

BOARD OF FIRE COMMISSIONERS

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

FIRE CHIEF

Charles A. Moore

DEPUTY DISTRICT ATTORNEY

David Watts-Vial



Notice of Joint Meeting and Agenda

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT SIERRA FIRE PROTECTION DISTRICT

9:00 a.m.

Tuesday, June 21, 2016

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

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

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

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

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

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

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

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

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

9:00am *1. Salute to the Flag

*2. Call to order/roll call

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

4. Consent Items:

A. Approval of minutes from the May 17, 2016 meeting.

B. Discussion and possible approval to eliminate the position of Fire Officer in Charge of Strategic and Volunteer Services (#70009350) and to eliminate this unused job classification.

C. Approve a Resolution authorizing Truckee Meadows Fire Protection District staff to purchase personal property and equipment necessary to accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases.

*5. Fire Chief Report:

A. Report and discussion related to fire district operations

B. Career Statistics and Report for April 2016

C. Volunteer Statistics and Report for April 2016

6. Discussion and possible approval to add a standing item to the Truckee Meadows Board of Fire Commissioners Agenda to provide for updates from I.A.F.F Local 3895.

7. Presentation and discussion of the 2016 Truckee Meadows Fire Protection District Strategic Plan.

8. Discussion and possible approval of a Scope of Work Plan to review and update the District's Standard of Cover.

9. Recommendation to approve an Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in attachment A of the proposal dated May 13, 2016.

10. Authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 for an annual premium of \$140,048.42.
11. Recommendation that the Board of Fire Commissioners approve quarterly requests for reimbursement from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums.
12. Discussion and possible approval of a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorize the Chair to sign on behalf of the Board.
13. Discussion and possible action to amend and retitle the Washoe County Fire Hazard Map to include the Estates at Mount Rose Community.
14. Discussion and possible approval of a Mutual Aid Agreement between Truckee Meadows Fire Protection District and the Regional Emergency Medical Services Authority.
15. Discussion and possible approval of a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks establishing a new “Omega” protocol for 9-1-1 Calls.
16. Possible Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.
- *17. Commissioners’/Fire Chief’s announcements, requests for information, topics for future agendas, and statements relating to items not on the Agenda. (No discussion among Commissioners will take place on this item).
- *18. Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.

Adjournment

Truckee Meadows Fire Protection District
Board of Fire Commissioner May 17, 2016
Draft Meeting minutes to be presented at
the June 21, 2016 BOFC meeting.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM/ACM _____
Finance VJB
Legal DW
Risk Mgt. DE
HR _____

DATE: May 18, 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 approval to eliminate the position of Fire Officer in Charge of Strategic and Volunteer Services (#70009350) and to eliminate this unused job classification. (All Commission Districts)

SUMMARY

Discussion and possible approval to eliminate the position of Fire Officer in Charge of Strategic and Volunteer Services position (#70009350) and to eliminate this unused job classification.

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

PREVIOUS ACTION

On April 21, 2015 the Board of Fire Commissioners approved the creation of a position titled Fire Officer in Charge of Strategic and Volunteer Services.

On November 17, 2015, the board of Fire Commissioners approved an amendment to the existing Collective Bargaining Agreement between Truckee Meadows Fire Protection District and Truckee Meadows Firefighters Association I.A.F.F. Local 3895 at "Article 2 –Recognition" to include and recognize the position of Fire Officer in Charge of Strategic and Volunteer Services within the bargaining unit represented by I.A.F.F. Local 3895.

BACKGROUND

The position of Fire Officer in Charge of Strategic and Volunteer Services was created and filled in 2015 to accommodate a need in the department generated upon the cancellation of the independent volunteer contracts. This position has since been vacated and a new Battalion Chief position has been added to the organization which will encompass the duties of Fire Officer in Charge of Strategic and Volunteer Services.

The position of Fire Officer in Charge of Strategic and Volunteer Services is included within the bargaining unit represented by I.A.F.F. Local 3895, and per the labor agreement, the union has been notified of the intent to eliminate this position and the unused job classification.

FISCAL IMPACT

There is no fiscal impact as the position of Fire Officer in Charge of Strategic and Volunteer Services was frozen (unfunded) when the Board approved the FY 2016-2017 budget.

RECOMMENDATION

Staff recommends approval to eliminate one vacant Fire Officer in Charge of Strategic and Volunteer Services position and to eliminate this unused job classification..

POSSIBLE MOTION

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

"I approve to abolish one vacant Fire Officer in Charge of Strategic and Volunteer Services position and to eliminate this unused job classification."



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM/ACM

Finance VVB

Legal DW

Risk Mgt. DE

HR

DATE: June 13, 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: Approve a Resolution authorizing Truckee Meadows Fire Protection District staff to purchase personal property and equipment necessary to accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases. (All Commission Districts)

SUMMARY

This item is to a Resolution authorizing Truckee Meadows Fire Protection District (TMFPD) staff to purchase of personal property and equipment necessary to accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases.

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

PREVIOUS ACTION

On May 17, 2016 the Board of Fire Commissioners Approved the FY 16-17 Budget.

BACKGROUND

This resolution is recommended by Counsel. It authorizes staff with blanket expenditure authority up to \$100,000 for the fiscal year for property and equipment provided such purchases are in compliance with all applicable purchasing laws, regulations, ordinances, internal fiscal and administrative processes and controls, and other similar authorities.

The resolution negates the need for the Board to consider many resolutions for routine expenditures that are regular and customary and fall within the FY 16/17 approved budget.

FISCAL IMPACT

There is no fiscal impact as the Board of Fire Commissioners approved the FY16/17 Budget on May 17, 2016. This resolution authorizes the purchase of personal property as described in NRS Chapter 474 during Fiscal Year 2017. Purchases of personal property which exceed \$100,000 shall be brought to the Board for approval.

RECOMMENDATION

Staff recommends the Board approve a Resolution authorizing Truckee Meadows Fire Protection District staff to purchase of personal property and equipment necessary to accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases.

POSSIBLE MOTION

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

"I move to approve a Resolution authorizing Truckee Meadows Fire Protection District staff to purchase of personal property and equipment necessary to accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases."

**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
RESOLUTION AUTHORIZING TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF TO
PURCHASE PERSONAL PROPERTY AND EQUIPMENT NECESSARY TO ACCOMPLISH THE
PURPOSES OF NRS 474.460 THROUGH NRS 474.540 AND DESCRIBING A PROCESS AND
LIMITATIONS FOR SUCH PURCHASES.**

WHEREAS, the Truckee Meadows Fire Protection District is a district created pursuant to NRS 474.460 and imbued with the ability to contract and be contracted with; and,

WHEREAS, NRS 474.470 empowers the Board of Fire Commissioners for TMFPD to manage and conduct the affairs of the District including authorizing the acquisition of real and personal property required by the District and to perform all other acts necessary, proper and convenient to accomplish the purposes of NRS 474.460 to NRS 474.540; and,

WHEREAS, NRS 474.511 authorizes the Board of Fire Commissioners by resolution to acquire personal property, waterworks, radio systems, fire engines and equipment and supplies necessary to the proper and efficient conduct of a fire district, and,

WHEREAS, it is the intent and desire of the Board of Fire Commissioners to authorize TMFPD staff to purchase and acquire such personal property as is necessary to the proper and efficient conduct of a fire district from time to time as determined to be necessary by the TMFPD Chief and supporting staff, as described and limited herein.

NOW THEREFORE, be it resolved by the Truckee Meadows Board of Fire Commissioners as follows:

1. The Truckee Meadows Board of Fire Commissioners by this resolution hereby authorizes the purchase of personal property as described in NRS Chapter 474 during Fiscal Year 2017 as determined by the Fire Chief and supporting staff to be necessary to accomplish the goals and purposes described in NRS Chapter 474, provided such purchases are in compliance with all applicable purchasing laws, regulations, ordinances, internal fiscal and administrative processes and controls, and other similar authorities.
2. Purchases of personal property which exceed \$100,000.00 (one hundred thousand dollars) shall be brought to the Board by District staff for Board approval at a public meeting after placement on an agenda which has been properly noticed pursuant to Nevada's Open Meeting Law, NRS Chapter 241.
3. TMFPD staff is hereby authorized to purchase personal property which does not exceed \$100,000.00 (one hundred thousand dollars) without bringing such purchase to the Board.

ADOPTED this 21st day of June, 2016 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Kitty A. Jung, Chair
Truckee Meadows Fire Protection District
Board of Fire Commissioners

ATTEST:

Nancy Parent, County Clerk



MEMORANDUM

June 14, 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 May 2016

This report highlights fire district operations for the month of March 2016 and presents statistical summaries for career and volunteer operations and training and other informational items requested by the Board.

Highlights of other District activities are as follows:

Station 14 Development:

The design and development process is progressing. Schematic design is nearly complete. Construction estimates are paralleling the design process so that cost estimates are refined as the design progresses and more construction details are resolved. The updated development schedule is:

- Schematic design completes 6/27
- Develop SUP application for SUP 6/28 to 8/1
- Application for Special Use Permit 8/15
- Design Development starts 7/19 and completes 9/6
- Construction documents start 9/22 and completes 11/17
- Permit Phase begins 11/21 and completes 1/10/2017
- Estimated ground breaking is 4/17
- Estimated completion 12/17 to 1/18

District Succession Plan

The Succession Planning Committee meets June 17 to review the staffing and talent assessment process. A document was completed by each Committee member with the purpose of analyzing the number of positions by rank to determine potentials for vacancies in the next 3-5 years. The document also seeks to identify employees with potential to advance so staff can tailor the mentorship program. I will continue to report progress on this item.

Joint Training:

The following joint trainings were recently conducted:

1. Monthly Regional Haz-Mat drill completed by TMFPD, SFD & RFD
2. Swift Water Rescue Class with TMFPD and RFD
3. Multi Company wildland drills - all stations and all personnel, including RAVEN.
4. Reno Tahoe Airport Crash table top drill. Airport, TMFPD, RFD, SFD
5. Regional wildland sand table exercise. USFS, BLM and numerous local agencies
6. Command Staff field Generals meeting- All local cooperators including local, State and Federal.

Volunteer Census:

The following table summarizes the rosters for each volunteer agency per station.

