFD, Cont'd	Deployed hose packs through rough terrain, looked at mobile attack as another option, talked about weather and its effects on wildfires, truck checks	3	3	9

Introduction to progressive hose packs to new members. Mobile attack refresher (dry). Wildland PPE introduction to new members. Truck checks were also completed.	3	3	9
Wildland hand tools use, cutting line, Dog Valley Rd trail familiarization for fire season, practiced clearing shelter deployment site, wildland weather review.	2	3	6
Cyanokits	1	1	1
Infection Control Attendance and Test	1	2	2
Low Angle Rope Rescue Training-Didactic	2	1	2
Office Safety	1	1	1
RAD-57 Operator's Manual	1	0.5	0.5
Respiratory Protection Policy Review	2	1	2
Search and Rescue	1	5	5
Verdi VFD Total			42



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2016

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

DATE: April 28, 2016
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 two positions in concept titled Fleet Manager and Chief Officer of Logistics and authorize staff to reclassify two existing positions of Fire Mechanic and Fire Captain (assigned to Logistics) effective July 1, 2016 and submit the positions to NV-PERS for evaluation. (All Commission Districts)

SUMMARY

This item is discussion and possible action to create two positions in concept (based upon the draft job specifications attached) titled Fleet Manager and Chief Officer of Logistics and authorize staff to reclassify two existing positions of Fire Mechanic and Fire Captain (assigned to Logistics) effective July 1, 2016 and submit the positions to NV-PERS for evaluation.

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

PREVIOUS ACTION

None

BACKGROUND

On July 1, 2012, at standup of the District the Board of County Commissioners and Board of Fire Commissioners approved an Interlocal agreement that specified how fleet maintenance and repair would be accomplished. Those services were provided by the County to the District on a cost reimbursement basis. Paragraph 2.5 requires the District to fund two full time mechanics. These mechanics are employees of the County.

In addition, the District is required in Paragraph 1.6 of the Interlocal Agreement to use Washoe Counties Community Services Department for all capital construction, property management and station maintenance.

The District has sufficiently enhanced and evolved the organization to where this function can be provided by the District. Staff believes that bringing fleet maintenance services and facility management in-house will result in improved financial and service efficiencies.

The recommendation is to increase the level of program management based on an analysis of the expected functions of the positions, and anticipating changes in an amended and restated Interlocal Agreement between the District and the County. The Agreement will be presented to the Boards in June.

The recommendation for approval in concept is requested so that adjustments and Human Resources processes can proceed with all due diligence.

In summary, this recommendation is to approve one (1) full time, Chief Officer of Logistics and reclassify one (1) previously approved Fire Captain position; and to approve one (1) full time, Fleet Manager position and reclassify (1) previously approved Fire Mechanic position.

FISCAL IMPACT

Funding for these reclassification has been included within the FY 16/17 budget.

RECOMMENDATION

It is recommended the Board of Fire Commissioners approve an action to create two positions in concept titled Fleet Manager and Chief Officer of Logistics and authorize staff to reclassify two existing positions of Fire Mechanic and Fire Captain (assigned to Logistics) effective July 1, 2016 and submit the positions 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 two positions in concept titled Fleet Manager and Chief Officer of Logistics and authorize staff to reclassify two existing positions of Fire Mechanic and Fire Captain (assigned to Logistics) effective July 1, 2016 and submit the positions to NV-PERS for evaluation."



CLASS SPECIFICATION

FIRE EQUIPMENT FLEET MANAGER

Class Code:
Date Est:
Last Rev: 04/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

DEFINITION

This single-position class is characterized by the responsibility to manage the County Fire Department's fleet of vehicles. Under general direction plans, organizes, manages, and directs the operation of the Fire District's vehicle fleet services, which includes the fire apparatus, vehicle and equipment maintenance and repair shop.

EXPERIENCE AND TRAINING REQUIREMENTS

High school diploma or GED and seven (7) years journey level automotive or truck repair; OR two (2) years experience managing fleet operations; OR combination of experience, education, and certificates.

LICENSE OR CERTIFICATE

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

Certification by the National Institute for Automotive Services Excellence as an ASE Master Mechanic for Automobiles and Trucks.

Certification by the Emergency Vehicle Technician Certification Commission, Inc. as an EVT Master Technician for Fire Apparatus and Ambulances.

All licenses and certifications required to be kept current and maintained for continued employment.

SUPERVISION EXERCISED

This position exercises supervisory responsibility over the "Mechanic" and "Mechanic Helper" positions, and/or any other positions as assigned in conjunction with the maintenance of fleet vehicles.

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

Establishes and meets productivity standards and quality control on repair work and preventive maintenance programs.

Establishes and maintains effective working relationships to ensure that emergency vehicles are back in service and operational to meet demands.

Solves complex equipment issues, such as maintenance, repairs, and scheduling to ensure employee safety and to determine the best course of action for apparatus and/or equipment repair.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Emergency fire and medical response vehicle, apparatus and equipment laws, statutes, rules, regulations, practices and procedures.

Vehicle and equipment maintenance, diagnosis, repair, design and fabrication methods and practices. Federal, State, and County fire service rules and regulations.

Fire suppression methods, practices, and procedures for a variety of fire, hazardous material responses, emergency medical services and rescue operations.

Specialized electrical and hydraulic systems.

Computers and related equipment, hardware and software for preparing reports, maintaining inventory and tracking repair records.

Basic OSHA safety rules and procedures.

Skill in:

Applying the ASE Master Mechanic training when troubleshooting, diagnosing and repairing fire department fleet vehicles.

Employing the training elements of the ASE Master Mechanic when performing job duties.

Demonstrating the training elements of the EVT Master Technician training when performing job duties.

Ability to:

Communicate effectively, both orally and in written communications.

Provide program direction to staff engaged in equipment repair and maintenance.

Plan, organize, administer and evaluate the work of staff.

Manage fleet budget.

Resolve moderately complex problems encountered in performance of work assignments.

Research and prepare materials, apparatus, and equipment specifications for bid and construction process.

Assist in, and performs duties of contact person for bid evaluations and administration of construction projects.

Design and fabricate equipment modifications to meet changing needs of the fire department.

Perform annual inspection testing of pumpers, valves, gauges, controls, and equipment to meet established guidelines and standards of the National Fire Protection Association.

Locating and obtaining repair equipment, tools and supplies.

Establishing and maintaining effective working relationships with others.

Perform annual inspection of vehicles to meet the Department of Transportation, National Fire Protection Association, and Federal Specifications for the Star of Life Ambulances.

Ensure fleet maintenance shop equipment, practices and procedures meet Occupational Safety and Health Association (OSHA) requirements.

List hazardous supplies in the Safety Data Sheets (SDS) book, and properly labels and stores supplies.

Perform any and all other duties as assigned.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Work involves extended workdays outside the regular working hours to respond, manage and repair fleet vehicles and apparatus during emergency response incidents. Work requires data entry, lifting, carrying, and transporting equipment and tools and supplies weighing up to 50 pounds. Vision and hearing is required to perform essential functions. Work is performed in office and field environments. Work may involve potential exposure to extreme weather conditions, extreme heat, hazardous chemicals and materials, emergency disaster situations, body fluids, infectious diseases and air and water borne pathogens when repairing and maintaining emergency vehicles and equipment during large emergency events. Requires the safe use of a District Vehicle on District business.

All applicants will be required to pass a thorough medical examination, which may include, but is not limited to, physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.



CLASS SPECIFICATION IN CONCEPT

CHIEF OFFICER OF LOGISTICS

Class Code:
Date Est:
Last Rev: 04/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

DEFINITION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for procuring, receiving, issuing, and maintaining an accurate inventory of equipment, supplies, and materials for Fire District; oversees and coordinates the research, locating, and ordering of equipment and supplies; oversees and participates in purchasing specialized items not in inventory; researches and processes purchase requisitions and purchase orders; obtains bid quotations; oversees a computer based inventory system; maintains a variety of records and files; performs a variety of special projects for management staff; and performs a variety of technical tasks relative to assigned areas of responsibility. Supervision is exercised over a diverse staff of fire fighters, technical, and other employees.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and three years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents including at least three years of supervisory responsibility; OR five years' experience equivalent to that of a Fire Captain with Truckee Meadows Fire Protection District; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

Officer I and II Certification required at time of application.

Possession of a valid Nevada or National Registry Emergency Medical Technician Basic Certificate and CPR certification at the time of application.

Must have the ability to obtain a Nevada's Class "B" Driver's License with "F" endorsement, which complies with the Nevada Department of Motor Vehicles' requirement, upon completion of probationary period.

All licenses and certifications required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

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

Lead, plan, train, and review the work of the staff responsible for procuring, receiving, issuing, and maintaining an accurate inventory of equipment, supplies, and materials for assigned department; ensure orders are processed and delivered in a timely manner; participate in performing the most complex work of the unit including overseeing,

maintaining, and tracking all fixed assets for Fire Department including Truckee Meadow Fire Protection District and Washoe County Fire Suppression District.

Supervise the use, care, and operation of assigned warehouse equipment including forklifts.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

Oversee, coordinate, and participate in the research, locating, and ordering of supplies and equipment; interview vendors to obtain information concerning new products, service availability, prices, and delivery procedures.

Oversee and participate in obtaining price quotes, processing orders, scheduling deliveries, and reconciling purchase orders in procuring a wide variety of equipment, supplies, and materials; obtain bid quotations as necessary.

Oversee and participate in obtaining and filling staff request; coordinate and participate in the delivery of equipment, supplies, and materials as appropriate; answer questions regarding product information, handling and disposal, and ordering procedures.

Oversee and participate in maintaining detailed vendor files and records of supply transactions; prepare various reports relating to equipment issued, receipts, purchase orders, and billing information.

Assist District Administration in determining economical sources of equipment, supplies, and materials; participate with staff to discuss purchasing needs and issues for assigned projects; oversee placing of orders for stock and special items.

Purchase personal protective equipment as necessary; ensure equipment is in compliance with federal, state, and local laws, rules, and regulations; review, monitor, and implement changes department-wide to personal protective equipment based on national standard changes; negotiate new costs for personal protective equipment and supplies with various vendors; train Fire Department personnel on proper use, care, and maintenance of personal protective equipment.

Responds to fires and coordinates with Incident Command Officer to provide logistical support to emergency personnel at emergency scenes supply equipment for apparatus, and issuing or replacing damaged personal protective equipment.

Oversee and participate in conducting a periodic inventory of stock items; maintain proper stock levels; arrange for disposal of Fire Department equipment in accordance with City and department procedures; maintain appropriate procedures concerning the redistribution, consumption, and disposal of obsolete items.

Oversee the inventory database for assigned area; input all issues into inventory control module; develop and update work methods to improve receiving, storing, and distributing equipment, supplies, and materials.

Oversee the warehouse in order to ensure warehouse is maintained in a clean and orderly manner.

Participate and provide input during the department's annual budget process; provide and analyze reports on department usage costs for supplies and equipment; assist in the determination of the annual needs for supplies and equipment; prepare program change request for additional monetary needs for the overall department budget.

Perform a variety of special projects for management staff as necessary; maintain records concerning operations and programs; prepare reports on operations and activities.

Perform related duties as required. Commands District operations and resources on all types of emergencies including the most complex fire, rescue, and hazardous material incidents.

Performs management and administrative duties related to emergency and non-emergency activities; participates in the development and implementation of goals, objectives, policies and procedures; develops, implements and administers assigned special projects and programs; provides staff assistance to the Fire Chief; prepares and presents various administrative and analytical reports, staff reports, and other necessary documents and correspondence; maintains records; develops and oversees various programs including fleet management, EMS coordination, communications, respiratory protection, and fuel management.

Assists in the preparation of the budget; maintains budgetary control over supplies and equipment.

Counsels, coaches, and disciplines assigned personnel; participates in the selection of staff; meets with staff to identify and resolve problems and correct deficiencies; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; evaluates employee job performance; interprets policies, directives, and personnel regulations and ensures all are properly administered.

Supports and monitors the overall training activities and requirements of assigned shift; works with the Chief Officer responsible for the training function to ensure that training needs are identified, addressed, and being completed within prescribed time frames; develops, coordinates, and participates in multi-company drills; implements a career development plan for assigned shift; may serve as department safety officer.

Supervises personnel on the proper and safe use of specialized firefighting equipment and tools such as chain saws, portable pumps, hydraulic rescue equipment, electric hand tools, etc.; requisitions and purchases equipment and maintenance supplies; develops and assigns equipment testing programs such as hose testing, ladder testing, SCBA testing etc.

Oversees and coordinates building and grounds maintenance function including landscape maintenance, minor building repairs, minor cosmetic repairs, and snow removal; performs maintenance and repair analysis of fire stations and associated buildings and makes recommendations on repairs and maintenance; develops maintenance schedules and plans.

Participates in, and serves on, committees related to the fire service and other District business; stays abreast of new trends and innovations in the field of fire suppression and prevention; attends meetings and trainings as required; makes presentations to District officials and to the public; may attend District meetings.