2016 Volunteer Fire Personnel Census

Truckee Meadows Fire Protection District

STATION/DISTRICT	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD TOTAL
Hidden Valley Technical Resource Vol.	1	1	1	1	1								
Sub Total	1	1	1	1	1								
Lemmon Valley Station #223 Operational	5	5	5	6	5								
Lemmon Valley Station #223 Support	2	2	2	4	3								
Sub Total	7	7	7	10	8								
Palomino Valley Aux Station #229 Operational	7	7	4	4	4								
Palomino Valley Aux Station #229 Support	5	5	8	8	8								
Sub Total	12	12	12	12	12								
Red Rock VFD Operational	9	9	9	8	8								
Red Rock VFD Support	2	2	2	2	2								
Sub Total	11	11	11	10	10								
Silver Lake Station #221 Operational	7	7	7	7	8								
Silver Lake Station #221 Support	5	5	5	4	8								
Sub Total	12	12	12	11	16								
South Valley Station #227 and #301 Operational	15	15	15	15	10								
South Valley Station #227 and #301 Support	4	4	4	4	9								
Sub Total	19	19	19	19	19								
Verdi Station #351 Operational	*	*	3	3	5								
Verdi Station #351 Support	*	*	3	3	2								
Sub Total			6	6	7								

* no roster received

Total Operational Volunteers	43	43	43	43	40
Total Support Volunteers	19	19	25	26	33
All Totals	62	62	68	69	73

Update on Capital Projects:

Design work on Joy Lake - Station 39 is complete and the project is out to bid. This capital project will affect repairs on the exterior and the interior will be remodeled to allow for gender separation of lavatories. The station has only 1 currently. The very small kitchen will be upgraded with more cabinet and countertop space. Staff contemplates remaining on this site for the next few years while a potential site on Mount Rose Highway is located subject to more study of future growth and incident locations.

Station 37 – Hidden Valley has been postponed pending an SUP extension, which was approved. The residential portion of the station is a modular building which will need to be replaced within the next five years. Plans include a study of alternate sites and building on the existing site.

Two water tenders have been ordered and are expected to be put into service prior to the 2017 wildfire season. These items were approved in the FY 15/16 budget.

Upgrades of mobile 800 MHz radios are nearing completion.

Capital projects approved in FY16/17 are being discussed at the staff level. Cardiac monitors and chest compression units will be deferred until December. The District applied for an AFG grant award and we will wait for the outcome of the grant decision before moving forward. Either way, this project will move forward.

Apparatus expenditures for FY 16/17 include a Type I Structural Engine, Heavy Rescue, two command vehicles, a logistics trailer, and the refurbishment of a tender and an engine. These projects are formative and will advance in the months ahead.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT MONTHLY REPORT

April 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.

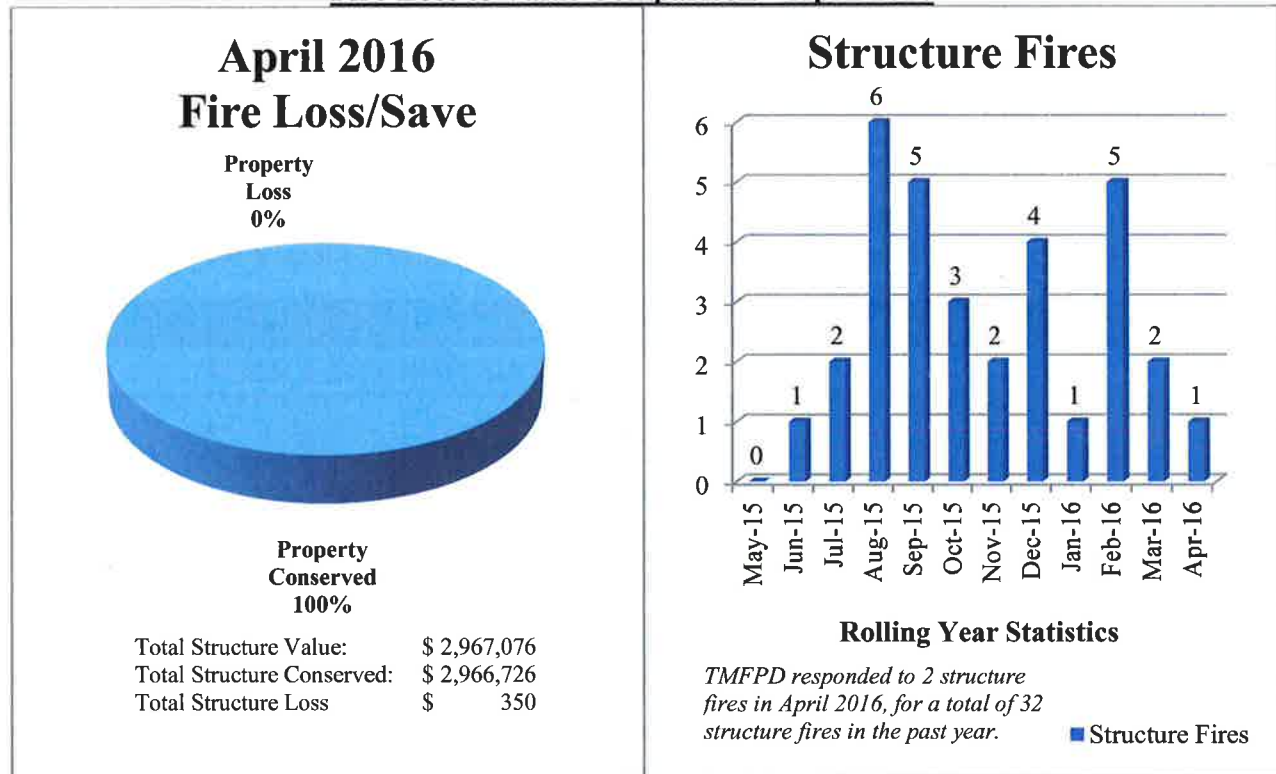
Monthly Call Volume by Station & Type													
STATION/DISTRICT													
INCIDENT TYPE	13- Stead	14- Damonte Ranch	15- Sun Valley	16- E. Washoe Valley	17- Spanish Valley	18- Cold Springs	30- W. Washoe Valley	35- Verdi/Caughlin	36- Arrowcreek	37- Hidden Valley	39- Galena Forest	Other	TOTAL
Structure Fire	1		1										2
Wildland Fire					2			1					3
Vehicle/Trash/Other Fire	1		4	1	1			1	1				9
Emergency Medical Services	54	49	143	15	90	37	5	12	36	13	5		459
Motor Vehicle Accident	4	3	7	1	10	1	4	2		3	3		38
Rescue													0
Haz-Mat/Hazardous Condition	2		7		1	1		2			2		15
Public Assist	5	2	9	3	2	3		1		3	1		29
Good Intent Call	5	1	30	3	10	2	2	5	5	19	10		92
Activated Fire Alarm		2	2	1	6	1		2	2		3		19
Severe Weather Related													0
Other					1								1
APRIL 2016 TOTAL	72	57	203	24	123	45	11	26	44	38	24	0	667
APRIL 2015 TOTAL	68	47	171	31	110	44	5	34	32	46	16	11	615

In the month of April, 2016 the TMFPD responded to 671 incidents, for a cumulative total of 8,970 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.*

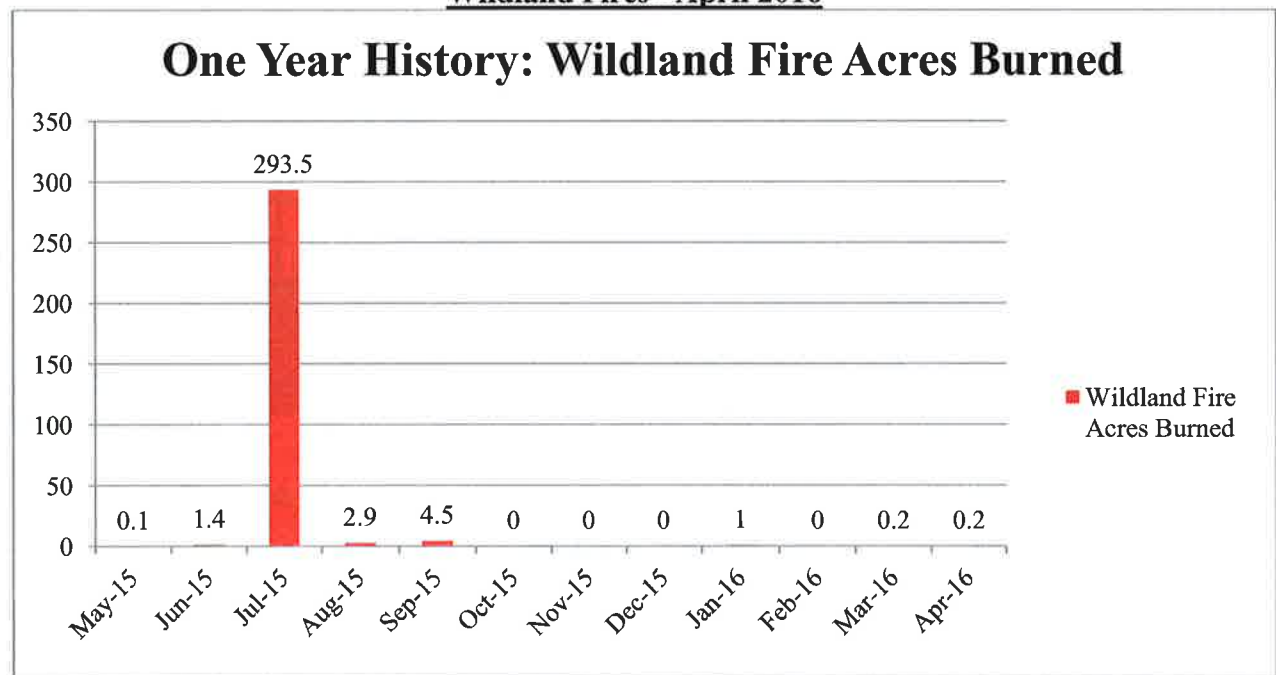
AGENDA ITEM #5B

Fire Loss to Value Comparison – April 2016



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

Wildland Fires - April 2016



In the month of April 2016, .2 acres were burned. As of April 31, 2016, 303.8 acres burned in the past twelve months.

Mutual Aid Given and Received - April 2016

Mutual Aid Given & Received by Department		
DEPARTMENT	AID GIVEN	AID RECEIVED
Bureau of Land Management	0	0
California Dept of Forestry	0	0
Carson City FD	0	0
Eastfork FD	0	0
Nevada Division of Forestry	0	0
North Lake Tahoe FPD	0	1
North Lyon County FPD	0	0
Pyramid Lake Fire	1	2
Reno FD	6	0
Reno/Sparks Indian Colony	0	0
Sierra County, CA	0	0
Sparks FD	1	2
Storey County FPD	1	3
Truckee Fire, CA	0	0
US Forest Service	0	0
TOTAL	9	8

The TMFPD received aid 8 times from neighboring agencies and provided aid 9 times based on NFIRS reporting standards. Additional responses to/from the TMFPD may have occurred but did not meet the NFIRS definitions for automatic or mutual aid. Only incidents where representatives from two or more entities are on scene together qualify as aid given or received by an agency. When one entity handles an incident for another jurisdiction without assistance, the incident is not classified as auto/mutual aid according to NFIRS, and neither are responses where one entity cancels its response prior to arriving at the incident.