Acts as the Fire Chief when needed or assigned; performs other administrative and emergency response duties as assigned.

Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Performs related duties and responsibilities as assigned.

*Assist Fleet Manager with oversight to complete annual Apparatus Pump Testing**

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Current best practices, developments and trends in fire service including fire suppression, prevention, modern fire command, emergency medical care, rescue, and hazardous material incidents.

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Fire behavior and fire control techniques to carry out wildland fire suppression.

Project and time management techniques in order to complete assigned projects in a timely manner and meet deadlines.

Budget development and fiscal control methods and techniques.

Principles of management, supervision, labor/management relations, training, and work evaluation.

Relevant occupational hazards and safety standards.

Training methods and applications utilized in the fire service.

Principles and practices involved in planning, resource allocation, Human Resources, leadership techniques and coordination of people and resources.

Ability to:

Effectively communicate to multiple audiences including citizen groups, agency representatives and volunteers.

Develop and present effective training programs appropriate to the intended audience.

Implement work methods and procedures that promote a safe working environment for employees and others and train staff in same.

Make appropriate plans and tactical decisions in multi-company response situations.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols, and standards including administrative and departmental policies and procedures.

Develop and implement new programs.

Assist in determining the needs of the District and community in areas of public education, fire prevention and suppression, and emergency medical services.

Develop and implement emergency response plans appropriate to the situation.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2016

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

DATE: April 28, 2016
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 Mechanic and Logistics Assistant" and submit the position to NV-PERS for evaluation. (All Commission Districts)

SUMMARY

This item is discussion and possible action to create a position in concept (based upon the draft job specification attached) titled Fire Mechanic and Logistics Assistant and submit the position to NV-PERS for evaluation. (All Commission Districts)

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

PREVIOUS ACTION

None

BACKGROUND

On July 1, 2012, at standup of the District the Board of County Commissioners and Board of Fire Commissioners approved an Interlocal agreement that specified how fleet maintenance and repair would be accomplished. Those services were provided by the County to the District on a cost reimbursement basis. Paragraph 2.5 requires the District to fund two full time mechanics. These mechanics are employees of the County.

The District has sufficiently enhanced and evolved the organization to where this function can be provided by the District. Staff believes that bringing fleet maintenance services in-house will result in improved financial and service efficiencies.

This recommendation is part of an overall plan to bring fleet maintenance in-house based on an analysis of the expected functions of a fleet maintenance operation and anticipates changes in an amended and restated Interlocal Agreement between the District and the County. The Amended Agreement will be presented to the Boards in June.

The recommendation for approval in concept is requested so that Human Resources processes can proceed with all due diligence.

AGENDA ITEM #7

FISCAL IMPACT

Funding for this position has been included in the FY 16/17 budget.

RECOMMENDATION

It is recommended the Board of Fire Commissioners approve an action to create a position in concept (based upon the draft job specification attached) titled Fire Mechanic and Logistics Assistant and submit the position 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 specification attached) titled Fire Mechanic and Logistics Assistant and submit the position to NV-PERS for evaluation."



CLASS SPECIFICATION

FIRE MECHANIC & LOGISTICS ASSISTANT

Class Code:
Date Est:
Last Rev: 04/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

DEFINITION

Under supervision, performs servicing and lubrication tasks on automotive and diesel equipment; performs basic field repairs on equipment related to servicing and preventive maintenance functions; and performs related work as required. Directly assists the Chief Officer in Charge with the inventories for materials and tools as well as delivering/picking up supplies.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of full-time paid experience in performing servicing, preventive maintenance, and vehicle and equipment inspection work on automotive or diesel equipment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid Class A Commercial Driver's License with an endorsement for hazardous materials must be obtained within six (6) months of hire.

Employees with CDL's in this class are subject to drug and alcohol testing under the following conditions: reasonable cause, post-accident, random, return to duty and follow-up.

SUPERVISION EXERCISED

N/A

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

Perform servicing of gasoline and diesel powered vehicles and equipment including: lubrication, changing oil, changing air and oil filters, and checking and adding fluids, including windshield washer, transmission, cooling system, brakes, and differential.

Perform fueling and transporting of vehicles. Inspect and change tires, rotate tires, and repair and balance tires.

Check lighting systems and replace bulbs when necessary.

Steam clean and wash vehicles and equipment.

Perform general housekeeping duties in the shop.

Receive, generate, and sign requisitions for materials, parts, supplies, and tools; obtain requested item(s) or appropriate substitute from stock on hand or through special order.

Deliver requisitioned materials to various sites and pick up special and/or rush orders from local

vendors, as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

☐ **Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Work policies and procedures of the Department and work unit where assigned.

Ability to:

Perform a variety of servicing, lubrication, and preventative maintenance inspections on gasoline and diesel vehicles and equipment serviced by the Washoe County Maintenance Shop.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

General tools, equipment, and methods used in servicing, preventative maintenance, and vehicle and equipment inspection work.

Standard lubricants and oils used in vehicle and equipment servicing work.

Safe work practices.

Ability to:

Read and write.

Understand and follow specific oral instructions.

Maintain routine maintenance records.

Get along with fellow employees.

Perform assigned duties in a safe manner that does not expose the worker or others to unnecessary risk or injury.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Exposure to grease, oils, and lubricants.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2016

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

DATE: April 6, 2016
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: Public Hearing and possible action to approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24. (Commission District 5)

SUMMARY

This item is a Public Hearing and possible action to approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24.

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

PREVIOUS ACTION

On April 19, 2016, The Board of Fire Commissioners approved a Resolution declaring its intent to lease property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24 to the United States Bureau of Land Management for a minimum of \$12,000.00 annually and to set a public meeting on May 10, 2016.

BACKGROUND

TMFPD Cold Springs Fire Station 220 has been vacated by the Cold Springs Volunteer Fire Department. Bureau of Land Management (BLM) expressed an interest in leasing a portion of this station. BLM is an automatic aid partner with TMFPD and their presence at this location will enhance services to District residents by way of additional resources available to combat wildfire.

The facility recommended for lease consists of truck bays, office area and bathroom at approximately 1,857 total square feet combined feet.

The term of the lease is recommended at twenty years for a minimum amount of \$12,000.00 annually, not including utilities and may be terminated by either party with a 60 days written notice between October 1st and February 1st of any year.

FISCAL IMPACT

This lease will generate a minimum of \$12,000.00 per year in revenue to the District for the term of the lease.

RECOMMENDATION

Staff recommends the Board approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24.

POSSIBLE MOTION

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

"I move to approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24."

**U.S. GOVERNMENT LEASE
FOR REAL PROPERTY (Short Form)**

REQUIREMENTS

- A. The GOVERNMENT of the United States of America is seeking to lease approximately 1 acre of land and extant structures to be used for fire support space, parking of support vehicles, and large trailers.

OFFER

(To be completed by Offeror/Owner)

- B. This Offer shall remain open until Close of Business on May 1, 2016.
- C. Name and Address of Owner:

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
Attention: Charles A. Moore, Fire Chief
P.O. Box 11130
Reno, NV, 89520
Telephone Number: (775) 326-6000

- D. Owner is a Municipality? X Yes
- E. Owner is _____ a small business _____ a small disadvantaged business _____ a women-owned small business ("Small Business concern" means a concern and its affiliates that is independently owned, is not dominant in the field of operation, and has an annual average gross receipts of \$110 million or less for the preceding three fiscal years.).
- F. Name and Title of Person Authorized to sign Offer ___ Owner X Authorized Representative
- Name Kitty A. Jung Title: Chair
- Signature: _____ Date: _____

AWARD

- G. This award will be made on the basis of the acceptable offer with the lowest per square foot price.
- H. Acceptance of offer and award: This lease contract consists of 27 pages, including the following attachments which are incorporated and made a part hereof:

GSA Form 3517 - General Clauses-13 Pages
GSA Form 3518 - Representations and Certifications - 6 Pages

- I. THIS AWARD IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.

United States of America:

Signature: _____ Date: _____
Terry Baker, Contracting Officer

**Reno, Nevada
Truckee Meadows Fire Protection District
Cold Springs Fire Station 220
Bureau of Land Management
Lease Agreement ("Lease Agreement")
LEASE NUMBER L16PL000**

WITNESSETH: The Parties hereto for the considerations hereinafter mentioned, covenant and agree as follows:

WHEREAS, the Truckee Meadows Fire Protection District is the sole owner of the Leased Premises located at Cold Springs Fire Station 220 at 3405 White Lake Road, Reno Nevada, which includes a "Bay Area" of approximately 1857 square feet of space on the east side of the building generally known as the "Cold Springs Fire Station 220"; as shown on the attached Exhibit and,

WHEREAS, Government desires to lease the 1857 square feet of "Bay Area" on the east side of the Cold Springs Fire Station 220 from District and additional land outside the Station; and,

WHEREAS, District and Government are public agencies as defined at NRS 277.050(1) and District desires to lease to Government, a federal public agency and fire partner for the region, the storage building and grounds for Government's use; and,

WHEREAS, Government and District have engaged in negotiations over the terms and conditions of an agreement allowing Government use of the building and grounds and desire by this Agreement to define their respective rights, duties and liabilities relating to the lease of the Premises; and,

WHEREAS, pursuant to NRS 277.050(5) and (6) District adopted a resolution declaring its intent to lease the aforementioned premises and conducted a properly noticed hearing at which electors of the District were provided the opportunity to object to the lease,

1. AGREEMENT:

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT, Cold Springs Fire Station 220, Reno, Nevada ("LESSOR"), leases to the UNITED STATES OF AMERICA, BUREAU OF LAND MANAGEMENT ("GOVERNMENT"), the below described Leased Premises (Leased Premises):

Approximately 1 acre of land and extant structures for GOVERNMENT use including, but not limited to, 1,857 rentable/usable square feet of fire support space on the East side of the Premises as shown on the Exhibit attached to this Agreement, parking of support vehicles, and large trailers located at 3405 White Lake, Reno, Nevada for the operation of its Carson City District Fire Management Program for Wildland firefighting.

Not included in this Lease is the area on the West side of the Station labelled "TMFPD Occupied Space 1,165.5 Square Feet", also shown on the Exhibit.

Initials: _____
Lessor Government

2. TERM:

TO HAVE AND TO HOLD the said Leased Premises with their appurtenances for the term beginning on **May 1, 2016** and continuing through **April 30, 2036**, subject to termination as is hereinafter set forth.

3. RENTAL:

Rental payments referenced herein are made in accordance with Public Law 113-235, Consolidated and Further Continuing Appropriations Act, 2015.

A. GOVERNMENT shall pay LESSOR an annual rent of **\$12,000.00**.

B. Rent shall be an annual payment, paid in advance. Rent for a period of less than a year shall be prorated. In the event either party exercises its option to terminate, rentals received shall be prorated to coincide with the termination date.

C. Rent shall be made payable through the Automated Clearing House (ACH) payment system to LESSOR according to its data in the System for Award Management (SAM).

4. TERMINATION:

GOVERNMENT and LESSOR both have the following termination rights:

A. Termination will require 60 days' written notification to the other party.

B. If this Lease Agreement is terminated, it may only be terminated between October 1 and February 1 of any year.

C. Said notice shall be computed commencing with the day after the date of mailing.

5. UTILITIES:

A. GOVERNMENT shall be responsible for electric, propane, water, sewer, telephone and internet services.

B. GOVERNMENT shall provide trash receptacles and trash removal services.

C. LESSOR shall provide any and all keys and codes for all locks and access to the Leased Premises.

6. OPERATING COST ADJUSTMENT:

A. Beginning with the second year of the lease and each year thereafter, GOVERNMENT shall pay adjusted annual rent. The amount of adjustment will be determined by multiplying the current annual rent by the percent of change in the Consumer Price Index (CPI).

Initials: _____
Lessor Government

B. The Consumer Price Index (CPI) percent change will be computed by comparing the index figure published for the month prior to the lease commencement date with the index figure published for the month, which begins each successive 12-month period. For example, a lease which commences in June of 2012 would use the index published for May of 2013, May of 2014, and so on, to determine the percent change. The CPI will be measured by the U.S. Department of Labor revised CPI for Wage Earners and Clerical Workers, U.S. City Average, All Items Figure, (1982-84 =100) published by the Bureau of Labor Statistics. Payment will be made with the monthly installment of fixed rent. Rental adjustments will be effective on the anniversary date of the lease. Payment of the adjusted rental rate will become due on the first workday of the second month following the publication of the CPI for the month prior to the lease commencement date.

C. In the event of a decrease in the CPI (which is determined in the same manner as an increase) occurring during the term of occupancy under the Lease Agreement, **the rent will remain the same as the previous year.**

7. MAINTENANCE OF THE LEASED PREMISES:

A. GOVERNMENT accepts, understands and agrees to the Leased Premises in the existing "as is" condition with no expectation of improvements or changes by the LESSOR unless otherwise described herein.