SIGNIFICANT INCIDENTS

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

Station by Commission District		
Station	District	Commissioner
Station 13 – Stead	5	Herman
Station 14 – Damonte Ranch	2	Lucey
Station 15 – Sun Valley	3/5	Jung / Herman
Station 16 – East Washoe Valley	2	Lucey
Station 17 – Spanish Springs	4	Hartung
Station 18 – Cold Springs	5	Herman
Station 30 – West Washoe Valley	2	Lucey
Station 35 – Mogul	5/1	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:

Carbon Monoxide Leak – Station 15 (Sun Valley); Raphael Dr. Commission District 5

On April 6th at 17:39 hours, crews responded to a medical call for a sick person. After assessing the patient and reviewing symptoms, crews began to investigate the possibility of a carbon monoxide leak. The call was treated as a hazardous materials incident, adding the Battalion Chief, Training Captain and NV Energy to the call. Crews continued investigating until locating the source of the leak from a malfunctioning furnace.

1 TM Engine, 1 TM Training Captain, and 1 TM Battalion Chief responded to this incident.

**Bomb Removal – Station 15 (Sun Valley); Carol Dr.
Commission District 3**

On April 11th at 11:08 hours, crews were dispatched to a possible bomb scare. Upon arrival they found an active pipe bomb that had failed to explode. Engine 15 evacuated the area and sheltered in place the residents surrounding the incident while the WCSO Bomb Squad disabled the device.

1 TM Engine and 1 TM Battalion Chief responded to this incident.

**Medical Emergency – Station 17 (Spanish Springs); Pyramid Lake
Aid Provided to Pyramid Lake**

On April 17th at 08:57 hours, crews were dispatched to a water rescue on Pyramid Lake at Warrior Point. Pyramid Lake Fire Rescue had no personnel to respond. Engine 17 and Remsa responded and hiked in to the patient's location. The call was confirmed to be a medical emergency and not a water rescue. Crews assessed and treated the patient on scene.

1 TM Engine responded to this incident.

**Illegal Burn – Station 17 (Spanish Springs); Contrail St.
Commission District 4**

On April 17th at 10:50 hours, crews were dispatched to a resident illegally burning lawn debris without a permit near their residence. The fire escaped the pile, catching additional vegetation and a fence on fire. Residents were able to knock down the fire before the arrival of the crew. The crews investigated the incident, overhauled the fire and consulted the resident on the proper burning regulations.

1 TM Engine responded to this incident.

**Hazardous Leak – Station 35 (Mogul); Deerwater Dr.
Aid Provided to Sierra County, CA**

On April 18th at 17:42 hours, crews were dispatched to the California side of Verdi in Sierra County for a leaking residential propane tank. Crews isolated the leak to a faulty relief valve. Crews were able to secure the leak and clear the house of any propane. Crews notified Sierra County of the incident.

1 TM Engine and 1 TM Battalion Chief responded to this incident.

Training

- Wildland Drill with WCSO RAVEN
- Wildland Refresher
- Vaccination Training
- Quarterly Training with REMSA
- Reserve Firefighter Orientation Training
- HAZMAT Triad Training
- Rope Rescue Drills with Volunteers
- Annual Regional Wildland Sand Table Exercise
- NFPA Ventilation Training
- EMS Training – Pediatric Emergencies
- EMS Training – Pediatric Assessment

Accomplishments

- Six (6) new Firefighter/Paramedics began active duty
- Badge Pinning Ceremony for new recruits
- Provided Automatic CPR Device demonstration to the Washoe County Health District
- Continuing to provide support to Gerlach
- Hosted Ride Alongs for 24 TMCC EMT Students
- Conducted Hose Testing
- Hydrotest Oxygen Cylinders
- QA/QI Committee Improvements
- Celebration of Life Ceremony for Chief Greene



VOLUNTEER FIRE DEPARTMENT MONTHLY REPORT

April 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									0
Wildland Fire						1			1
Vehicle/Trash/Other Fire	1		1						2
Emergency Medical Services		1			3	5			9
Motor Vehicle Accident						1			1
Rescue									0
HazMat/Hazardous Condition									0
Public Assist									0
Good Intent Call		2							2
Activated Fire Alarm									0
Severe Weather Related									0
Lightning Plan									0
Other									0
APRIL 2016 TOTAL	1	1	2	1	0	3	7	0	15

In the month of April, 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:

Vehicle Accident with Injuries – Station 242 (Gerlach VFD); Smoke Creek and Sand Pass Commission District 5

On April 21st at 14:21 hours, TM Crews working at Gerlach VFD were dispatched to a single motorcycle accident with injuries approximately 10 miles north of Gerlach. Crews assessed and treated the patient, who was secured onto a backboard and loaded into Rescue 242 with assistance from a Washoe County Deputy. TM Crews transported the patient to Gerlach High School where care was transferred to HGH Air One.

1 TM Rescue responded to this incident.

TRAINING AND ACTIVITY

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Gerlach VFD	RT-130	1	2	2
Gerlach VFD Total				2
Lemmon Valley VFD	2016 Wildland Refresher (part 1)	1	4	4
	CECBEMS Communication and Documentation	1	1	1
	CECBEMS Health & Wellness	1	1	1
	CECBEMS Heat Illness and Emergencies	1	1	1
	CECBEMS Musculoskeletal Injuries Basic	1	1	1
	CECBEMS Respiratory System A&P Review	1	1	1
	Progressive hose lays off B223, repack hose packs	5	2	10
	Fire Shelter Practical	1	1	1
	Low Angle Rope Rescue Training-Didactic	2	1	2
	NFPA 1001 Fire Behavior	2	1	2
	NFPA 1001 Portable Extinguishers	2	1	2
	NFPA 1500 Driving Safety	2	1	2
	NFPA 1500 Hazard Communication	2	1	2
	Respiratory Protection Policy Review	2	0.5	1
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	2	2	4
Lemmon Valley VFD Total				47
Palomino Valley VFD	2016 Wildland Refresher (part 1)	1	4	4
	Measles Review	1	0.5	0.5
	NFPA 1001 Fire Behavior	1	1	1
	Respiratory Protection Policy Review	2	0.5	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
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	1	2	2
Palomino Valley VFD Total				12.5
Red Rock VFD	2016 Wildland Refresher (part 1)	2	4	8
	Cyanokits	1	0.5	0.5

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Red Rock VFD, Cont'd	Low Angle Rope Rescue Training-Didactic	1	1	1
	NFPA 1001 Fire Behavior	1	1	1
	NFPA 1001 Portable Extinguishers	1	1	1
	Respiratory Protection Policy Review	2	0.5	1
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	3	2	6
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	1	2	2
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	1	2	2
	Search and Rescue	1	5	5
Red Rock VFD Total				31.5
Silver Lake VFD	2016 Wildland Refresher (part 1)	6	4	24
	CECBEMS Pharmacology Basic	1	1	1
	Fire shelter review and practice	3	1	3
	Orientation to Over the side drill	6	1.5	9
	Physical training for agility and strength.	1	1	1
	Cyanokits	2	0.5	1
	Fire Shelter Practical	6	1	6
	Low Angle Rope Rescue Training-Didactic	1	1	1
	NFPA 1001 Fire Behavior	2	1	2
	NFPA 1001 Ground Ladders	1	1	1
	NFPA 1001 Portable Extinguishers	1	1	1
	NFPA 1500 Driving Safety	1	1	1
	Respiratory Protection Policy Review	3	0.5	1.5
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	3	2	6
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	3	2	6
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	4	2	8
	Search and Rescue	2	5	10
Silver Lake VFD Total				86.5
South Valleys VFD	1.3.3 TMFPD Code of Conduct	1	0.25	0.25
	2016 Wildland Refresher (part 1)	3	4	12
	Airport Fire MCI Vehicle and Trailer	4	2	8
	Cyanokits	2	0.5	1
	Ebola Infection Control	1	0.5	0.5

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
South Valleys VFD, Cont'd	Fire Shelters	1	1	1
	HazMat Ops Refresher - Meth Labs	4	0.5	2
	HAZMAT Refresher 2016	3	1	3
	Low Angle Rope Rescue Training-Didactic	5	1	5
	Measles Review	2	0.5	1
	NFPA 1001 Fire Behavior	1	1	1
	NFPA 1001 Loss Control	1	1	1
	NFPA 1001 Portable Extinguishers	1	1	1
	NFPA 1021 Pre-Incident Planning	1	1	1
	Respiratory Protection Policy Review	5	0.5	2.5
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	5	2	10
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	4	2	8
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	4	2	8
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	4	2	8
	S-190 Introduction to Wildland Fire Behavior (MOD #1)	1	2	2
	S-190 Introduction to Wildland Fire Behavior (MOD #2)	1	2	2
	S-190 Introduction to Wildland Fire Behavior (MOD #3)	1	2	2
	S-190 Introduction to Wildland Fire Behavior (MOD #4)	1	2	2
	SCBA Competency-Classroom	2	1	2
	Search and Rescue	3	5	15
	TargetSolutions User Overview Video	1	0.25	0.25
	The First Responder's Role in Fire Investigation	1	0.5	0.5
South Valleys VFD Total				100
Verdi VFD	2016 Wildland Refresher (part 1)	3	4	12
	Aerosol Transmissible Diseases	1	1	1
	Advanced EMT class	6	5	30
	E-351 auto extrication/traffic control equipment review & inspection, truck checks.	2	2	4
	Engine/Brush checks & prep for annual hose testing	2	2	4
	Station/vehicle maintenance	2	2	4
	Low Angle Rope Rescue Training-Didactic	1	1	1
	Respiratory Protection Policy Review	1	0.5	0.5
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	2	2	4

STATION	ACTIVITY	CREWS	HOURS PER	TOTAL HOURS
Verdi VFD, Cont'd	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	3	2	6
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	2	2	4
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	2	2	4
Verdi VFD Total				74.5



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

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

DATE: May 31, 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 approval to add a standing item to the Truckee Meadows Board of Fire Commissioners Agenda to provide for updates from I.A.F.F Local 3895. (All Commission Districts)

SUMMARY

Discussion and possible approval to add a standing item to the Truckee Meadows Board of Fire Commissioners Agenda to provide for updates from I.A.F.F Local 3895.

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

PREVIOUS ACTION

None

BACKGROUND

At the May 21, 2016 Board of Fire Commissioners Meeting, Chair Kitty Jung requested this be a standing item on the Agenda so as to not limit their presentation to three minutes.

I.A.F.F Local 3895 periodically updates the Board on current events of their organization at the Board of Fire Commissioners meeting via the "Public Comment" item placed on the Agenda.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

Staff has no recommendation on this item.

POSSIBLE MOTION

A possible motion of the Board could be:

"I move to approve a standing agenda item to the Truckee Meadows Board of Fire Commissioners Agenda to provide for updates from I.A.F.F Local 3895."



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

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

DATE: June 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: Presentation and discussion of the 2016 Truckee Meadows Fire Protection District Strategic Plan. (All Commission Districts)

SUMMARY

This agenda item is presentation and discussion of the 2016 Truckee Meadows Fire Protection District (TMFPD) Strategic Plan. Staff requests the Board acknowledge and receive the plan as presented and give direction to staff.

Strategic Objective supported by this item: *Deliver effective and efficient services to the Community.*

PREVIOUS ACTION

On August 27, 2013 the Board of Fire Chief presented and reported on the Draft Strategic Plan to the Board of Fire Commissioners in his Chief's Report – No action was taken.

BACKGROUND

On March 17 and 18, 2016 - District Staff and Chair Jung and Vice-Chair Lucey met to discuss an update to the existing plan. Outcomes of the plan are contained in the report and include new prioritized objectives and a list of completed objectives (Appendix A).

The plan was developed with input from a cross-section of employees in the organization. Its development gives guidance to the District about its future work effort, priorities, and direction.

The planning process included a review of the external environment (political, financial, community development), identification of organizational strengths, weaknesses, opportunities, and threats, and the development of detailed goals, objectives, and critical tasks. Each objective was assigned a person responsible for its accomplishment and a timeline for action based on current organizational resources and needs.

This document is a plan, and like any plan – should provide for flexibility and changes based on a variety of factors. Some objectives require funding and others require cooperation from external parties. The scope of an objective and/or the date of its implementation could change based on budget constraints or other factors. The adoption of this plan does not bind the Board of Commissioners to increased funding for any particular project. It does, however, provide significant guidance to the development of future budgets.

FISCAL IMPACT

The Strategic Plan will be implemented as funding and resources are available.

RECOMMENDATION

It is recommended that the Board acknowledge and receive the 2016 TMFPD Strategic Plan as presented and provide direction to staff.

POSSIBLE MOTION

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

"Move to acknowledge and receive the 2016 TMFPD Strategic Plan as presented and provide direction to staff."

Truckee Meadows Fire Protection District

2016 Strategic Plan

**Prepared by the Truckee Meadows Fire Protection District
Strategic Planning Team**



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ACKNOWLEDGEMENTS

Emergency Services Consulting, international. (ESCI) acknowledges the Truckee Meadows Fire Protection District (TMFPD) Strategic Planning Team for their dedication and effort in developing this Strategic Plan. Special thanks go to Chief Charles Moore for his leadership and commitment to the process.

Strategic Planning Team:

- Commissioner Kitty Jung
- Charles Moore
- Tim Leighton
- Amy Ray
- Jay Cwiak
- Bill Steward
- Jon Murray
- Maureen O'Brien
- Brett Porter
- Noe Henry
- Commissioner Bob Lucey
- Joe Schum
- Randy Gates
- Ian Satterfield
- Miguel Orduna
- Jon Sieben
- Vicki Van Buren
- Erin Holland
- Alex Kukulus

PROCESS SUMMARY

The Truckee Meadows Fire Protection District (TMFPD) created its original strategic plan in 2013. Much was accomplished as a result of that work as shown by the list of completed objectives in this document's appendix. In March, 2016 the TMFPD strategic planning team met to complete a major update of the original plan.

The Truckee Meadows Fire Protection District planning team reaffirmed its clearly stated mission describing the organization's general purpose. Building on the mission, the planning team confirmed its vision for the district, thus establishing targets of excellence for the future. Recognizing that its collective personality and the values of its members enhance the organization, the planning team also revised and reaffirmed its organizational values.

An employee survey conducted in preparation for this strategic plan update was shared with the planning team and provided valuable information that helped focus the team's efforts.

The planning team reviewed the strategic initiatives, goals, and objectives established during the 2013 process. Minor changes were made to the strategic initiatives to reflect current priorities. Goals were reviewed and reaffirmed. A detailed review of all objectives was completed. Objectives that had been completed were so noted. Objectives no longer relevant were deleted. Many objectives were revised to account for changes in circumstances. Finally, new objectives were added to provide focus on current and upcoming issues.

The 2013 plan focused on completing the organizational start-up and dealt a great deal with external issues and relationships. The 2016 update focuses more energy internally to develop a stronger, and more unified, organization.

ORGANIZATIONAL BACKGROUND

ORGANIZATIONAL BACKGROUND

The Truckee Meadows Fire Protection District (TMFPD) is a full service emergency response agency providing fire prevention, structural and wildland fire suppression, technical rescue and paramedic advanced life support emergency medical services to its constituents. TMFPD was organized by Washoe County on January 25, 1971. The District began operations on July 1, 1972.

Truckee Meadows Fire Protection District is governed by an elected five-member Board of Fire Commissioners who also serves as the Board of County Commissioners. TMFPD has provided operational service to the Sierra Fire Protection District since July 1, 2012. Effective July 1, 2016, the service area of Sierra Fire Protection District will dissolve and Truckee Meadows Fire Protection District will assume the Sierra Fire District Boundary. The consolidation of both Districts creates more administrative and operational efficiency.

TMFPD employs 126 full time staff operating from 11 career stations that are staffed 24/7. The firefighting force is supplemented by 20 reserve firefighters and 60 volunteer firefighters operating from 5 volunteer stations.

The District also provides administrative and operational support to two Washoe County fire stations located in Red Rock and Gerlach.

TMFPD maintains automatic and mutual aid agreements with many local, State and Federal firefighting agencies up and down the Sierra Front.

THE MISSION STATEMENT

An organization's mission statement is intended to describe, in succinct terms, the purpose for the organization's existence. It articulates the principal reason for the organization's presence within the community.

The Truckee Meadows Fire Protection District strategic planning team reaffirmed the mission statement below.

Truckee Meadows Fire Protection District Mission Statement

***Committed to excellence, service, and the protection of
life and property in our community.***

THE VISION STATEMENTS

All successful organizations need to define where they expect to be in the future. Vision statements provide targets of excellence that the organization will strive towards and provide a basis for their goals and objectives. The following vision statements were reaffirmed for Truckee Meadows Fire Protection District.

Truckee Meadows Fire Protection District Vision Statements

We strive to be (a):

Progressive organization with highly trained and competent members that have adopted innovative service delivery systems and are focused on resolving future challenges.

Recognized as a fire and emergency services industry leader by our community, neighbors, and peers.

Invested in the protection of our community through effective education, risk reduction and response.

Dynamic organization that meets the needs of the community we serve.

Entrusted by the community to deliver the very best service with the resources provided.

VALUES

Establishing values embraced by all the organization's members is extremely important. Values are the organization's expectations of how its individual members will interact with each other and with the community. It also defines the expectations of how the organization will interact with its members. Those assembled for the Truckee Meadows Fire Protection District strategic planning process modified and reaffirmed this statement of organizational values.

Truckee Meadows Fire Protection District Values

Integrity

We are fiscally and operationally truthful with each other and the community.

Innovation

We are committed to progressive thinking, effective change and continuous improvement to benefit those we serve.

Professional Excellence

We believe in the pursuit of excellence by establishing high professional standards.

Compassion

We respect the diversity of our community by providing compassion and quality service to all.

Service

We look for opportunities to serve and empower our employees to take action and do the right thing.

Stewardship

We embrace stewardship through responsible planning and management of our resources to establish and maintain a sustainable organization.

We fulfill our mission by being accountable to our community, our district, to one another, and to ourselves.

STRATEGIC INITIATIVES

The development of mission, vision, values, and key organizational concerns helped clarify the important work to be done moving forward. The following strategic initiatives provide general descriptions of the organization's priorities for the coming years. The work effort to accomplish these priorities is further defined in goals and objectives to follow. Each strategic initiative is associated with the goal it is intended to help accomplish.

- *Improve the quality and consistency of service delivery to the community.*
- *Develop and/or improve service delivery partnerships with other agencies.*
- *Explore additional revenue opportunities.*
- *Enhance community outreach and public information.*
- *Develop programs to ensure the district's community image remains positive (branding).*
- *Improve the quality and reliability of volunteer service delivery.*
- *Improve services to internal customers.*
- *Improve internal communications to ensure full and accurate information is available to all employees.*
- *Improve community risk reduction capabilities and results.*
- *Leverage technology to improve the quality and efficiency of services.*
- *Develop plans to add, replace, or improve equipment, apparatus, and facilities.*
- *Review staff workload to determine if additional staff is needed and/or workload should be reassigned.*
- *Explore alternate sources of county provided support services.*
- *Explore opportunities to influence regional land use planning and annexation.*
- *Enhance employee health and wellness programs.*
- *Take an active role in discussion of future fire service delivery within the region.*
- *Improve response effectiveness through dispatch process improvements.*
- *Improve data collection and analysis to support decision making.*
- *Improve the district's resistance to natural and man-made disasters.*

GOALS AND OBJECTIVES

In order to achieve the mission and vision of Truckee Meadows Fire Protection District, realistic goals and objectives must be established. Goals and objectives are necessary to provide the individual members with clear direction.

The strategic planning team set priorities for the accomplishment of specific objectives. Those that carried higher priorities are scheduled for completion first and lower priority objectives scheduled later. Overall these goals and objectives provide very specific timelines for the next several years and more general timelines beyond that.

The leadership of Truckee Meadows Fire Protection District should meet periodically to review progress towards these goals and objectives and adjust timelines and specific targets as needs and the environment change.

As goals and objectives are management tools, they should be updated on an ongoing basis to identify what has been accomplished and to note changes within the organization and the community. The attainment of a performance target should be recognized and celebrated to provide a sense of organizational accomplishment.

Goal 1 – Develop an effective organization responsive to the needs of its members and the community it serves.

Strategic Initiatives:

- *Improve services to internal customers.*
- *Improve internal communications to ensure full and accurate information is available to all employees.*
- *Review staff workload to determine if additional staff is needed and/or workload should be reassigned.*
- *Explore alternate sources of county provided support services.*
- *Enhance employee health and wellness programs.*
- *Improve the district's resistance to natural and man-made disasters.*
- *Improve data collection and analysis to support decision making.*

Objective 1-A Improve the District's logistical support system to improve daily and incident related supply needs (see objective 1-B).