B. GOVERNMENT agrees to maintain the building and grounds in a clean and orderly manner at all times, including, but not limited to removal of weeds and vegetation in and around the building and propane tank.

C. GOVERNMENT agrees to replace and properly dispose of all fluorescent lamps, tubes, and bulbs.

D. GOVERNMENT agrees the Leased Premises shall only be used as/for the purposes of fire protection and safety services, including the storage of vehicles and equipment necessary for the same, and that any other such use shall require an amendment to this Lease Agreement.

E. GOVERNMENT agrees the Leased Premises shall not be used for habitation or housing for any GOVERNMENT employee or subcontractor.

F. **ALTERATIONS:** GOVERNMENT agrees it will not paint, erect partitions, install or change any doors or windows, or place any nails, screws or other implements or fasteners into the woodwork or walls without the prior written consent of the LESSOR.

G. **WAIVER OF RESTORATION:** GOVERNMENT shall have the right to remove all moveable furniture, fixtures, machinery and equipment and all other personal property owned or installed by GOVERNMENT on the Leased Premises, and all expenses connected with such removal shall be borne by GOVERNMENT. Said property shall be removed within five (5) business days prior to termination of this Lease Agreement. GOVERNMENT shall remove from the Leased Premises all debris resulting from the removal and shall leave the Leased Premises in a clean and orderly condition, acceptable to LESSOR. LESSOR waives any and all restoration costs for all the erections, additions, fixtures and improvements made in or upon the Leased Premises which were agreed to by both the GOVERNMENT and the LESSOR.

Initials: _____
Lessor Government

Said alterations to the Leased Premises shall become the LESSOR'S property and shall remain upon the Leased Premises without compensation to the GOVERNMENT.

8. HAZARDOUS SUBSTANCE CONTAMINATION:

Government assumes full responsibility for the proper and legal use, handling, storage and disposal of any hazardous substances used or consumed in the conduct of its business. "Hazardous Substance" shall be interpreted broadly to mean any substance or toxic material, hazardous or toxic, or other similar term by any Federal, State, or applicable local environmental law, regulation or rule presently in effect or promulgated in the future, as such laws, regulations or rules may be amended from time to time; and it shall be interpreted to include, but not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

9. LIABILITY:

GOVERNMENT is responsible for the Leased Premises known as TRUCKEE MEADOWS FIRE PROTECTION DISTRICT, Cold Springs Fire Station 220, located at 3405 White Lake, Reno, Nevada, as determined under and in accordance with this Lease Agreement and the laws of the State of Nevada, but limited by the laws of the United States of America.

GOVERNMENT is liable for all damages caused by the exercise of rights granted herein, to the extent authorized by the Federal Tort Claims Act, 28 U.S.C. Sections 2671-2680 and the Disputes Clause FAR 52-233-1.

10. QUIET ENJOYMENT:

LESSOR expressly covenants and represents that upon payment of fees when due and upon performance of all other conditions required herein, GOVERNMENT shall peaceably have, possess and enjoy the Leased Premises and other rights herein granted, without hindrance or disturbance from LESSOR or LESSOR'S designated representatives, subject to LESSOR'S various rights contained elsewhere in this Lease Agreement.

11. BENEFITS:

No member or delegate to Congress shall be admitted to any share or part of this Lease Agreement or to any benefit that may arise herefrom, but this restriction shall not be construed to extend to this Lease Agreement if made with a corporation or company for its general benefit.

12. RELATIONSHIP OF PARTIES:

It is understood that LESSOR is not in any way or for any purpose a partner or in a joint venture with, or agent of, GOVERNMENT in its use of the Leased Premises or any improvement thereon.

Initials: _____
Lessor Government

13. NOTICE:

Any and all notices required herein to be made by either party to the other shall be written notice made by depositing such notice, correctly addressed, in the registered or certified mail of the United States of America, postage prepaid, and such notice shall be deemed to have been served on the date of such depositing.

All notices to **LESSOR** shall be mailed to:

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
Attention: Charles A. Moore, Fire Chief
P.O. Box 11130 Reno, NV 89520

Telephone: (775) 326-6000

All notices to **GOVERNMENT** shall be mailed to:

Bureau of Land Management
Terry Baker and Barbra Burns-Fink
National Operations Center Denver Federal Center Building #50, OC651
P.O. Box 25047
Denver, CO 80225-0047

Telephone: Terry (303) 236-9446
Barbra (303) 236-0219

All on-site notifications to **GOVERNMENT** shall be made to:

Contracting Officer's Representative: Jonathan Palma: Cell 775-309-7781
Office 775-885-6000

Each party may, from time to time, change the address to which notices to said party are to be sent, by providing written notice of said change of address to the other party in accordance with the procedure set forth in this paragraph.

14. NOVATION AGREEMENT:

A. If LESSOR consolidates, merges, or otherwise joins with any other entity which results in a transfer of ownership of the Lease Premises, or a change in the LESSOR's legal name, the LESSOR must comply with the requirements of Subpart 42.12 of the Federal Acquisition Regulations (FAR).

B. Pursuant to Subpart 42.12 of the Federal Acquisition Regulations (FAR), GOVERNMENT requires the execution of a Novation Agreement in the event of LESSOR's transfer of interest, such as through the sale or transfer of the Lease Premises or LESSOR's merger with another entity or change-of-name.

C. When executed on behalf of the GOVERNMENT, a Novation Agreement is made part of the Lease Agreement via a Lease Amendment.

Initials: _____
Lessor Government

15. ENTIRE AGREEMENT:

This Lease Agreement, together with the attachments hereto, is the entire Lease Agreement of the parties regarding the establishment of their leasehold arrangements. No representations, warranties, inducements or oral agreements previously made between the parties regarding the establishment of their leasehold arrangements shall continue unless stated herein. This Lease Agreement shall not be changed or modified, except in writing, signed by both parties.

16. CONFLICT BETWEEN CLAUSES:

In the event of a conflict between the Lease clauses in this Lease Agreement, the more stringent of the two clauses shall apply.

AGREED AND EXECUTED as below written:

ATTEST:

LESSOR:

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS

Kitty K. Jung, Chair Date

This Lease Agreement is not binding on the GOVERNMENT unless signed below by a GOVERNMENT Leasing Contracting Officer.

GOVERNMENT:

UNITED STATES OF AMERICA DEPARTMENT INTERIOR
BUREAU OF LAND MANAGEMENT

Terry Baker Date
Contracting Officer

Initials: _____
 Lessor Government

REPRESENTATIONS AND CERTIFICATIONS (Acquisition of Leasehold Interests in Real Property)	LEASE NUMBER L15PL000__	Dated: _____
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Complete appropriate boxes, sign the form, and attach to offer.

The Offeror makes the following Representations and Certifications. NOTE: The "Offeror," as used on this form, is the owner of the property offered, not an individual or agent representing the owner.

1. 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 2014)

(a) *Definitions.* As used in this provision--

"Economically disadvantaged women-owned small business (EDWOSB) concern" means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) "Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (b) of this provision.

"Small disadvantaged business concern, consistent with 13 CFR 124.1002," means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

"Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127)," means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

- (1) The North American Industry Classification System (NAICS) code for this acquisition is 531190
- (2) The small business size standard is \$17.5 Million
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(c) *Representations.*

- (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.
- (4) Women-owned small business (WOSB) concern eligible under the WOSB Program.
[Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(3) of this provision.] The offeror represents as part of its offer that—
 - (i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. *[The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.]* Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. *[Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (c)(4) of this provision.]* The offeror represents as part of its offer that—

(i) It ☐ is, ☐ is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. *[The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: _____.]* Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(7) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(6) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(8) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, as part of its offer, that —

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(8)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. *[The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: _____.]* Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

2. 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions:

"Common Parent" as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this solicitation provision, means the number required by the IRS to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

- (b) All Offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the Offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the BLM to collect and report on any delinquent amounts arising out of the Offeror's relationship with the BLM (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Offeror's TIN.
- (d) *Taxpayer Identification Number (TIN).*

- * ☐ TIN: _____.
- * ☐ TIN has been applied for.
- * ☐ TIN is not required because:
- * ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- * ☐ Offeror is an agency or instrumentality of a foreign government;
- * ☐ Offeror is an agency or instrumentality of the Federal government;

(e) Type of organization.

- * ☐ Sole proprietorship;

- * ☐ Partnership; Not a corporate entity;
- * ☐ Corporate entity (not tax-exempt);
- * ☐ Corporate entity (tax-exempt);
- * ☒ Government entity (Federal, State, or local);
- * ☐ Foreign government;
- * ☐ International organization per 26 CFR 1.6049-4;
- * ☐ Other _____.

(f) *Common Parent.*

- * ☒ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- * ☐ Name and TIN of common parent:

Name: _____

TIN: _____

3. 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM NUMBER (JUL 2013)

(a) Definition. Data Universal Numbering System (DUNS) number, as used in this provision, means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities, which is used as the identification number for Federal Contractors.

(b) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS number or "DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same concern.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

- (iv) Company mailing address, city, state and Zip Code (if separate from physical).
- (v) Company telephone number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

4. OFFEROR'S DUNS NUMBER (APR 1996)

Notwithstanding the above instructions, in addition to inserting the DUNS Number on the offer cover page, the Offeror shall also provide its DUNS Number as part of this submission:

DUNS # _____

5. SYSTEM FOR AWARD MANAGEMENT

The System for Award Management (SAM) System is a centrally located, searchable database which assists in the development, maintenance, and provision of sources for future procurements. The Offeror must be registered in SAM prior to lease award. The Offeror shall register via the internet at <https://www.sam.gov>. To remain active, the Offeror/Lessor is required to update or renew its registration annually.

Registration is active Yes ☐ No ☐ Will Register ☐

If registered, enter date registered: _____

OFFEROR OR AUTHORIZED REPRESENTATIVE	Name and Address (Including ZIP Code)	Telephone Number
	_____ Signature	_____ Date

GENERAL CLAUSES
(Acquisition of Leasehold Interests in Real Property)

THE BELOW STRICKEN CLAUSES, AND THEIR CORRESPONDING TEXT, DO NOT APPLY TO THIS LEASE AGREEMENT, AND ARE HEREBY REMOVED FROM THIS DOCUMENT.

CATEGORY	CLAUSE NO.	48 CFR REF.	CLAUSE TITLE
GENERAL	1		SUBLETTING AND ASSIGNMENT INTENTIONALLY OMITTED
	2	552.270-11	SUCCESSORS BOUND INTENTIONALLY OMITTED
	3	552.270-23	SUBORDINATION, NON-DISTURBANCE AND ATTORNMEN INTENTIONALLY OMITTED
	4	552.270-24	STATEMENT OF LEASE INTENTIONALLY OMITTED
	5	552.270-25	SUBSTITUTION OF TENANT AGENCY INTENTIONALLY OMITTED
	6	552.270-26	NO WAIVER INTENTIONALLY OMITTED
	7	552.270-27	INTEGRATED AGREEMENT INTENTIONALLY OMITTED
	8	552.270-28	MUTUALITY OF OBLIGATION INTENTIONALLY OMITTED
PERFORMANCE	9		DELIVERY AND CONDITION INTENTIONALLY OMITTED
	10		DEFAULT BY LESSOR
	11	552.270-19	PROGRESSIVE OCCUPANCY INTENTIONALLY OMITTED
	12		MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT INTENTIONALLY OMITTED
	13		FIRE AND CASUALTY DAMAGE INTENTIONALLY OMITTED
	14		COMPLIANCE WITH APPLICABLE LAW INTENTIONALLY OMITTED
	15	552.270-12	ALTERATIONS INTENTIONALLY OMITTED
	16		ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY INTENTIONALLY OMITTED
PAYMENT	17	52.204-7	SYSTEM FOR AWARD MANAGEMENT

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	18	552.270-31	PROMPT PAYMENT
	19	552.232-23	ASSIGNMENT OF CLAIMS (APPLICABLE TO LEASES OVER \$3,000-) INTENTIONALLY OMITTED
	20	552.270-20	PAYMENT INTENTIONALLY OMITTED
	21	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER— SYSTEM FOR AWARD MANAGEMENT
STANDARDS OF CONDUCT	22	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT INTENTIONALLY OMITTED
	23	552.270-32	COVENANT AGAINST CONTINGENT FEES
	24	52-203-7	ANTI-KICKBACK PROCEDURES INTENTIONALLY OMITTED
	25	52-223-6	DRUG-FREE WORKPLACE INTENTIONALLY OMITTED
	26	52.203-14	DISPLAY OF HOTLINE POSTER(S) INTENTIONALLY OMITTED
ADJUSTMENTS	27	552.270-30	PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY INTENTIONALLY OMITTED
	28	52-215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA INTENTIONALLY OMITTED
	29	552.270-13	PROPOSALS FOR ADJUSTMENT INTENTIONALLY OMITTED
	30	CHANGES	INTENTIONALLY OMITTED
AUDITS	31	552.215-70	EXAMINATION OF RECORDS BY GSA INTENTIONALLY OMITTED
	32	52.215-2	AUDIT AND RECORDS—NEGOTIATION INTENTIONALLY OMITTED
DISPUTES	33	52.233-1	DISPUTES
LABOR STANDARDS	34	52.222-26	EQUAL OPPORTUNITY
	35	52.222-21	PROHIBITION OF SEGREGATED FACILITIES (APPLICABLE TO LEASES OVER \$10,000-) INTENTIONALLY OMITTED
	36	52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION INTENTIONALLY OMITTED
	37	52.222-35	EQUAL OPPORTUNITY FOR VETERANS (APPLICABLE TO LEASES OVER \$100,000-) INTENTIONALLY OMITTED