Timelines **FY 18-19 to FY 19-20**

Responsibility **Leighton/Cirone**

Supporting

Critical Tasks:

1. Research computer inventory programs for ordering and to track inventory.
2. Create an asset management system:
 - a. Expendable items
 - b. Depreciating items and values
3. Develop an approved agency specific purchasing policy.
4. Develop and publish par counts and reorder points for supplies in facilities.
5. Explore options to improve the system for commodity distribution.

Objective 1-B Assess existing archived hard copy records management practices and storage systems, identify improvements needed, and implement changes.

Timelines **FY16-17 to FY17-18**

Responsibility **O'Brien**

Supporting

Critical Tasks:

1. Define project parameters and requirements to ensure legal compliance and that District standards are met.
2. Define timelines for project activities:
 - a. review and evaluation of existing hard copy records,
 - b. identification of records to destroy,
 - c. convert to digital format or maintain in hard copy format.
3. Develop a plan for implementing a comprehensive, modern records storage system for storage of digitized and hard copy archive records.
4. Develop a maintenance plan to ensure all archived records are maintained in compliance with established records management practices and storage system.

Objective 1-C **Increase efficiency in field incident reporting, pre-fire planning, inspection, and EMS reporting through updated software and technology.**

Timelines **FY 16-17 to FY 17-18**

Responsibility **Kukulius/Ray with POC and EPCR notes**

Supporting **Hyde/Schum**

Critical Tasks:

1. Evaluate and identify current software and hardware capabilities and limitations.
2. Identify alternatives or additional software and hardware to increase efficiencies in field reporting for inspection and EMS activities.
3. Work with IT to integrate new programs with existing systems.
4. Obtain staff training on utilization of new systems.

Objective 1-D **Improve the District's internal and external communications systems.**

Timelines **FY 16-17 - ongoing**

Responsibility **Moore/Holland**

Supporting

Critical Tasks:

1. Develop reports for monthly, quarterly and yearly District updates to provide consistent and timely information to all personnel.
2. Develop and implement a District Newsletter.
3. Establish procedures that promote open communication laterally and through the chain of command.
4. Create an internal website to share information within the organization
5. Adopt the concepts of Crew Resource Management in both emergency and non-emergency activities.
6. Enhance the external website to provide additional information to the community.

Objective 1-E **Develop community service opportunities for citizens.**

Timelines **FY 18-19**

Responsibility **Ray**

Supporting

Critical Tasks:

1. Identify District activities that could benefit from community service volunteers.
2. List resources that will be needed to support a community service volunteer program.
3. Review the program with the District Attorney's office to identify legal and risk issues.
4. Develop advertising to solicit community service volunteers.
5. Develop a selection process for the program.

Objective 1-F Develop a Health and Wellness program for the District to improve health, wellness, and safety of employees.

Timelines **FY 16-17 to FY 20-21**

Responsibility **Kukulus**

Supporting **Cwiak, Kutz**

Critical Tasks:

1. Designate a District Health & Wellness Officer and committee.
2. Research existing programs being used by other fire agencies.
3. Create a comprehensive program including associated policies and regulations.
4. Conduct a needs analysis for exercise equipment and wellness activities.
5. Secure funding to provide for the needs identified for the District.
6. Integrate health and wellness program activities into the District's training program and schedule.
7. Establish a mental wellness program that ensures confidential accessibility to mental health assistance.
8. Establish a District CISM Team: (J. Cwiak/R. Larkin)
 - a. Develop a policy for managing significant injury and death
9. Evaluate implementing a chaplaincy program.
10. Analyze the success of the health and wellness program through data analysis of pre and post program injuries and illnesses.

Objective 1-G Assess the staff workload to ensure workload is reasonable, balanced, and meets the District's needs.

Timelines **FY 16-17**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Identify job duties, priorities, and timeline of responsibilities for each position.
2. Review and analyze organizational structure to identify staffing needs for current and future work load for administration, fire prevention and fire operations.
3. Determine any opportunities for consolidation or reorganization within the current organizational structure.
4. Identify funding sources for any recommended staff additions.

Objective 1-H Develop a comprehensive recruitment plan to ensure our continued ability to attract and recruit a competent, diverse, and progressive workforce.

Timelines **FY 16-17 to FY17-18**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Identify existing challenges in attracting qualified candidates for TMFPD classifications.
2. Identify solutions for improvement.
3. Develop recruitment marketing materials that will attract candidates from a broader geographic area.
4. Develop a recruitment outreach plan to encourage young people to consider fire service as a career.

Objective 1-I Develop and initiate programs to ensure longer retention of TMFPD employees.

Timelines **FY 16 - ongoing**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Develop and conduct an internal employee survey to identify organizational issues and concerns that cause employees to seek employment elsewhere
2. Identify existing challenges to retaining employees.
3. Identify solutions for improvement.
4. Develop a comprehensive employee and volunteer recognition program
 - a. Review programs in place in other organizations.
 - b. Survey District personnel to identify recognition elements that would be meaningful.
 - c. Develop an employee and volunteer recognition procedure describing the program:
 - i. Recognition methods
 - ii. Nomination procedures
 - iii. Other

Objective 1-J Evaluate fleet maintenance and repair processes and identify needed improvements.

Timelines **FY16-17 - Ongoing**

Responsibility **Leighton**

Supporting

Critical Tasks:

1. Evaluate the current shop facility for location, workflow, space, and size for current and future needs.
2. Evaluate the number and qualifications of shop personnel in relationship to current and projected workloads.
3. Identify and evaluate possible alternatives to provide fleet maintenance and repair services.
4. Complete a cost/benefit analysis of each alternative compared to the current system.

Objective 1-K **Evaluate opportunities for managed competition for services provided to the District by outside sources.**

Timelines **FY 16 - ongoing**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Identify services being provided to TMFPD by sources outside the District.
2. Identify alternate sources for these services.
3. Develop a cost/benefit analysis for each source of the services.
4. Modify agreements to reflect the outcome of the cost/benefit analysis.
5. Implement the results of the cost/benefit analysis.

Objective 1-L **Complete a full review and reorganization of District policies, rules/regulations, and guidelines.**

Timelines **FY 16-17 to FY 18-19**

Responsibility **Moore/Leighton**

Supporting **Schum**

Critical Tasks:

1. Define the difference between policies, rules/regulations, and guidelines.
2. Identify and evaluate current policies and procedures to determine if they need to be reclassified.
3. Catalog and reformat the refined documents.
4. Review and update all policies, rules/regulations, and guidelines. (Best Practices)
5. Establish a procedure to complete a regular review and update of all policies, rules/regulations, and guidelines.

Objective 1-M **Develop systems to improve labor/management relations**

Timelines **FY 16-17 - ongoing**

Responsibility **Moore/Local 3895/Chief Officer's Association**

Supporting

Critical Tasks:

1. Establish and define the charter of a labor/management committee
2. Attend the IAFF/IAFC Labor Management Initiative training
3. Establish guidelines for communicating issues and concerns within the organization
4. Develop systems to report labor/management discussions and results to the organization
5. Develop methods to communicate the policy views of the Commissioners to the organization

Objective 1-N Reinforce the importance of the TMFPD Mission, Vision, and Values within the organization

Timelines FY 16-17

Responsibility Moore/HR Specialist

Supporting Holland

Critical Tasks:

1. Publish and display the mission, vision, and values in all work locations
2. Include training on the meaning and importance of the mission, vision, and values in the new recruit academy, new employee orientation, and periodically during ongoing training
3. Develop criteria within the employee performance review to evaluate adherence to the mission, vision, and values
4. Develop a process to recognize excellent examples of living the mission, vision, and values through the employee recognition system

Objective 1-O Evaluate management and support staffing for the EMS program to determine if additional assistance is needed

Timelines FY 16-17 to FY 17-18

Responsibility Training Division/EMS Chief

Supporting

Critical Tasks:

1. Review work requirements and current staffing capability in the following areas:
 - a. Program management
 - b. Quality assurance/quality improvement efforts
 - c. Initial and ongoing training
 - d. Equipment and supplies
 - e. Medical director coordination
2. Based on the review, determine the gap between staffing capability and program requirements.
3. Identify a staffing plan to ensure the program's effectiveness.
4. Develop and submit budget proposals to implement the staffing plan

Goal 2 – Effectively manage the organization’s financial and capital resources to ensure its long-term financial stability.

Strategic Initiatives

- *Explore additional revenue opportunities.*
- *Develop plans to add, replace, or improve equipment, apparatus, and facilities.*
- *Explore opportunities to influence regional land use planning and annexation.*

Objective 2-A Develop a comprehensive master plan for District facilities.

Timelines FY17-18 to FY 18-19

Responsibility Moore/Board of Fire Commissioners

Supporting

Critical Tasks:

1. Develop minimum criteria for facilities condition and amenities.
2. Perform a condition assessment and risk analysis of District’s facilities.
3. Determine what maintenance will be provided internally versus outsourcing.
4. Develop a maintenance/improvement plan for each station.
5. Prioritize the plan based on need and funding sources.
6. Develop a station manual that is the knowledge data base for the facility (All career and volunteer stations).

Objective 2-B Identify alternatives that will reduce the impacts of annexation of District territory.

Timelines FY 17-18 - ongoing

Responsibility Moore

Supporting

Critical Tasks:

1. Identify existing statutory limitations and authority of other jurisdictions to annex TMFPD properties.
2. Identify the potential impact on the District’s finances resulting from annexation.
3. Propose legislative changes to minimize the impact of annexation on TMFPD.
4. Acquire a sponsor for legislation during an upcoming legislative session.

Objective 2-C Develop and implement a grant management team.

Timelines FY 17-18

Responsibility Ray/Cwiak

Supporting

Critical Tasks:

1. Define expectations and desired outcomes of the grant program.
2. Draft grant solicitation guidelines identifying criteria to be used to decide whether or not to apply for a grant.
3. Assign and train the team members as needed.
4. Develop a list of grant opportunity notification sources.
5. Develop a procedure to notify the grant writing team of available grant opportunities, prepare applications, and submit grant requests.

Objective 2-D **Obtain software to report and track repair and maintenance of District apparatus, stations, vehicles and equipment.**

Timelines **FY 16-17 to FY 17-18**

Responsibility **Leighton/Murray**

Supporting

Critical Tasks:

1. Conduct a needs assessment for computerized records keeping support.
2. Research the availability and cost of repair and maintenance software for fire apparatus, stations, and equipment.
3. Select and purchase the best product.
4. Provide training to personnel on the use of the software.

Goal 3 – Deliver effective and efficient services to the community.

Strategic Initiatives

- *Improve the quality and consistency of service delivery to the community.*
- *Develop and/or improve service delivery partnerships with other agencies.*
- *Improve the quality and reliability of volunteer service delivery.*
- *Leverage technology to improve the quality and efficiency of services.*
- *Improve response effectiveness through dispatch process improvements.*
- *Take an active role in discussion of future fire service delivery within the region.*

Objective 3-A **Increase TMFPD's presence at special events and establish TMFPD's role as the emergency management lead agency.**

Timelines **FY 16-17 - ongoing**

Responsibility **Ray/Leighton**

Supporting

Critical Tasks:

1. Determine which community events would benefit from the presence of District's personnel.
2. Seek new community events for District's participation.
3. Identify services, costs and reimbursement process for providing event standby.
4. Work with other partners to establish an appropriate ICS structure for event standby.
5. Complete training with partner agencies.

Objective 3-B **Expand the regional automatic aid system.**

Timelines **FY 17-18 to FY 18-19**

Responsibility **Leighton/Moore**

Supporting

Critical Tasks:

1. Establish a working group made up of representatives from regional fire agencies.
2. Review current automatic aid provisions and identify additional response types that would benefit.
3. Seek extension of the state statute regarding automatic aid by the legislature.
4. Request that the legislature expand automatic aid to include additional priority incident types.
5. Encourage the working group to explore the benefits of true AVL based closest unit dispatch.

Objective 3-C Develop training and safety programs that meet the needs of District staff.

Timelines **FY 16-17 to FY 17-18**

Responsibility **Leighton/Ray/Training Chief**

Supporting

Critical Tasks:

1. Define the responsibilities of the training and safety function.
2. Determine staffing needs to meet the responsibilities of the training and safety function
3. Conduct an organizational training needs assessment.
4. Identify facilities, equipment, and material needed to meet District training requirements.
5. Develop a training accountability process.
6. Develop a short-term and long-term training plan.
7. Develop a comprehensive budget.

Objective 3-D Identify and develop a training and education plan for each position and assignment.

Timelines **FY 17-18 to FY 18-19**

Responsibility **Moore/Succession Planning Committee/Training Chief**

Supporting

Critical Tasks:

1. Identify each position and assignment within the organization. Review actual job duties and qualifications for each position and assignment.
2. Develop and update required knowledge, skills and abilities for each position and assignment.
3. Identify available training and education resources.
4. Review and revise policies and procedures that are currently in place for employees to access available opportunities.
5. Create curriculum if not already available.
6. Determine program delivery methods.
7. Document the training plan that has been implemented for each position or assignment.

Objective 3-E Execute a formal workforce plan for employee development and succession planning inclusive of coaching, job shadowing, and mentoring.

Timelines **FY 17-18 to FY 18-19**

Responsibility **Moore/Succession Planning Committee**

Supporting

Critical Tasks:

1. Assess District attrition trends and develop a needs assessment for future positions.
2. Review and revise as needed the education and experience requirements for each position and function.
3. Identify and publish sources for identified educational requirements.
4. Build and implement an experience development program.
5. Identify and train potential mentors within respective classifications.
6. Develop a system to assign personnel into the program.
7. Formalize and implement a mentor program to include all levels.

Objective 3-F Explore regional training opportunities to enhance efficiency and interoperability between regional agencies.

Timelines FY 17-18

Responsibility EMS/Training Chief

Supporting

Critical Tasks:

1. Identify regional training opportunities and partners.
2. Coordinate training schedules with interested partners.
3. Initiate partnerships for training and assign a schedule for training development and delivery.

Objective 3-G Validate the District's training programs through accreditation to become a regional leader in training, education, and personnel development.

Timelines FY 19-20 to FY 20-21

Responsibility Training Chief/Heikka

Supporting

Critical Tasks:

1. Evaluate the costs and benefits of obtaining a CPAT Charter.
2. Research and secure EMS education and training program accreditation:
 - a. Be affiliated with TMCC
 - b. Certify with state EMS Office
 - c. Certify with National Registry
3. Research and secure fire education and training program accreditation.

Objective 3-H Evaluate incident management practices and personnel qualifications at large and small scale incidents.

Timelines FY 17-18 to FY 18-19

Responsibility Leighton/Training Chief

Supporting

Critical Tasks:

1. Identify current incident management capabilities, organizational needs, and training gaps.
2. Make available large-scale incident management training.
3. Facilitate position qualification as identified by the Nevada Incident Command Certification System through available training and deployment through the State Fire and Rescue Mutual Aid.
4. Provide necessary training, develop appropriate procedures, and implement recommended option.
5. Review current practices to ensure standardization of terminology and revise as needed.

Objective 3-I **Evaluate functionality, service, efficiency, and effectiveness of current dispatch services.**

Timelines **FY16-17 - ongoing**

Responsibility **Leighton**

Supporting

Critical Tasks:

1. Form a review committee with all agencies represented.
2. Determine standards of best national practices for dispatch services.
3. Compare these standards against current dispatch center performance.
4. Identify solutions to improve performance.
5. Determine feasibility and costs to implement solutions.
6. Develop an implementation plan.

Objective 3-J **Develop a comprehensive Standards of Coverage and Deployment (SOC) plan**

Timelines **FY 17-18**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Retain the services of a qualified consultant to prepare a draft SOC.
2. Provide project support, necessary information, and data as required
3. Facilitate stakeholder input activities to ensure TMFPD understands its customers' expectations.
4. Present the SOC to the Board for review and approval

Objective 3-K **Explore cooperative efforts with REMSA and other regional EMS providers that will benefit patient outcomes and minimize impacts on District operations.**

Timelines **FY 17-18 - ongoing**

Responsibility **Moore/Kammann/EMS Chief**

Supporting

Critical Tasks:

1. Review and revise as needed the practice of sending firefighters on REMSA ambulances for critical patients.
2. Discuss the opportunity to include District paramedics in the REMSA community paramedic program.
3. Establish a joint QA/QI review process.
4. Work with REMSA and other regional EMS providers to improve data collection and analysis of patient outcomes.
5. Develop procedures to ensure all patient care information is provided to the primary care facility.
6. Conduct a review of electronic patient charting programs in use and determine if a common system can be developed or interfaces created between different systems.

Goal 4 – Develop a safe community through proactive fire prevention, public safety education, and hazard mitigation.

Strategic Initiatives

- *Improve community risk reduction capabilities and results.*

Objective 4-A **Provide CPR, first aid training and child safety seat inspections to community members.**

Timelines **FY 17-18 to FY18-19**

Responsibility **Henry/EMS Chief**

Supporting

Critical Tasks:

1. Determine logistics to provide training.
2. Develop and adopt a training curriculum.
3. Prepare cost analysis and identify methods for cost recovery.
4. Develop methods to determine the need and effectiveness of District's community trainings
Research dedicated training facility and or a mobile delivery system.
5. Create a list of certified instructors.
6. Determine the source of funding.
7. Develop advertising.

Objective 4-B **Establish a TMFPD Community Risk Reduction Team**

Timelines **FY 17-18**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Identify the charter, purpose and scope of work for the team
2. Solicit TMFPD employees to identify those interested in being part of the team
3. Identify outside agency partners that could provide team members
4. Select team members and provide training on the team's charter purpose and scope

Objective 4-C **Leverage the Home Owners Associations, and other established neighborhood groups to assist with the public education messaging.**

Timelines **FY 18-19**

Responsibility **Community Risk Reduction Team**

Supporting

Critical Tasks:

1. Develop community specific outreach messages in cooperation with local partners.
2. Create an email distribution list.
3. Utilize volunteers for distribution of public education.

Objective 4-D Develop comprehensive school programs for fire prevention and safety education to ensure the students are fully informed about fire and life safety.

Timelines **FY 18-19**

Responsibility **Community Risk Reduction Team**

Supporting

Critical Tasks:

1. Create a program for fire prevention and education for delivery to the schools in the District.
2. Meet with school board officials to stress the importance of fire safety and a proposed program for education.
3. Explore and implement technology opportunities to deliver fire safety messages.
4. Identify funding resources for the program and associated materials.
5. Implement a program to educate students on fire safety and the consequences of youth set fires annually.

Objective 4-E Develop fire and medical risk reduction programs for adult groups and community groups.

Timelines **FY 18-19**

Responsibility **Community Risk Reduction Team**

Supporting

Critical Tasks:

1. Create a program for fire safety education, EMS risk reduction, and hazard and emergency preparation for presentation to the adult population and community groups within the District.
2. Identify target groups that may require additional assistance or education.
3. Provide information on fire safety, EMS, risk reduction and hazard and emergency preparation on the District website and through PSA's.
4. Identify and secure funding for the program and associated materials.
5. Work with associated community groups (COOP Extension) for education and coordination.

Objective 4-F Improve and expand the engine company inspection program and complete pre-plans for all target hazards in the district.

Timelines **FY 16-17 to FY 18-19**

Responsibility **Schum/Ray**

Supporting

Critical Tasks:

1. Create an engine company inspection program to include mobile reporting and data collection.
2. Evaluate the businesses and target hazards within the District to determine numbers and occupancies.
3. Create policy, rules/regulations or guidelines to outline the program.
4. Provide training to the engine companies for the inspection program, pre-plans and target hazard reporting.
5. Identify funding sources for software and/or hardware to support the program.
6. Implement the program within the District.

Objective 4-G Evaluate the plan review process to increase efficiency by identifying issues and making changes.

Timelines FY 17-18 - ongoing

Responsibility Ray

Supporting

Critical Tasks:

1. Evaluate the current submission processes to identify issues and inefficiencies.
2. Identify changes to the system that will increase efficiency and speed the submission and review process.
3. Implement the revised submission and review process, fee collection and permitting.
4. Provide information to developers that describe the plan submission and review process, fees, and permit requirements.

Objective 4-H Ensure new development provides support for expanded fire services through developer provided infrastructure (stations, equipment, etc.).

Timelines FY 17-18 - ongoing

Responsibility Moore/Ray/Van Buren

Supporting

Critical Tasks:

1. Identify the statutory requirements for developer support for fire services.
2. Evaluate developments for impact on fire services and if the impact should be mitigated by developer support.
3. Develop a procedure for the developer support review and determination process.
4. Provide information to developers about their responsibilities and the procedures for fire service impact mitigation through developer support.

Objective 4-I Develop and implement a comprehensive fuels management program to reduce the risk of wildfire.