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SUBCONTRACTING	38	52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (APPLICABLE TO LEASES OVER \$15,000-) INTENTIONALLY OMITTED
	39	52.222-37	EMPLOYMENT REPORTS-VETERANS INTENTIONALLY OMITTED
	40	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS-DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (APPLICABLE TO LEASES OVER \$30,000-) INTENTIONALLY OMITTED
	41	52.215-12	SUBCONTRACTOR-CERTIFIED COST OR PRICING DATA INTENTIONALLY OMITTED
	42	52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS INTENTIONALLY OMITTED
	43	52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN INTENTIONALLY OMITTED
	44	52.219-16	LIQUIDATED DAMAGES—SUBCONTRACTING PLAN INTENTIONALLY OMITTED
	45	52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST- TIER SUBCONTRACT AWARDS INTENTIONALLY OMITTED

The information collection requirements contained in this solicitation/contract that are not required by regulation have been approved by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

INITIALS: _____ & _____
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GENERAL CLAUSES

(Acquisition of Leasehold Interests in Real Property)

10. DEFAULT BY LESSOR (APR 2012)

(a) The following conditions shall constitute default by the Lessor, and shall give rise to the following rights and remedies for the Government:

(1) Prior to Acceptance of the Premises. Failure by the Lessor to diligently perform all obligations required for Acceptance of the Space within the times specified, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may terminate the Lease on account of the Lessor's default.

(2) After Acceptance of the Premises. Failure by the Lessor to perform any service, to provide any item, or satisfy any requirement of this Lease, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may perform the service, provide the item, or obtain satisfaction of the requirement by its own employees or contractors. If the Government elects to take such action, the Government may deduct from rental payments its costs incurred in connection with taking the action. Alternatively, the Government may reduce the rent by an amount reasonably calculated to approximate the cost or value of the service not performed, item not provided, or requirement not satisfied, such reduction effective as of the date of the commencement of the default condition.

(3) **Grounds for Termination.** The Government may terminate the Lease if:

(i) The Lessor's default persists notwithstanding provision of notice and reasonable opportunity to cure by the Government, or

(ii) The Lessor fails to take such actions as are necessary to prevent the recurrence of default conditions.

and such conditions (i) or (ii) substantially impair the safe and healthful occupancy of the Premises, or render the Space unusable for its intended purposes.

(4) Excuse. Failure by the Lessor to timely deliver the Space or perform any service, provide any item, or satisfy any requirement of this Lease shall not be excused if its failure in performance arises from:

(i) **Circumstances within the Lessor's control:**

(ii) Circumstances about which the Lessor had actual or constructive knowledge prior to the Lease Award Date that could reasonably be expected to affect the Lessor's capability to perform, regardless of the Government's knowledge of such matters;

(iii) **The condition of the Property;**

(iv) The acts or omissions of the Lessor, its employees, agents or contractors; or

(v) The Lessor's inability to obtain sufficient financial resources to perform its obligations.

(5) The rights and remedies specified in this clause are in addition to any and all remedies to which the Government may be entitled as a matter of law.

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17. 52.204-7 SYSTEM FOR AWARD MANAGEMENT (JUL 2013)

(a) Definitions. As used in this provision—

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

"Registered in the System for Award Management (SAM) database" means that—

(1) The Offeror has entered all mandatory information, including the DUNS number or the DUNS+4 number, the Contractor and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see Subpart 4.14), into the SAM database; and

(2) The offeror has completed the Core, Assertions, and Representations and Certification, and Points of contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The Offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process.

(4) The Government has marked the record "Active".

(b)

(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

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(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

18. 552.270-31 PROMPT PAYMENT (JUN 2011)

The Government will make payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made. All days referred to in this clause are calendar days, unless otherwise specified.

(a) Payment due date—

(1) *Rental payments. Unless otherwise specified in the Lease, rent shall be paid monthly in arrears and will be due on the first workday of each month, and only as provided for by the lease.*

(i) When the date for commencement of rent falls on the 15th day of the month or earlier, the initial monthly rental payment under this contract shall become due on the first workday of the month following the month in which the commencement of the rent is effective.

(ii) When the date for commencement of rent falls after the 15th day of the month, the initial monthly rental payment under this contract shall become due on the first workday of the second month following the month in which the commencement of the rent is effective.

(2) *Other payments.* The due date for making payments other than rent shall be the later of the following two events:

(i) The 30th day after the designated billing office has received a proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of the work or service. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

INITIALS: _____ & _____
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(b) *Invoice and inspection requirements for payments other than rent.*

(1) The Contractor shall prepare and submit an invoice to the designated billing office after completion of the work. A proper invoice shall include the following items:

- (i) Name and address of the Contractor.
- (ii) Invoice date.
- (iii) Lease number.
- (iv) Government's order number or other authorization.
- (v) Description, price, and quantity of work or services delivered.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the remittance address in the lease or the order).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(2) The Government will inspect and determine the acceptability of the work performed or services delivered within seven days after the receipt of a proper invoice or notification of completion of the work or services unless a different period is specified at the time the order is placed. If actual acceptance occurs later, for the purpose of determining the payment due date and calculation of interest, acceptance will be deemed to occur on the last day of the seven day inspection period. If the work or service is rejected for failure to conform to the technical requirements of the contract, the seven days will be counted beginning with receipt of a new invoice or notification. In either case, the Contractor is not entitled to any payment or interest unless actual acceptance by the Government occurs.

(c) *Interest Penalty.*

(1) An interest penalty shall be paid automatically by the Government, without request from the Contractor, if payment is not made by the due date.

(2) The interest penalty shall be at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the **Federal Register** semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the payment amount approved by the Government and be compounded in 30-day increments inclusive from the first day after the due date through the payment date.

(3) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than one year. Interest penalties of less than \$1.00 need not be paid.

(4) Interest penalties are not required on payment delays due to disagreement between the Government and Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(d) *Overpayments.* If the Lessor becomes aware of a duplicate payment or that the Government has otherwise overpaid on a payment, the Contractor shall—

(1) Return the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the—

INITIALS: _____ & _____
LESSOR GOVERNMENT

- (i) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);
- (ii) Affected lease number; (iii) Affected lease line item or sub-line item, if applicable; and
- (iii) Lessor point of contact.

(2) Provide a copy of the remittance and supporting documentation to the Contracting Officer. The Contracting Officer and Lessor shall work together to determine a solution to remedy the overpayment.

21. 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT (JUL 2013)

(a) Method of payment.

(1) All payments by the Government under this contract, shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) *Contractor's EFT information.* The Government shall make payment to the Contractor using the EFT information contained in the System for Award Management (SAM) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the SAM database.

(c) *Mechanisms for EFT payment.* The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) *Suspension of payment.* If the Contractor's EFT information in the SAM database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the SAM database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

INITIALS: _____ & _____
LESSOR GOVERNMENT

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) *EFT and prompt payment.* A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the SAM database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to Subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the SAM database.

23. 552.270-32 COVENANT AGAINST CONTINGENT FEES (JUN 2011)

(Applicable to leases over \$150,000 average net annual rental including option periods.)

(a) The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of the contingent fee.

(b) *Bona fide agency*, as used in this clause, means an established commercial or selling agency (including licensed real estate agents or brokers), maintained by a Contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

(1) *Bona fide employee*, as used in this clause, means a person, employed by a Contractor and subject to the Contractor's supervision and control as to time, place, and manner of performance, who neither

INITIALS: _____ & _____
LESSOR GOVERNMENT

exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

(2) *Contingent fee*, as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

(3) *Improper influence*, as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

33. 52.233-1 DISPUTES (MAY 2014)

(a) This contract is subject to 41 U.S.C. chapter 71, Contract Disputes.

(b) Except as provided in 41 U.S.C. chapter 71, all disputes arising under or relating to this contract shall be resolved under this clause.

(c) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding \$100,000 is not a claim under 41 U.S.C. chapter 71 until certified. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under 41 U.S.C. chapter 71. The submission may be converted to a claim under 41 U.S.C. chapter 71, by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

(d)

(1) A claim by the Contractor shall be made in writing and, unless otherwise stated in this contract, submitted within 6 years after accrual of the claim to the Contracting Officer for a written decision. A claim by the Government against the Contractor shall be subject to a written decision by the Contracting Officer.

(2)

(i) The contractor shall provide the certification specified in paragraph (d)(2)(iii) of this clause when submitting any claim exceeding \$100,000.

(ii) The certification requirement does not apply to issues in controversy that have not been submitted as all or part of a claim.

(iii) The certification shall state as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the Government is liable; and that I am authorized to certify the claim on behalf of the Contractor."

(3) The certification may be executed by any person authorized to bind the Contractor with respect to the claim.

(e) For Contractor claims of \$100,000 or less, the Contracting Officer must, if requested in writing by the Contractor, render a decision within 60 days of the request. For Contractor-certified claims over \$100,000, the Contracting Officer must, within 60 days, decide the claim or notify the Contractor of the date by which the decision will be made.

INITIALS: _____ & _____
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(f) The Contracting Officer's decision shall be final unless the Contractor appeals or files a suit as provided in 41 U.S.C. chapter 71.

(g) If the claim by the Contractor is submitted to the Contracting Officer or a claim by the Government is presented to the Contractor, the parties, by mutual consent, may agree to use alternative dispute resolution (ADR). If the Contractor refuses an offer for ADR, the Contractor shall inform the Contracting Officer, in writing, of the Contractor's specific reasons for rejecting the offer.

(h) The Government shall pay interest on the amount found due and unpaid from

(1) the date that the Contracting Officer receives the claim (certified, if required); or

(2) the date that payment otherwise would be due, if that date is later, until the date of payment.

With regard to claims having defective certifications, as defined in FAR 33.201, interest shall be paid from the date that the Contracting Officer initially receives the claim. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Contracting Officer receives the claim and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary during the pendency of the claim.

(i) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the Contracting Officer.

34. 52.222-26 EQUAL OPPORTUNITY (APR 2015)

(a) *Definitions.* As used in this clause--

"Gender identity" has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

"Sexual orientation" has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

"United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b)

(1) If, during any 12-month period (including the 12 months preceding the award of this contract), the Contractor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Contractor shall comply with this clause, except for work performed outside the United States by employees who were not recruited within the United States. Upon request, the Contractor shall provide information necessary to determine the applicability of this clause.

(2) If the Contractor is a religious corporation, association, educational institution, or society, the requirements of this clause do not apply with respect to the employment of individuals of a particular religion to perform work connected with the carrying on of the Contractor's activities (41 CFR 60-1.5).

(c)

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. However, it shall not be a

INITIALS: _____ & _____
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violation of this clause for the Contractor to extend a publicly announced preference in employment to Indians living on or near an Indian reservation, in connection with employment opportunities on or near an Indian reservation, as permitted by 41 CFR 60-1.5.

(2) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. This shall include, but not be limited to --

- (i) Employment;
- (ii) Upgrading;
- (iii) Demotion;
- (v) Transfer;
- (v) Recruitment or recruitment advertising;
- (vi) Layoff or termination;
- (vii) Rates of pay or other forms of compensation; and
- (viii) Selection for training, including apprenticeship.

(3) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.

(4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(5) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(6) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(7) The Contractor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. The Contractor shall also file Standard Form 100 (EEO-1), or any successor form, as prescribed in 41 CFR part 60-1. Unless the Contractor has filed within the 12 months preceding the date of contract award, the Contractor shall, within 30 days after contract award, apply to either the regional Office of Federal Contract Compliance Programs (OFCCP) or the local office of the Equal Employment Opportunity Commission for the necessary forms.

(8) The Contractor shall permit access to its premises, during normal business hours, by the contracting agency or the (OFCCP) for the purpose of conducting on-site compliance evaluations and complaint investigations. The Contractor shall permit the Government to inspect and copy any books, accounts, records (including computerized records), and other material that may be relevant to the matter under investigation and pertinent to compliance with Executive Order 11246, as amended, and rules and regulations that implement the Executive Order.

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LESSOR GOVERNMENT

(9) If the OFCCP determines that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, in the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.

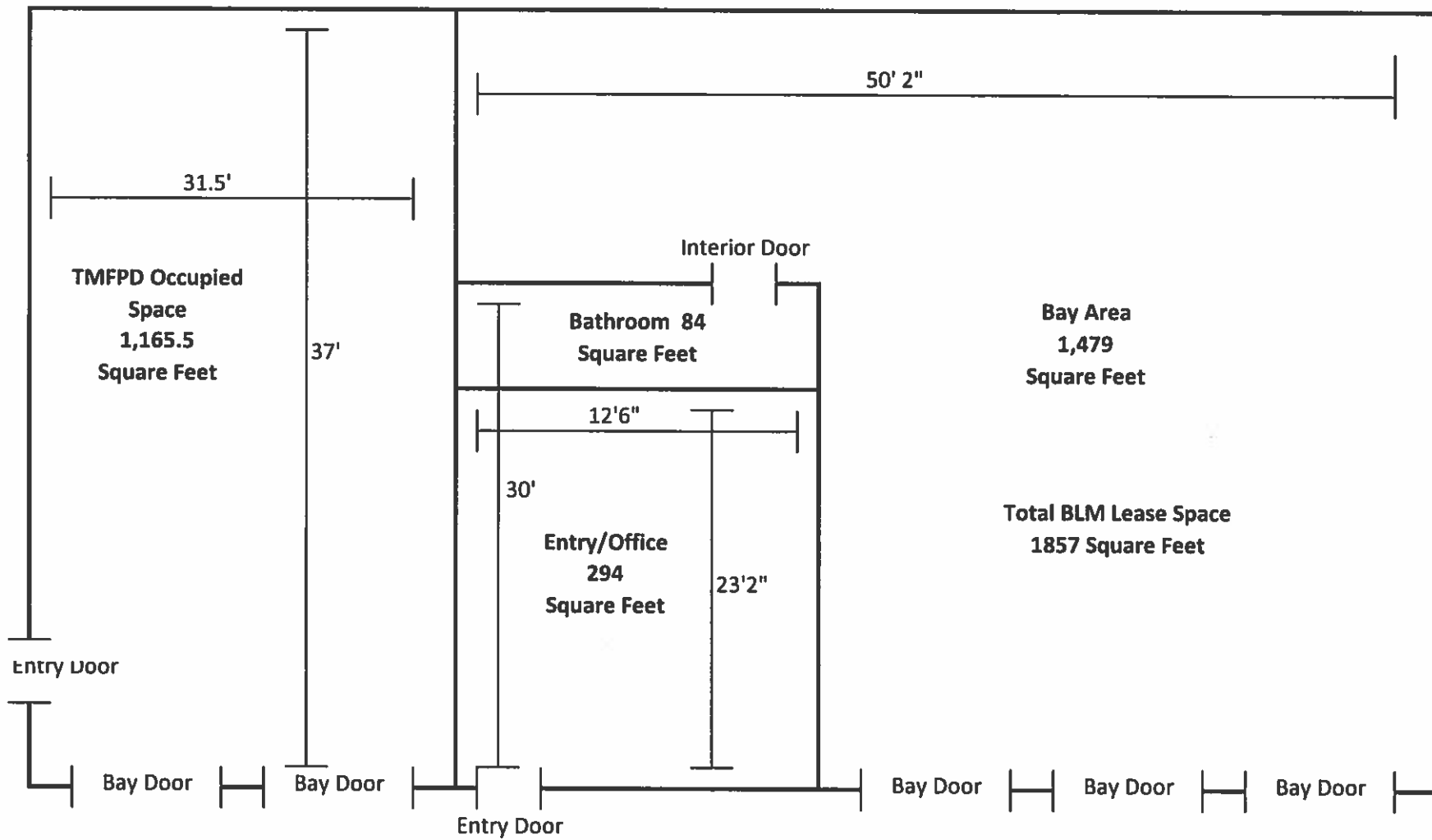
(10) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor.

(11) The Contractor shall take such action with respect to any subcontract or purchase order as the contracting officer may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

(d) Notwithstanding any other clause in this contract, disputes relative to this clause will be governed by the procedures in 41 CFR 60-1.1.

INITIALS: _____ & _____
LESSOR GOVERNMENT

Cold Springs Station Exhibit 04.05.16





SIERRA FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2016

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

DATE: May 6, 2016
TO: Sierra Fire Protection District Board of Fire Commissioners
FROM: Vicki Van Buren, Fiscal Officer
Phone: (775) 326-6070, Email: vlvanburen@tmfpd.us
THROUGH: Charles A. Moore, Fire Chief
SUBJECT: Discussion and action on the Sierra Fire Protection District Tentative Budget, as well as possible changes to the adoption of the Final Budget for Fiscal Year 2016-17. This item may be continued to Tuesday, May 24, 2016 at 9:00 AM. (All Commission Districts)

SUMMARY

This item is discussion and action on the Sierra Fire Protection District Tentative Budget for Fiscal Year 16-17, as well as possible changes to the adoption of the Final Budget.

Strategic Objective supported by this item: *Sustainability of our financial, social, and natural resources.*

PREVIOUS ACTION

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.

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.

March 8, 2016, the Board of County Commissioners adopted an ordinance providing for the dissolution of the Sierra Fire Protection District and its Board of Fire Commissioners, and providing for other matters properly related thereto effective June 30, 2016 at 11:59:59pm and consolidating Truckee Meadows Fire Protection District and Sierra Fire Protection District into one fire protection district to be known as the Truckee Meadows Fire Protection District effective July 1, 2016 at 12:00am.

BACKGROUND

The Board of County Commissioners adopted an ordinance on March 8, 2016 providing for the dissolution of the Sierra Fire Protection District and its Board of Fire Commissioners effective June 30, 2016 at 11:59:59pm and consolidating Truckee Meadows Fire Protection District and Sierra Fire

Protection District into one fire protection district to be known as the Truckee Meadows Fire Protection District effective July 1, 2016 at 12:00am. As such, all revenues for FY2016-17 are included in the consolidated Truckee Meadows Fire Protection District budget. The fund balances from the Sierra Fire Protection District General Fund and Emergency Fund will be closed out to the Truckee Meadows Fire Protection District General Fund and Emergency Fund, respectively. The projected balances to be closed out are \$3,033,909 from the General Fund and \$640,386 from the Emergency Fund. These amounts have been included as a local contribution in the Truckee Meadows Fire Protection District Fiscal Year 2016-17 budget.

FISCAL IMPACT

The total expenditure in the FY 16-17 Sierra Fire Protection District Budget for the governmental fund types is \$3,674,295. The purpose of this budget is to close out the General Fund and the Emergency Fund to Truckee Meadows Fire Protection District as of July 1, 2016.

RECOMMENDATION

It is recommended the Board of Fire Commissioners of the Sierra Fire Protection District approve the FY 16-17 Final Budget as presented.

POSSIBLE MOTION

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

"I move to approve the Sierra Fire Protection District FY 16-17 Final Budget as presented."

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 FINAL budget for the
fiscal year ending June 30, 2017

This budget contains 2 funds, including Debt Service, requiring property tax revenues totaling \$ 0

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 \$ 3,674,295 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

V. Van Buren

Dated:

05/09/16

APPROVED BY THE GOVERNING BOARD

SCHEDULED PUBLIC HEARING:

Date and Time May 17, 2016 at 9:00 AM

Publication Date May 6, 2016

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 06/30/15	ESTIMATED CURRENT YEAR ENDING 06/30/16	BUDGET YEAR ENDING 06/30/17
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	
SOURCE OF POPULATION ESTIMATE*	Comprehensive Planning	Comprehensive Planning	Comprehensive Planning
Assessed Valuation (Secured and Unsecured Only)	989,532,997	1,087,979,988	-
Net Proceeds of Mines	-	-	-
TOTAL ASSESSED VALUE	989,532,997	1,087,979,988	-
TAX RATE			
General Fund	0.5400	0.5400	0.0000
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE	0.5400	0.5400	0.0000

* 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 2016-2017

	(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	0.0000	-	-	0.0000	-	-	-
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. SCCRT Loss (NRS 354.59813)	0.0000	-	-				
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0000	-	-				
M. SUBTOTAL A, C, L	0.0000	-	-	0.0000	-	-	-
N. Debt							
O. TOTAL M AND N	0.0000	-	-	0.0000	-	-	-

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 For Fiscal Year Ending June 30, 2017

[illegible]

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2017

Budget Summary for SIERRA FIRE PROTECTION DISTRICT
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS		SALARIES AND WAGES	EMPLOYEE BENEFITS	SERVICES, SUPPLIES AND OTHER CHARGES ** (3)	CAPITAL OUTLAY *** (4)	CONTINGENCIES AND USES OTHER THAN OPERATING TRANSFERS OUT (5)	OPERATING TRANSFERS OUT (6)	ENDING FUND BALANCES (7)	TOTAL (8)
FUND NAME	*	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
General	-	-	-	3,033,909	-			-	3,033,909
Emergency Fund	R	-	-	640,386	-			-	640,386
TOTAL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS		-	-	3,674,295	-	-	-	-	3,674,295

* FUND TYPES: R - Special Revenue
C - Capital Projects
D - Debt Service
T - Expendable Trust

Note: Payment to Outside Agency to close out fund balance to Truckee Meadows Fire Protection District as of July 1, 2016 per Ordinance No. 1577.

**** Include Debt Service Requirements in this column**

***** Capital Outlay must agree with CIP.**

Page: 5
Schedule A-1

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TENTATIVE APPROVED	FINAL APPROVED
Taxes:				
Property Tax	4,994,429	5,441,609	-	-
Property Tax-AB 104	56,603	100,000	-	-
Licenses and permits:				
Gaming, AB 104	520	2,500	-	-
Intergovernmental:				
Federal grants		-	-	-
Consolidated taxes	1,305,581	1,637,583	-	-
Real property transfer tax, AB 104	15,639	15,000	-	-
Supplemental city/county relief tax, AB 104	273,556	300,000	-	-
Local contributions	383,620	474,371	-	-
Charges for Services:				
Charges for services	-	-	-	-
Miscellaneous:				
Investment earnings	24,574	35,000	-	-
Reimbursements	-	-	-	-
Other	-	-	-	-
SUBTOTAL REVENUE ALL SOURCES	7,054,522	8,006,063	-	-
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule I)	-	-	-	-
Proceeds of Long-term Debt				
Other	-	-	-	-
SUBTOTAL OTHER FINANCING SOURCES	-	-		
BEGINNING FUND BALANCE	1,300,497	1,823,049	3,033,909	3,033,909
Prior Period Adjustments	-	-	-	-
Residual Equity Transfers	-	-	-	-
TOTAL BEGINNING FUND BALANCE	1,300,497	1,823,049	3,033,909	3,033,909
TOTAL AVAILABLE RESOURCES	8,355,019	9,829,112	3,033,909	3,033,909

SIERRA FIRE PROTECTION DISTRICT
(Local Government)
SCHEDULE B - GENERAL FUND

Page: 7
Schedule B-10

<u>REVENUES</u>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TCNTATIVE APPROVED	FINAL APPROVED
INTERGOVERNMENTAL				
Federal Grants	-	-	-	-
State grants	-	-	-	-
MISCELLANEOUS				
Reimbursements	-	-	-	-
Subtotal	-	-	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	-
BEGINNING FUND BALANCE	870,386	755,386	640,386	640,386
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	870,386	755,386	640,386	640,386
TOTAL RESOURCES	870,386	755,386	640,386	640,386
<u>EXPENDITURES</u>				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	-	-	-	-
Employee benefits	-	-	-	-
Services and supplies	115,000	115,000	640,386	640,386
Subtotal	115,000	115,000	640,386	640,386
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-		
Operating Transfers Out (Schedule T)	-	-		
ENDING FUND BALANCE	755,386	640,386	-	-
TOTAL COMMITMENTS & FUND BALANCE	870,386	755,386	640,386	640,386

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -12

FUND EMERGENCY FUND

Page: 9
Schedule B-12

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - 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)	(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	REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/17 INTEREST PAYABLE	PRINCIPAL PAYABLE	(9)+(10) TOTAL
FUND							\$	\$	\$	\$
NONE							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
TOTAL ALL DEBT SERVICE										

SCHEDULE C-1 - INDEBTEDNESS

SIERRA FIRE PROTECTION DISTRICT Budget Fiscal Year 2016-2017
(Local Government)

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	NONE					
SUBTOTAL						
SPECIAL REVENUE FUNDS						
SUBTOTAL						

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
CAPITAL PROJECTS FUND	NONE					
SUBTOTAL						
EXPENDABLE TRUST FUNDS						
SUBTOTAL						
DEBT SERVICE						
SUBTOTAL						

SIERRA FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Transfer Schedule for Fiscal Year 2016-2017

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

Last Revised 01/13/2016

Page: 13
Schedule T

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), each (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 79th Session; February 6, 2017 to June 5, 2017

1. Activity:	<u>None</u>
2. Funding Source:	<u></u>
3. Transportation	\$ <u></u>
4. Lodging and meals	\$ <u></u>
5. Salaries and Wages	\$ <u></u>
6. Compensation to lobbyists	\$ <u></u>
7. Entertainment	\$ <u></u>
8. Supplies, equipment & facilities; other personnel and services spent in Carson City	\$ <u></u>
Total	\$ <u><u>-</u></u>

Entity: SIERRA FIRE PROTECTION DISTRICT

Budget Year 2016-2017

Page: 14
Schedule 30

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2016 - 2017

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: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2016-17	Proposed Expenditure FY 2017-18	Reason or need for contract:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ -	\$ -	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2016 - 2017

Local Government: Sierra Fire Protection District
 Contact: Charles A. Moore, Fire Chief
 E-mail Address: cmoore@tmfcpd.us
 Daytime Telephone: 775-328-6123

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2016-17	Proposed Expenditure FY 2017-18	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										
2										
3										
4										
5										
6										
7										
8	Total				\$ -	\$ -		0		

Page: 16

Attach additional sheets if necessary.