Timelines FY 18-19 to FY 19-20

Responsibility Community Risk Reduction Team

Supporting Volunteer Program Coordinator

Critical Tasks:

1. Define the full scope of the fuels management program
2. Define the geographic area to be included in the program
3. Determine staffing needs to effectively operate the program
4. Identify potential partners and develop working agreements with them for their program support
5. Determine budgetary requirements and funding sources

Goal 5 – Maintain close and effective communications with the public and policy makers.

Strategic Initiatives

- *Enhance community outreach and public information.*
- *Develop programs to ensure the district's community image remains positive (branding).*

Objective 5-A Develop a comprehensive community outreach and public information program.

Timelines **FY 17-18 – On-going**

Responsibility **Holland/County Media Staff/Ray**

Supporting

Critical Tasks:

1. Develop an external communication plan that identifies:
 - a. Target audience
 - b. Methods of transmitting information to the audience
 - c. The messages and information to be delivered
2. Develop a comprehensive website that provides useful information to the public.
3. Develop a TMFPD brand and graphic standards
4. Develop and implement a web-site for TMFPD separate from the Washoe County system
5. Develop a media plan:
 - a. Code N Policy-request media presence at any incident
 - b. Social and digital media policy
6. Develop a schedule to meet annually with HOAs, CABs and GIDs.
7. Identify whether public information services can be provided with current staff or if a dedicated position should be funded.

Objective 5-B Develop a comprehensive annual report of the District's experience.

Timelines **FY 16-17**

Responsibility **Moore**

Supporting

Critical Tasks:

1. Develop an outline for the annual report.
2. Assign the preparation of information for each section to appropriate staff.
3. Identify where and to whom the Annual Report will be provided.
4. Publish and distribute the Annual Report.
5. Create an avenue for citizen feedback.

Objective 5-C **Develop a directory of District resources available to citizens.**

Timelines **FY 17-18**

Responsibility **Holland/County Media Staff**

Supporting

Critical Tasks:

1. Develop a complete list of services and resources available to citizens.
2. Identify internal contacts for each service and resource.
3. Make the service, resource, and contact list available on the District's website.

PERFORMANCE OBJECTIVES AND TARGETS

To establish the Truckee Meadows Fire Protection District's ability to measure its success, the following performance measures and targets have been established. By evaluating and monitoring these measures the District can determine the success of its efforts, identify needed changes in program and service delivery, and better direct its resources on behalf of the community. This section will be completed during the development of the Standards of Coverage and Deployment Plan.

1. First-due response time:

Suburban: The first response unit capable of initiating effective incident mitigation should arrive within 10 minutes, 85 percent of the time from the receipt of call.

Actual:

Rural: The first response unit capable of initiating effective incident mitigation should arrive within 20 minutes, 85 percent of the time from the receipt of call.

Actual:

Frontier: The first response unit capable of initiating effective incident mitigation should arrive as soon as practical based on the best effort of response forces.

Actual:

2. Full effective response force response time:

Suburban: The full effective response force to a moderate risk incident should arrive within 20 minutes, 85 percent of the time from the receipt of call.

Actual:

Rural: The full effective response force to a moderate risk incident should arrive within 30 minutes, 85 percent of the time from the receipt of call.

Actual:

Frontier: The full effective response force to a moderate risk incident should arrive as soon as practical based on the best effort of response forces.

Actual:

3. The loss to fire should not exceed X percent of total District property value based on an average of the past five years

Actual:

4. The loss to fire in commercial property should not exceed X percent of the value of structures involved in fire based on an average of the past five years.

Actual:

5. The loss to fire in residential property should not exceed X percent of the value of structures involved in fire based on an average of the past five years.

Actual:

6. The number of fires occurring in commercial property should not exceed X per 1,000 commercial occupancies based on an average of the past five years.

Actual:

7. The number of fires occurring in residential property should not exceed X per 1,000 residential occupancies based on an average of the past five years.

Actual:

8. Loss of life to fire should not exceed X per 100,000 population based on an average of the past five years.

Actual:

Appendices

Appendix A – Completed Objectives

The following objectives were completed during the time between the development of the 2013 Strategic Plan and the update completed in 2016.

- | | |
|---------------|---|
| Objective 1-B | Develop an inventory management system for EMS supplies to ensure required equipment and supplies are up to date and available for resupply. |
| Objective 1-E | Enhance the District's data processing and analysis capabilities to provide detailed District statistics to make data driven decisions and drive quality improvement processes. |
| Objective 1-H | Develop an internship program to support District needs. |
| Objective 1-I | Review and improve the District's medical director services and contract. |
| Objective 1-K | Conduct a safety needs analysis of District apparatus, equipment, stations and personnel in accordance with appropriate regulations and standards. |
| Objective 2-B | Develop, recommend, and implement a fleet design and replacement plan. |
| Objective 2-C | Develop and implement an apparatus and equipment testing program in accordance with industry standards and practices. |
| Objective 2-D | Develop an inventory, maintenance, replacement program for all 800 MHz, UHF and VHF radios. |
| Objective 2-E | Implement the Standardization Committee recommendations for equipment and apparatus. |
| Objective 2-F | Improve the working relationship with Community Development and other agencies to ensure the District is fully involved in land use planning and annexations. |
| Objective 2-I | Initiate programs to ensure long-term fiscal sustainability to ensure uninterrupted services. |
| Objective 2-L | Identify revenue opportunities and implement cost recovery/billing program for Fire, Prevention, EMS and Rescue operations. |
| Objective 2-N | Identify alternatives that would stabilize and improve District tax revenues. |
| Objective 2-O | Combine TMFPD and SFPD into one district to eliminate identity issues and to provide one tax base, creating cost savings and greater efficiencies. |
| Objective 3-B | Develop and implement a reserve firefighter program to supplement staffing levels within the District. |

Truckee Meadows Fire Protection District – Strategic Plan

- Objective 3-E Develop an emergency call back system that is readily accessible to supervisory personnel.
- Objective 3-G Improve radio communications coverage and training.
- Objective 3-H Provide regular communications and joint training to improve District/cooperator incident operations.
- Objective 3-I Integrate TMFPD into the Washoe County Emergency Management Plan to fully define Truckee Meadows Fire Protection District's responsibility, response, communications, and access to resources in a disaster event.
- Objective 3-O Identify opportunities for regional collaboration for recruitment, testing, and training academies including revisions to the District's entry level physical agility process for new hires.
- Objective 3-P Offer classes through the Regional Training Center that will provide internal and external personnel additional training and certification opportunities.
- Objective 3-Q Identify satellite training facilities within District boundaries to enhance training opportunities for District personnel and regional partners.
- Objective 3-V Explore the benefits of an Automatic Vehicle Locator system for dispatching the closest resources to incidents as part of the Tiburon Dispatch upgrade.
- Objective 3-Z Explore the possibilities to form joint regional special response teams.
- Objective 3-AA Perform an evaluation of hazardous materials training, equipment, and staffing.
- Objective 3-BB Collect data and make appropriate changes to positively affect the District's ISO rating.
- Objective 3-DD Evaluate the District's ALS program to ensure adequate long-term staffing of firefighter/paramedics.
- Objective 3-EE Establish a cooperative program with Washoe County Health District (WCHD) involving other Washoe County departments to disperse vaccines and medications in the event of a need for mass immunization and care clinics.
- Objective 4-F Adopt ordinances, policies and a fee schedule for fire code enforcement within the District.
- Objective 4-G Identify innovative fire safe design concepts for use within the District's service area.
- Objective 4-H Increase collaboration with other regional partners for prevention, education, investigation, and community outreach.
- Objective 4-I Work with the County to establish a pre-application/construction conference process.

Appendix B – Strengths, Weaknesses, Opportunities, and Threats

The following pages describe the Strengths, Weaknesses, Opportunities, and Threats assessment that were completed in the original 2013 Strategic Plan.

STRENGTHS

It is important for any organization to identify their strengths in order to assure they are capable of providing the services requested by customers and to ensure that strengths are consistent with the issues facing the organization. Often, identification of organizational strengths leads to the channeling of efforts toward primary community needs that match those strengths. Through a consensus process, the strengths of Truckee Meadows Fire Protection District were identified.

Strengths of Truckee Meadows Fire Protection District

- We have an opportunity to build and shape our district.
- We are currently fiscally responsible and stable.
- We currently have a strong relationship between management, labor, BOFC and customers.
- The majority of our employees are inspired, motivated, and dedicated.
- We just hired new employees and will hire more in the future.
- We have started the process of replacing first out apparatus.
- We are increasing our EMS level of service delivery. Great support by our medical director.
- We are building a strategic plan and a road map for the future.
- We have strong relationships with most of our adjoining departments and agencies.
- We are the district that people want to work for. We should be very proud of that.
- Everyone that works for us has something to bring to the table. We are diverse.
- We have a resource pool with county; HR, GIS, radio, etc.
- Dispatch relationship has improved. EMD will take us to a new level.
- We have overcome many challenges that have been put before us. The district stand-up is a great example.
- We are not consolidated with Reno.
- We have a proactive prevention program.
- We have a logistics program that is developing and growing.
- We have improved relationships with the VFDs since the deconsolidation.
- We have removed watch order #19.
- We have a motivated training division.

WEAKNESSES

Performance or lack of performance within an organization depends greatly on the identification of weaknesses and how they are confronted. For any organization to either begin or to continue to move progressively forward, it must not only be able to identify its strengths, but also those areas where it does not function well or not at all.

Weaknesses of Truckee Meadows Fire Protection District

- Inequality in skill levels prevents seamless interoperability.
- Volunteer autonomy prevents seamless interoperability.
- Inadequate internal communications system creates false information adversely affecting morale.
- Our training needs exceed our delivery capacity.
- Political boundaries prevent the best service delivery (boundary drop auto aid).
- Our logistical needs exceed our capacity.
- We do not fully leverage individual talents. This causes stress.
- Lack of volunteer unity and leadership creates isolation throughout the organization.
- The inter-local agreement with the County hampers the District in its efforts to be as efficient as possible.
- Citizens don't understand the branding (our story). This leads to confusion and lack of understanding.
- Records and files are all over the place. Can't access information easily. Inefficient.
- Hiring process is slow which causes excessive time in open vacancies.
- Software processes are complex and creates stress and inefficient processes.
- Lack of full radio interoperability between career and volunteer personnel causes loss of communications.
- Our fire prevention, education, and community outreach needs exceed our capacity.
- Fleet maintenance processes have created quality control and safety issues.
- Condition of some fire stations create health and safety concerns.
- Lack of fitness of some volunteers creates health and safety issues.