Schedule 32



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: May 17, 2016

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

DATE: May 6, 2016
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Vicki Van Buren, Fiscal Officer
Phone: (775) 326-6070, Email: ylvanburen@tmfpd.us
THROUGH: Charles A. Moore, Fire Chief
SUBJECT: Discussion and action on the Truckee Meadows Fire Protection District Tentative Budget, as well as possible changes to the adoption of the Final Budget for Fiscal Year 2016-17. This item may be continued on Tuesday, May 24, 2016 at 9:00 AM. (All Commission Districts)

SUMMARY

This item is discussion and action on the Truckee Meadows Fire Protection District Tentative Budget for FY 16-17, as well as possible changes to the adoption of the Final Budget.

Strategic Objective supported by this item: *Sustainability of our financial, social and natural resources.*

PREVIOUS ACTION

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.

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.

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 8, 2016, the Board of County Commissioners adopted an ordinance providing for the dissolution of the Sierra Fire Protection District and its Board of Fire Commissioners, and providing for other matters properly related thereto effective June 30, 2016 at 11:59:59pm and consolidating Truckee Meadows Fire Protection District and Sierra Fire Protection District into one fire protection district to be known as the Truckee Meadows Fire Protection District effective July 1, 2016 at 12:00am.

BACKGROUND

The Board of County Commissioners adopted an ordinance on March 8, 2016 providing for the dissolution of the Sierra Fire Protection District and its Board of Fire Commissioners effective June 30, 2016 at 11:59:59pm and consolidating Truckee Meadows Fire Protection District and Sierra Fire Protection District into one fire protection district to be known as the Truckee Meadows Fire Protection District effective July 1, 2016 at 12:00am. As such, all revenues for FY2016-17 are included in the consolidated Truckee Meadows Fire Protection District budget. The fund balances from the Sierra Fire Protection District General Fund and Emergency Fund will be transferred to the Truckee Meadows Fire Protection District General Fund and Emergency Fund, respectively. The projected balances to be transferred are \$3,033,909 from the General Fund and \$640,386 from the Emergency Fund. These amounts have been included in the Truckee Meadows Fire Protection District Fiscal Year 2016-17 budget.

FY 16-17 General Fund Budget Highlights

- 1) The total General Fund revenues are estimated at \$29,237,111 which includes a one-time \$3,033,909 transfer of ending fund balance from Sierra Fire Protection District.
- 2) The property tax rate for the TMFPD is set at \$0.5400 per \$100 of assessed value. The total amount of property tax revenue collected is expected to be \$16,662,942. This includes the property tax revenue of both Truckee Meadows Fire Protection District and what was previously Sierra Fire Protection District.
- 3) The total General Fund expenditures for the TMFPD are budgeted at \$25,513,859. With this budget, 4 new positions have been added and three currently vacant positions have been frozen (unfunded). This results in a net increase of one position to the FY16/17 budget. The vacant positions being frozen are a Program Assistant, Fire Officer in Charge of Volunteer and Strategic Services, and a Fire Prevention Specialist. The four new positions for the FY16/17 budget include a Human Resources Analyst, a Battalion Chief in Charge of EMS, a Fire Mechanic and a Fire Mechanic/Logistics Assistant. Also, the budget includes funding for the reclassification of a Captain to a Chief Officer of Logistics and the current Fire Mechanic position to a Fleet Manager.
- 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 \$6.3 million to the Capital Projects Fund in order to fund the District's capital improvement program in FY 16-17. The funding for the transfer comes from one-time budget savings, normal on-going funding for capital expenditures, and the one-time fund balance transfer from the consolidation of Sierra Fire Protection District. The expenditures include normal capital purchases as well as funding for cardiac monitors, chest compression units, a burn box for fuels management, a Type I Engine, Heavy Rescue, two command vehicles, refurbishing apparatus, a logistics trailer, equipment for two water tenders, remodel of Station 39 Galena and \$5.9 million for the construction of Station 14.
- 6) The General Fund Balance is at 24% of expenditure level and is projected at \$6,776,743. In calculating this percentage, the \$638,592 transfer to close out the Health Benefits Fund was excluded as it is not available for appropriation during the year of the transfer. This fund balance 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 1.4% of expenditures.

8) The District's General Fund is financially stable in the short and long-term.

GENERAL FUND PROJECTIONS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Total Revenues	\$25,414,032	\$29,237,111	\$27,234,392	\$28,326,309
Less Total Expenditures	<u>22,164,533</u>	<u>25,513,859</u>	<u>26,708,813</u>	<u>27,829,783</u>
Operating Surplus (Deficit)	3,249,499	3,723,252	525,579	496,525
Less: Other Financing Sources/Uses	4,000,000	6,611,408	850,000	850,000
Beginning Fund Balance	<u>10,415,400</u>	<u>9,664,899</u>	<u>6,776,743</u>	<u>6,452,322</u>
Ending Fund Balance	\$9,664,899	\$6,776,743	\$6,452,322	\$6,098,847

Capital Projects Fund

1) For FY 16-17, the District's Capital Improvement Program resources includes a \$6.3 million transfer from the General Fund due to one-time savings, the annual capital appropriation, and the one-time fund balance transfer from the consolidation of Sierra Fire Protection District. These transfers as well as interest earnings and fund balance carry forward will fund the \$11,164,500 anticipated expenditures in the Capital Projects Fund in FY 16-17. 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 16-17 is estimated at \$11,164,500 leaving a fund balance of \$527,961 which will be carried over to FY 17-18.

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. With the consolidation of Truckee Meadows Fire Protection District and Sierra Fire Protection District, the fund may now have up to \$1.5 million set aside for these emergencies. The FY16/17 budget includes a one-time transfer of \$640,386 which is the estimated remaining fund balance from the Sierra Fire Protection District Emergency Fund to the Truckee Meadows Fire Protection District Emergency Fund. 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 \$1,165,000 in FY 16-17 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 retirements. 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 FY16/17 budget includes a transfer of \$600,000 from the General Fund in anticipation of future retirements. The budgeted expenditure for FY 16-17 is \$820,000. The remaining fund balance is estimated at \$123,419 and will be carried forward to FY 17-18.

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 16-17, the workers' compensation liability is fully funded. The FY 16-17 Workers' Compensation Fund ending cash balance is budgeted at \$3,112,548 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 FY16-17 transfer to the General Fund of \$638,592 to close out the fund. These funds are not available for appropriation in the year of the transfer to the General Fund.

4) The Stabilization Fund was established according to NRS 354 to provide funding for revenue shortfalls or natural disasters. The beginning fund balance of \$585,050 was accumulated over many years.

Conclusion

The Truckee Meadows Fire Protection District's recommended budget for FY 16-17 is financially stable in the short-term and long-term.

FISCAL IMPACT

The total expenditure in the FY 16-17 Truckee Meadows Fire Protection District Budget for all the governmental funds is \$39,163,359 and for the proprietary fund, the total expenditure is budgeted at \$1,000,000. The changes from the Tentative Budget were due to finalizing budget estimates.

RECOMMENDATION

It is recommended the Board of Fire Commissioners of the Truckee Meadows Fire Protection District approve the FY 16-17 Final Budget as presented.

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 16-17 Final Budget as presented."

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 FINAL budget for the
fiscal year ending June 30, 2017

This budget contains 7 funds, including Debt Service, requiring property tax revenues totaling \$ 16,662,942

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 \$ 39,163,359 and
2 proprietary funds with estimated expenses of \$ 1,000,000

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

Dated:

A handwritten signature in blue ink, appearing to read "V. Van Buren", is written over a horizontal line.

05/09/14

SCHEDULED PUBLIC HEARING:

Date and Time May 17, 2016 at 9:00 AM

Publication Date May 6, 2016

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 06/30/15	ESTIMATED CURRENT YEAR ENDING 06/30/16	BUDGET YEAR ENDING 06/30/17
General Government			
Judicial			
Public Safety	123	125	126
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT	123	125	126
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	123	125	126

POPULATION (AS OF JULY 1)	80,315	80,315	94,635
SOURCE OF POPULATION ESTIMATE*	Comprehensive Planning	Comprehensive Planning	Comprehensive Planning
Assessed Valuation (Secured and Unsecured Only)	2,039,805,070	2,278,621,188	3,647,632,745
Net Proceeds of Mines	1,803,000	1,321,000	459,713
TOTAL ASSESSED VALUE	2,041,608,070	2,279,942,188	3,648,092,458
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 2016-2017

	(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	3,647,632,745	50,578,076	0.5400	19,680,862	3,017,920	16,662,942
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. SCCRT Loss (NRS 354.59813)	0.0459	3,647,632,745	1,673,678				
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0459	3,647,632,745	1,673,678				
M. SUBTOTAL A, C, L	1.4325	3,647,632,745	52,251,754	0.5400	19,680,862	3,017,920	16,662,942
N. Debt							
O. TOTAL M AND N	1.4325	3,647,632,745	52,251,754	0.5400	19,680,862	3,017,920	16,662,942

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.

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2017

Budget Summary for TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS		SALARIES AND WAGES	EMPLOYEE BENEFITS	SERVICES, SUPPLIES AND OTHER CHARGES	CAPITAL OUTLAY	CONTINGENCIES AND USES OTHER THAN OPERATING TRANSFERS OUT	OPERATING TRANSFERS OUT	ENDING FUND BALANCES	TOTAL
FUND NAME	*	(1)	(2)	** (3)	*** (4)	(5)	(6)	(7)	(8)
General	-	13,187,423	7,088,476	5,237,960	-	350,000	6,900,000	6,776,743	39,540,602
Capital Projects Fund	C	-	-	1,184,500	9,980,000	-	-	527,961	11,692,461
Emergency Fund	R	850,000	25,000	290,000	-	-	-	128,388	1,293,388
Sick Annual Comp Benefitis Fund	R	800,000	20,000	-	-	-	-	123,419	943,419
Stabilization Fund	R	-	-	500,000	-	-	-	92,050	592,050
TOTAL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS		14,837,423	7,133,476	7,212,460	9,980,000	350,000	6,900,000	7,648,561	54,061,920

* FUND TYPES: R - Special Revenue
C - Capital Projects
D - Debt Service
T - Expendable Trust

**** Include Debt Service Requirements in this column**

*** Capital Outlay must agree with CIP.

Page: 5
Schedule A-1

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2017

Budget Summary for TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

FUND NAME	*	OPERATING	OPERATING	NONOPERATING	NONOPERATING	OPERATING TRANSFERS		NET INCOME
		REVENUES (1)	EXPENSES (2) **	REVENUES (3)	EXPENSES (4)	IN (5)	OUT(6)	(7)
Workers' Compensation Fund	I	-	1,000,000	50,000	-	-	-	(950,000)
Health Benefits Fund	I	-	-	-	-	-	(638,592)	(638,592)
TOTAL		-	1,000,000	50,000	-	-	(638,592)	(1,588,592)

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TENTATIVE APPROVED	FINAL APPROVED
Taxes:				
Property Tax	10,557,284	10,911,909	16,662,942	16,662,942
Property Tax-AB 104	144,983	155,066	195,000	195,000
Licenses and permits:				
Gaming, AB 104	1,331	1,000	3,500	3,500
Other	2,300	1,757	1,000	1,000
Intergovernmental:				
Federal grants	128,966	96,543	12,294	-
Consolidated taxes	5,630,395	5,765,733	7,630,189	7,630,189
Real property transfer tax, AB 104	40,056	31,454	42,083	42,083
Supplemental city/county relief tax, AB 104	700,710	667,137	940,480	940,480
Interlocal agreement, fire suppression	6,906,924	7,219,842	554,204	554,204
Local contributions	-	-	3,033,909	3,033,909
Charges for Services:				
Charges for services	10,800	11,097	10,800	10,800
Miscellaneous:				
Investment earnings	152,853	100,000	130,000	130,000
Reimbursements	-	439,253	500	500
Other	179,277	13,241	20,210	32,504
SUBTOTAL REVENUE ALL SOURCES	24,455,879	25,414,032	29,237,111	29,237,111
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule T)	-	-	638,592	638,592
Proceeds of asset disposition	130	-	-	-
Proceeds of Long-term Debt	-	-	-	-
Other	-	-	-	-
SUBTOTAL OTHER FINANCING SOURCES	130	-	638,592	638,592
BEGINNING FUND BALANCE	10,329,604	10,415,400	9,664,899	9,664,899
Prior Period Adjustments	-	-	-	-
Residual Equity Transfers	-	-	-	-
TOTAL BEGINNING FUND BALANCE	10,329,604	10,415,400	9,664,899	9,664,899
TOTAL AVAILABLE RESOURCES	34,785,613	35,829,432	39,540,602	39,540,602

Note: FY14/15 Beginning Fund Balance does not include the Stabilization Fund Balance.

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)
SCHEDULE B - GENERAL FUND

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TENTATIVE APPROVED	FINAL APPROVED
Intergovernmental:				
Federal grants	-	-	-	-
Miscellaneous				
Interest earnings	20,171	50,000	50,000	50,000
Subtotal	20,171	50,000	50,000	50,000
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	4,900,000	4,000,000	6,300,000	6,300,000
BEGINNING FUND BALANCE	3,329,172	4,942,100	5,342,461	5,342,461
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	3,329,172	4,942,100	5,342,461	5,342,461
TOTAL RESOURCES	8,249,343	8,992,100	11,692,461	11,692,461
EXPENDITURES				
PUBLIC SAFETY:				
FIRE:				
Services and Supplies	623,188	624,616	1,184,500	1,184,500
Capital outlay	2,684,057	3,025,023	9,980,000	9,980,000
Subtotal	3,307,243	3,649,639	11,164,500	11,164,500
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-			
Operating Transfers Out (Schedule T)	-			
ENDING FUND BALANCE	4,942,100	5,342,461	527,961	527,961
TOTAL COMMITMENTS & FUND BALANCE	8,249,343	8,992,100	11,692,461	11,692,461

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -12

FUND _____ CAPITAL PROJECTS FUND _____

REVENUES	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	BUDGET YEAR ENDING 06/30/17 TENTATIVE APPROVED	BUDGET YEAR ENDING 06/30/17 FINAL APPROVED
Taxes				
Ad valorem, general	-	-	-	-
Intergovernmental				
Federal grants	-	-	-	-
State grants	-	-	-	-
Local Contributions	-	-	640,386	640,386
Miscellaneous	-	-		
Reimbursements	282,314	459,479	-	-
Subtotal	282,314	459,479	640,386	640,386
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	-
BEGINNING FUND BALANCE	771,851	644,314	653,002	653,002
Prior Period Adjustment(s)	-			
Residual Equity Transfers	-			
TOTAL BEGINNING FUND BALANCE	771,851	644,314	653,002	653,002
TOTAL RESOURCES	1,054,165	1,103,793	1,293,388	1,293,388
EXPENDITURES				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	263,053	307,131	850,000	850,000
Employee benefits	13,215	8,316	25,000	25,000
Services and supplies	133,583	135,344	290,000	290,000
Subtotal	409,851	450,791	1,165,000	1,165,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-		
Operating Transfers Out (Schedule T)	-	-		
ENDING FUND BALANCE	644,314	653,002	128,388	128,388
TOTAL COMMITMENTS & FUND BALANCE	1,054,165	1,103,793	1,293,388	1,293,388

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -13

FUND EMERGENCY FUND

	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	BUDGET YEAR ENDING 06/30/17	
REVENUES			TENTATIVE APPROVED	FINAL APPROVED
Miscellaneous	-	-	-	-
Investment Earnings	-	-	10,000	10,000
Subtotal	-	-	10,000	10,000
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	589,769	-	600,000	600,000
BEGINNING FUND BALANCE	-	461,419	333,419	333,419
Prior Period Adjustment(s)	-	-		
Residual Equity Transfers	-	-		
TOTAL BEGINNING FUND BALANCE	-	461,419	333,419	333,419
TOTAL RESOURCES	589,769	461,419	943,419	943,419
EXPENDITURES				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	126,516	125,000	800,000	800,000
Employee Benefits	1,834	3,000	20,000	20,000
Subtotal	128,350	128,000	820,000	820,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	-
Operating Transfers Out (Schedule T)	-	-	-	-
ENDING FUND BALANCE	461,419	333,419	123,419	123,419
TOTAL COMMITMENTS & FUND BALANCE	589,769	461,419	943,419	943,419

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -14

FUND SICK ANNUAL COMP BENEFITS FUND

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
			TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
Miscellaneous				
Investment Earnings	5,871	7,000	7,000	7,000
Subtotal	5,871	7,000	7,000	7,000
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	-	-	-	-
BEGINNING FUND BALANCE	573,198	578,550	585,050	585,050
Prior Period Adjustment(s)	-	-	-	-
Residual Equity Transfers	-	-	-	-
TOTAL BEGINNING FUND BALANCE	573,198	578,550	585,050	585,050
TOTAL RESOURCES	579,069	585,550	592,050	592,050
<u>EXPENDITURES</u>				
PUBLIC SAFETY:				
FIRE:				
Salaries and wages	-	-	-	-
Employee Benefits	-	-	-	-
Services and supplies	519	500	500,000	500,000
Subtotal	519	500	500,000	500,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	-
Operating Transfers Out (Schedule T)	-	-	-	-
ENDING FUND BALANCE	578,550	585,050	92,050	92,050
TOTAL COMMITMENTS & FUND BALANCE	579,069	585,550	592,050	592,050

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE B -15

FUND STABILIZATION FUND

PROPRIETARY FUND	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	BUDGET YEAR ENDING 06/30/17	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for services	-			
Total Operating Revenue	-	-	-	-
OPERATING EXPENSE				
Services and supplies	419,863	242,612	1,000,000	1,000,000
Depreciation/Amortization				
Depreciation/Amortization				
Total Operating Expense	419,863	242,612	1,000,000	1,000,000
Operating Income or (Loss)	(419,863)	(242,612)	(1,000,000)	(1,000,000)
NONOPERATING REVENUES				
Interest Earned	43,083	50,000	50,000	50,000
Property Taxes	-	-	-	-
Subsidies	-	-	-	-
Consolidated Tax	-	-	-	-
Total Nonoperating Revenues	43,083	50,000	50,000	50,000
NONOPERATING EXPENSES				
Interest Expense	-	-	-	-
Total Nonoperating Expenses	-	-	-	-
Net Income before Operating Transfers	(376,780)	(192,612)	(950,000)	(950,000)
Operating Transfers (Schedule T)				
In	-	-	-	-
Out	-	-	-	-
Net Operating Transfers	-	-	-	-
NET POSITION	(376,780)	(192,612)	(950,000)	(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)
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	BUDGET YEAR ENDING 06/30/17 TENTATIVE APPROVED	BUDGET YEAR ENDING 06/30/17 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	(419,863)	(242,612)	(1,000,000)	(1,000,000)
a. Net cash provided by (or used for) operating activities	(419,863)	(242,612)	(1,000,000)	(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	43,083	50,000	50,000	50,000
d. Net cash provided by (or used in) investing activities	43,083	50,000	50,000	50,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	(376,780)	(192,612)	(950,000)	(950,000)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	4,631,940	4,255,160	4,062,548	4,062,548
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	4,255,160	4,062,548	3,112,548	3,112,548

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND WORKERS' COMPENSATION FUND

PROPRIETARY FUND	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services	-			
Miscellaneous	-			
Total Operating Revenue	-	-	-	-
OPERATING EXPENSE				
Services and supplies	-	300	-	-
Depreciation/Amortization	-	-	-	-
Total Operating Expense	-	300	-	-
Operating Income or (Loss)	-	(300)	-	-
NONOPERATING REVENUES				
Interest Earned	17,862	35,000	-	-
Property Taxes				
Subsidies				
Consolidated Tax				
Total Nonoperating Revenues	17,862	35,000	-	-
NONOPERATING EXPENSES				
Interest Expense	-	-	-	-
Total Nonoperating Expenses	-	-	-	-
Net Income before Operating Transfers	17,862	34,700	-	-
Operating Transfers (Schedule T)				
In	-	-	-	-
Out	(1,189,769)	-	(638,592)	(638,592)
Net Operating Transfers	(1,189,769)	-	(638,592)	(638,592)
NET POSITION	(1,171,907)	34,700	(638,592)	(638,592)

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET INCOME

FUND HEALTH BENEFITS FUND

PROPRIETARY FUND	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	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	-	(300)	-	-
a. Net cash provided by (or used for) operating activities	-	(300)	-	-
B. CASH FLOWS FROM NONCAPITAL				
FINANCING ACTIVITIES:				
Cash received from operating transfers	-	-	-	-
Transfer Out	(1,189,769)	-	(638,592)	(638,592)
b. Net cash provided by (or used for) noncapital financing activities	(1,189,769)	-	(638,592)	(638,592)
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	17,862	35,000	-	-
d. Net cash provided by (or used in) investing activities	17,862	35,000	-	-
NET INCREASE (DECREASE) in cash and				
cash equivalents (a+b+c+d)	(1,171,907)	34,700	(638,592)	(638,592)
CASH AND CASH EQUIVALENTS AT				
JULY 1, 20xx	1,775,799	603,892	638,592	638,592
CASH AND CASH EQUIVALENTS AT				
JUNE 30, 20xx	603,892	638,592	-	-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND HEALTH BENEFITS FUND

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - 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)	(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 7/1/2017	REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/17 INTEREST PAYABLE	PRINCIPAL PAYABLE	(9)+(10) TOTAL
FUND							\$	\$	\$	\$
NONE							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
TOTAL ALL DEBT SERVICE										

SCHEDULE C-1 - INDEBTEDNESS

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

Budget Fiscal Year 2016-2017

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	Health Benefits Fund	7	638,592	Capital Projects Fund	9	6,300,000
				Sick Annual Comp Benefits Fund	9	600,000
SUBTOTAL			638,592			6,900,000
SPECIAL REVENUE FUNDS Sick Annual Comp Benefits Fund	General Fund	12	600,000			
SUBTOTAL			600,000			-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
CAPITAL PROJECTS FUND	General Fund	10	6,300,000			
SUBTOTAL			6,300,000			-
EXPENDABLE TRUST FUNDS						
SUBTOTAL			-			-
DEBT SERVICE						
SUBTOTAL			-			-

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
ENTERPRISE FUNDS						
SUBTOTAL			-			-
INTERNAL SERVICE Health Benefits Fund				General Fund	17	638,592
SUBTOTAL			-			638,592
RESIDUAL EQUITY TRANSFERS						
SUBTOTAL			-			-
TOTAL TRANSFERS			7,538,592			7,538,592

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

Last Revised 01/13/2016

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Schedule T

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 79th Session; February 6, 2017 to June 5, 2017

1. Activity:	<u>None</u>
2. Funding Source:	<u></u>
3. Transportation	\$ <u></u>
4. Lodging and meals	\$ <u></u>
5. Salaries and Wages	\$ <u></u>
6. Compensation to lobbyists	\$ <u></u>
7. Entertainment	\$ <u></u>
8. Supplies, equipment & facilities; other personnel and services spent in Carson City	\$ <u></u>
Total	\$ <u><u>-</u></u>

Entity: TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

Budget Year 2016-2017

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Schedule 30

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2016 - 2017

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 2016-17	Proposed Expenditure FY 2017-18	Reason or need for contract:
1	ESCI	7/1/2016	6/30/2017	\$ 20,000	\$ 20,000	Fire related studies
2	Walker & Associates	12/1/2016	11/30/2017	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			\$ 40,000	\$ 40,000	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2016 - 2017

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 2016-17	Proposed Expenditure FY 2017-18	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	7/1/2016	6/30/2017	12 Mos.	\$ 20,000	\$ 20,000	Fire Chief	1	\$86.00	Fire Related Studies
2	Walker & Associates	12/1/2016	11/30/2017	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				\$ 40,000	\$ 40,000		2		

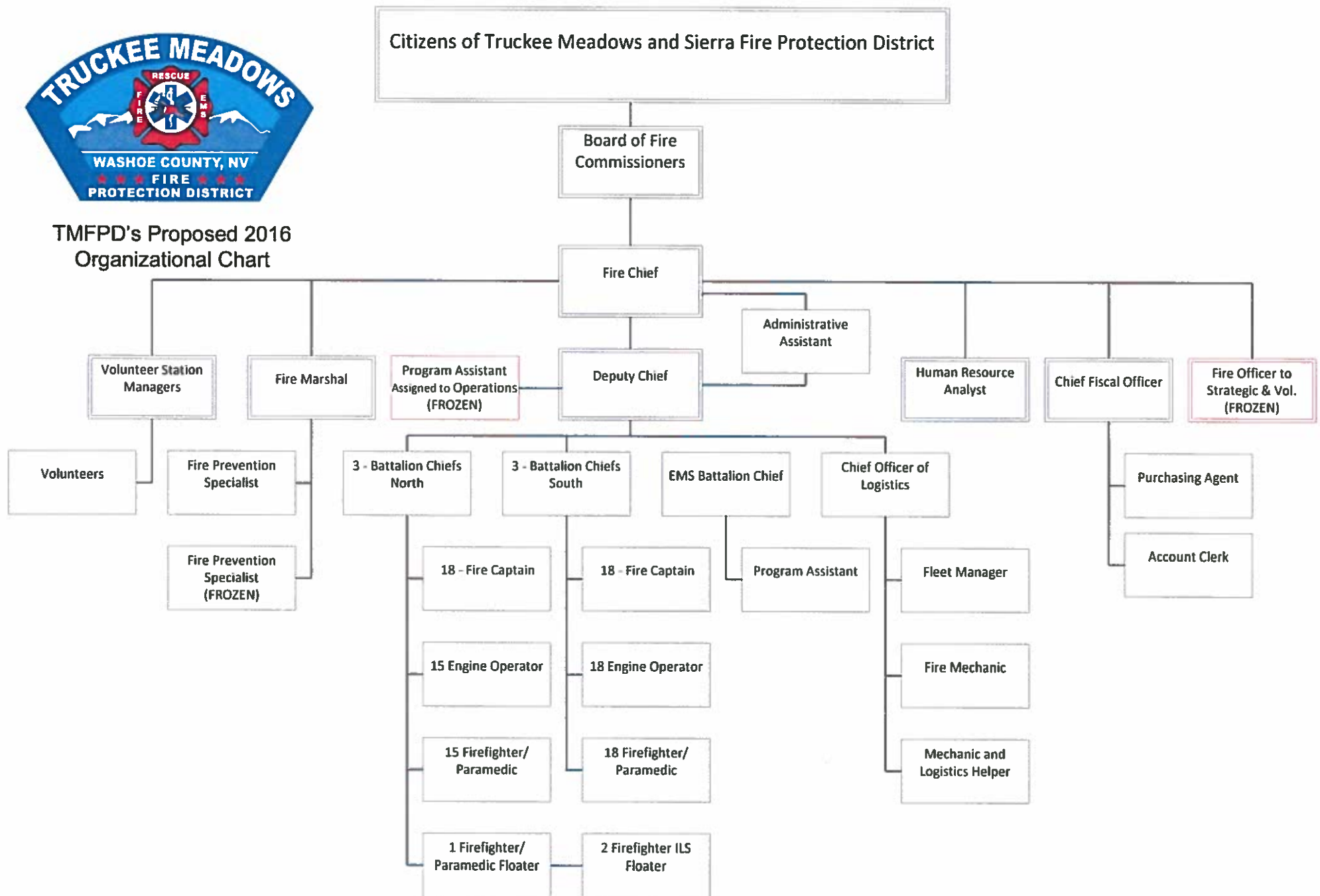
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Attach additional sheets if necessary.

Schedule 32



TMFPD's Proposed 2016 Organizational Chart



Truckee Meadows Fire Protection District



TENTATIVE BUDGET
FISCAL YEAR 16/17

Major Initiatives for FY/16/17



1. Focus on long term planning:
 - a. Complete a fleet & facility master plan.
 - b. Revise SOC and performance standards.
 - c. Develop the succession plan.
 - d. Implement prioritized strategic plan initiatives.
 - e. Improve the quality and reliability of volunteer service delivery.
2. Improve internal communications and processes that improve quality and consistency of service.
3. Implement community risk reduction programs.

Summary FY/16/17



- Truckee Meadows and Sierra Fire District merge into one fire protection district effective July 1, 2016.
- Total General Fund Revenues: \$29,237,111 which includes the projected ending fund balance of \$3,033,909 from Sierra Fire Protection District.
- Property Tax rate is \$0.5400 per \$100 of assessed value. Projected Property Tax Revenue of \$16,662,942 combined (TMFPD and SFPD).



General Fund Overview– 16/17



- The budget includes a one-time transfer of \$6.3 million to the Capital Projects Fund which is funded from one-time budget savings, normal on-going funding for capital expenditures, and a one-time fund balance transfer from the consolidation of Sierra Fire District.
- The General Fund balance is projected at \$6,776,743 or 24% of expenditure level.
- An operating contingency of \$350,000 is budgeted which is 1.4% of expenditures.



General Fund FY – 16/17



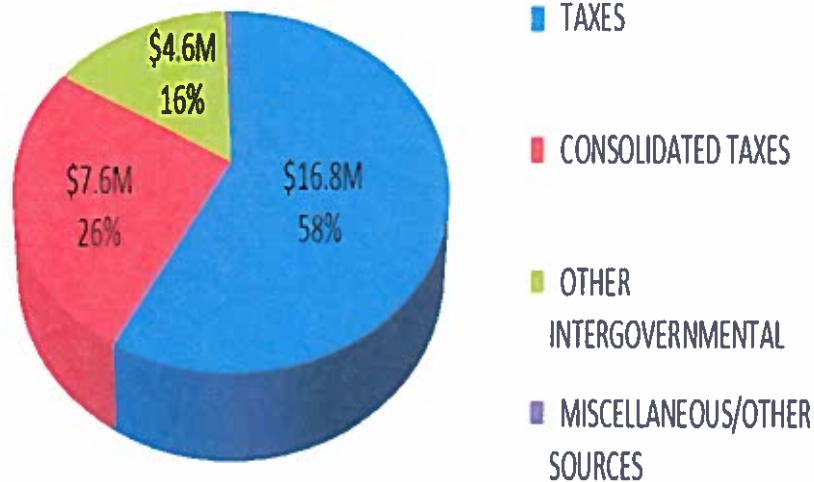
	Estimated FY 15-16	Tentative FY 16-17	Projected FY 17-18	Projected FY 18-19
Total Revenues	\$25,414,032	\$29,237,111	\$27,234,392	\$28,326,309
Less Total Expenditures	<u>22,164,533</u>	<u>25,513,859</u>	<u>26,708,813</u>	<u>27,829,783</u>
Operating Surplus (Deficit)	\$3,249,499	\$3,723,252	\$525,579	\$496,525
Less: Other Financing Sources/Uses	4,000,000	6,611,408	850,000	850,000
Beginning Fund Balance	<u>10,415,400</u>	<u>9,664,899</u>	<u>6,776,743</u>	<u>6,452,322</u>
Ending Fund Balance	\$9,664,899	\$6,776,743	\$6,452,322	\$6,098,847



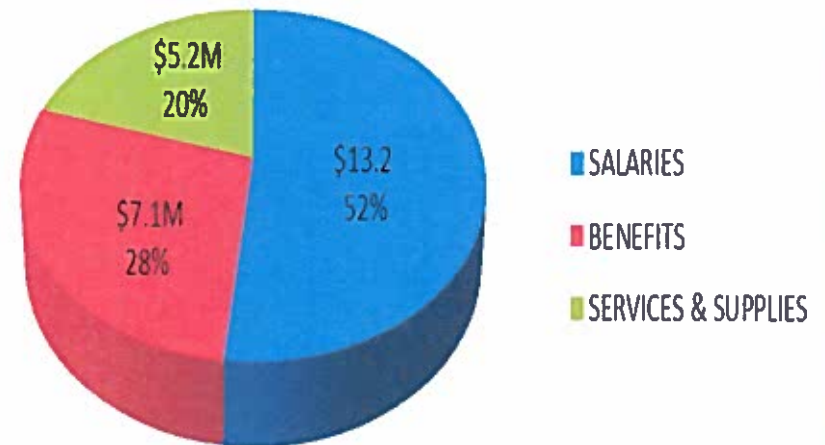
Revenues & Expenses FY – 16/17



FY17 General Fund Revenues



FY17 General Fund Expenses



Tentative Budget– 16/17



- Establish a fleet services division to include a Fleet Manager, Fire Mechanic, and a Fire Mechanic/Logistics Assistant.
- Enhance training and ALS program by adding a Battalion Chief position in Charge of EMS, Training, and Volunteer Services.
- Create a Human Resources Analyst position specifically to handle District human resource issues.
- Substantial capital improvements of facilities and equipment.



Proposed Staffing Changes – FY16/17



Proposed 4 New Positions for FY16/17:

Human Resources Analyst
Battalion Chief in Charge of EMS, Training and Volunteers
Fire Mechanic
Fire Mechanic/Logistics Assistant

Proposed 2 reclassifications for FY16/17:

Captain to Chief Officer of Logistics
Fire Mechanic to a Fleet Manager

Currently 3 Vacant Positions to be Frozen (unfunded):

Program Assistant
Fire Officer in Charge of Volunteer and Strategic Services
Fire Prevention Specialist



Proposed Staffing Levels– FY16/17



	FY 15-16 Budget	FY 16-17 Tentative
Administration	10	9
Operations	108	108
Training	3	4
Fire Prevention	3	2
Fleet	1	3
Total FTE's	125	126

Results in a Net Increase of 1 FTE for the FY16/17 Budget.



Proposed Staffing Levels– FY16/17



ADMINISTRATION	FY 16-17 FTE's
Fire Chief	1
Deputy Fire Chief	1
Fiscal Officer	1
Purchasing Agent	1
Account Clerk II	1
Administrative Assistant	2
Chief Officer of Logistics(Reclassification)	1
HR Analyst (New)	1
Administration Total FTE's	9



Proposed Staffing Levels– FY16/17



OPERATIONS	FY 16-17 FTE's
Battalion Chief	6
Fire Captain	33
Fire Equipment Operator	33
Firefighter/Paramedic	34
Firefighter/EMT Intermediate	2
Operations Total FTE's	108



Proposed Staffing Levels– FY16/17



TRAINING	FY 16-17 FTE's
Battalion Chief in Charge of EMS, Training and Volunteers (New)	1
Fire Captain	3
Operations Total FTE's	4



Proposed Staffing Levels– FY16/17



FIRE PREVENTION	FY 16-17 FTE's
Fire Marshal	1
Fire Prevention Specialist	1
Operations Total FTE's	2



Proposed Staffing Levels– FY16/17



FLEET	FY 16-17 FTE's
Fleet Manager (Reclassification)	1
Fire Mechanic	1
Fire Mechanic/Logistics Assistant (New)	1
Operations Total FTE's	3



Capital Projects Fund– 16/17



- Includes a \$6.3 Million transfer from the General Fund due to one-time savings, annual capital appropriations, and the one-time fund balance transfer from Sierra Fire District.
- Capital Improvement Budget of \$11,164,500 leaving a fund balance of \$527,961 to be carried over to FY17-18.



Capital Outlay FY – 16/17



Services & Supplies	\$ 1,184,500
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Hydrant Maintenance

Hose Replacement

Physical Fitness Equipment

Digital Combustion Software

Training Video Program

Pre-Incident Planning Software

Helmets and Shields PPE

Fleet Tools, Struts, Etc.

Radios, MDT's

SCBA's

Water & Rope Rescue Equipment

Capital Outlay	9,980,000
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Total Capital Outlay	\$11,164,500
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Capital Outlay FY – 16/17



Equipment Capital

Cardiac Monitors	\$ 400,000
Chest Compression Units	250,000
Burn Box for Fuels Management	25,000
Other Equipment	50,000

Vehicles and Special Apparatus

Major Repairs	200,000
Type I Engine	700,000
Heavy Rescue	1,000,000
2 Command Vehicles	160,000
Logistics Trailer	15,000
Equipment for 2 Water Tenders	120,000
Refurbish Tender 18 and Engine 13	160,000

Facilities

General Facilities Maintenance	500,000
Fire Station 39 Remodel	500,000
Fire Station 14 Construction	5,900,000

\$ 9,980,000



Emergency Fund– 16/17



- Up to \$1.5 Million can be set aside for unforeseen emergencies.
- The FY16/17 budget includes a one-time estimated fund balance close out of \$640,386 from SFPD.
- Expenses of \$1,165,000 are budgeted for wildland fire.



Other Funds– 16/17



- Sick, Annual Comp Benefits Fund- established in FY14-15. The FY16/17 budget included a transfer of \$600,000 from the General Fund in anticipation of future retirements.
- Workers' Compensation Fund- the cash balance is budgeted at \$3,112,548 and insures the District has adequate cash set aside to pay liability costs in the future.
- Health Benefits Fund- no longer required as TMFPD is fully insured. A \$638,592 transfer to the General Fund is budgeted to close out the fund.
- Stabilization Fund- established to provide funding for revenue shortfalls or natural disasters. Beginning fund balance of \$585,050 has been accumulated over many years.



Conclusion– 16/17



The Truckee Meadows Fire Protection District's recommended budget for Fiscal Year 2016-2017 provides financial stability in the short-term and long-term and focuses on critical capital and mission critical staffing.