OPPORTUNITIES

Many things exist as unrealized opportunities for the organization. The focus of opportunities is not solely on existing service, but on expanding and developing new possibilities both inside and beyond the traditional service area. Many opportunities exist for Truckee Meadows Fire Protection District.

Opportunities for Truckee Meadows Fire Protection District

- Enhanced community outreach within the district through risk reduction programs.
- Succession planning through coaching and mentoring programs.
- Independence as a fire district; separate from the county and with an independent board of fire commissioners.
- Acquiring additional revenue streams through cost recovery billing (prevention, fire, EMS, rescue).
- Obtain local, state, and federal grants for equipment, staff, and training. Consider assigning a grant writer.
- Obtain separate administration building to reduce financial costs, take advantage of the market, and move closer to the district boundaries.
- Explore regional opportunities for training, special teams, etc.
- Provide EMS transport service to enhance revenue, staffing, and service.
- Ensure new development provides support for expanded fire services through developer provided infrastructure (stations, equipment, etc).
- Increase staffing levels through use of auxiliary (reserve) personnel.
- Regional collaboration for recruitment, testing, and training.
- Increase safety through fire code development and enforcement.
- Increase collaborative service delivery in outlying areas through joint ventures with other service providers.
- Additional regional training offerings at RTC. Considering assuming the center if TMCC withdraws.
- Explore a seasonal program for wildland fire protection.
- Increase collaboration with other regional partners for prevention, education, investigation, and community outreach.
- Expand regional teams for WET, HAZMAT, CODE, INVEST.
- Develop policy, procedure and training standards for the volunteer organizations.
- Develop universal volunteer program – one united agency district wide – TMFPD volunteers.
- Upgrade technology including field incident reporting, pre fire planning, inspections, EMS reports, AVL/GPS.
- Support dispatch implementation of EMD for better prioritization of incidents and data collection.
- Strategic placement of stations and staffing based on community needs.
- Develop a streamlined inventory control system for supplies (EMS, prevention, etc).
- Increase administration staff to support district functions.
- Increase level of service through equipment purchases. Ensure CIP plans are current.
- Enhance community safety through development opportunities and innovative design concepts, particularly in outlying areas.

- Develop positive relationships with business owners and developers to discourage annexation.
- Address annexation through the legislative process.
- Restructure of tax base and collection and utilization.
- Combine TMFPD and SFPD into one legal district to recapture tax abatement.
- Establish a wildland division to better manage and respond to wildfires.

THREATS

There are conditions in the internal and external environment that are not under the organization's control. However, by being aware of them, the organization can develop plans and programs to either mitigate or respond when a threat becomes reality. By recognizing possible threats, an organization can greatly reduce the potential for loss.

Threats to Truckee Meadows Fire Protection District

- Annexation of commercial and residential tax income.
- Natural disasters will likely strain resources.
- Limitations in current ad valorem tax rates limit recovery
- Recession which impacts financial stability.
- Too small of an emergency fund.
- REMSA reduces or stops service.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT Board Meeting Date: June 21, 2016

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

DATE: June 10, 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 approval of a Scope of Work Plan to review and update the District's Standard of Cover. (All Commission Districts)

SUMMARY

This item is discussion and possible approval of a Scope of Work Plan to review and update the District's Standard of Cover. r (SOC). Staff solicited a proposal from ESCI to conduct the study for the reason the firm is most familiar with District operations and ESCI prepared the previous SOC in 2011/2012.

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

PREVIOUS ACTION

In 2011 and 2012, the Board of Fire Commissioners and Board of County Commissioners adopted a Regional Standard of Cover.

BACKGROUND

This study is intended to review the current service levels provided by the District to include:

1. Describe the current service level and delivery infrastructure
2. Review staff distribution
3. Review Administration and support staffing levels
4. Review Operational staffing levels
5. Review staff allocation to various functions and divisions
6. Review current or draft performance goals, objectives and measures.

Review of this proposal provides the Board the opportunity to direct staff to include any additional items for the study.

The project is proposed to commence in the September.

FISCAL IMPACT

The proposed cost for this work is \$36,934 inclusive of expenses. Funds for the study have been allocated in the FY 16/17 budget.

RECOMMENDATION

Staff recommends the Board direct staff to approve a Scope of Work Plan to review and update the District's Standard of Cover.

POSSIBLE MOTION

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

"I move to direct staff approve a Scope of Work Plan to review and update the District's Standard of Cover."

2016

Truckee Meadows Fire Protection District

STANDARD OF COVER AND DEPLOYMENT PLAN



Emergency Services
Consulting International

Honesty | Integrity | Service

Letter of Submittal

March 30, 2016

Chief Charles Moore
Truckee Meadows Fire Protection District
1001 East Ninth Street, Building D, Second Floor
Reno, NV 89520

Emergency Services Consulting International (ESCI) is pleased to submit the following proposal to conduct a Standards of Cover and Deployment Plan for Truckee Meadows Fire Protection District. We recognize the importance of this project and appreciate your consideration of our proposal.


ESCI has completed numerous fire department and emergency service studies utilizing our highly qualified staff. ESCI has a working knowledge and understanding of contemporary fire service and EMS organizations and the complexity of current delivery systems, as well as our ability to utilize advanced analytical technology and methodology to ensure accurate observations and recommendations.

We have developed a scope of work that addresses the needs of your organization. The phases defined in our scope will evaluate the fire district's current deployment and generate recommendations and strategies in order to increase system effectiveness and efficiency.

Joe Parrott, ESCI's Senior Associate, will be the Project Manager and will lead the Standards of Cover and Deployment Plan for Truckee Meadows Fire Department.

We appreciate your consideration of our proposal and look forward working with Truckee Meadows Fire Protection District in this important endeavor. If you have any questions, please do not hesitate to contact Joe at 503-803-5976 or me at 800-757-3724.

Sincerely,



Sheldon Gilbert
CEO

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Profile of the Proposing Firm

ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high quality, professional fire, police, communications, and EMS consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976 and is considered to be the nation's leader in emergency services consulting. Utilizing over 40 consultants nationwide, ESCI provides consulting services to municipalities, districts, nonprofit organizations, and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency service community. This is confirmed by our ongoing relationship with the International Association of Fire Chiefs (IAFC), the United States Department of Defense, the Western Fire Chiefs Association, the National Fallen Firefighters Foundation, the National Volunteer Fire Council, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields, staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to **provide expertise and guidance that enhances community safety**. We will accomplish this by providing the highest value of consulting services and educational programs. ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and emergency medical services issues and needs.

Partnering for Safer Communities

We provide a wide array of services including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

ESCI AT A GLANCE

- **Mission:** Provide Expertise and Guidance that Enhances Community Safety
- **Our Vision:** ESCI will be the Trusted Advisor of Choice for Both Public and Private Entities Seeking Public Safety Consulting and Outsourced Management Services. We will be an Innovative Organization with a Reputation for Excellence and Service.
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Lantana, Texas; and Fairfax, Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Over 40 expert field consultants

All of ESCI's associates are active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in law enforcement and fire/rescue services. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

ESCI Offices

Corporate Headquarters

25030 SW Parkway Avenue, Suite 330
Wilsonville, OR 97070
Phone: 800.757.3724
Email: info@esci.us

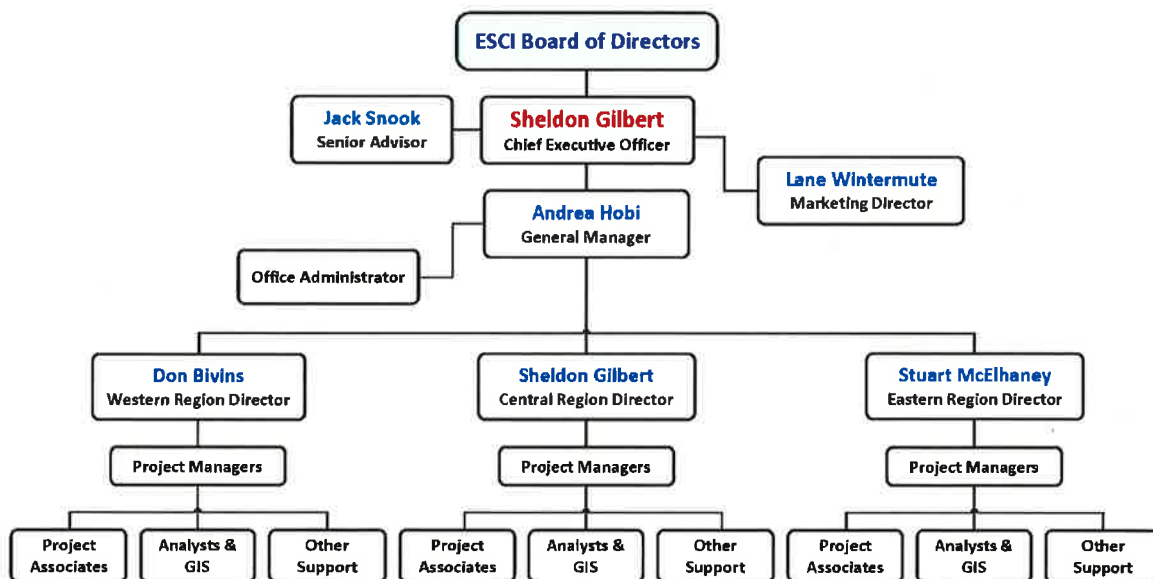
Southern Region Office

Sheldon Gilbert, Chief Executive Officer
Po Box 641
Argyle, TX 76226-9998
Phone: 940.453.1366
Email: sheldon.gilbert@esci.us

National Capital Region Office

Tommy Hicks
4025 Fair Ridge Drive
Fairfax, VA 22033
Phone: 703.273.0911
Email: tommy.hicks@esci.us

ESCI Organizational Chart



Project Methodology

Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with fire protection agencies in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical work plan that provides opportunities for stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of sufficient professional resources and an ability to complete the project successfully meeting or exceeding the outlined scope and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI employs ArcMap[®], the most widely used product among local governments for GIS. ESCI performs statistical and analytical analysis of current and projected service demands, response time performance analysis, workload analysis, station location, and travel time modeling utilizing additional tools such as *Network Analyst* and *Spatial Analyst*. These tools, along with the considerable expertise of our consultants and staff, allow for the most advanced analysis available within the public safety field.

ESCI has established a model for analyzing the performance of fire companies both by means of conventional data analysis (temporal and workload analysis), as well as through the use of GIS (geographic analysis by fire management zone). Our analysis techniques primarily involve the use of geocoded CAD (computer-aided dispatch) data or NFIRS (National Fire Incident Reporting System) records, along with travel time modeling.

ESCI's use of these products is intended to facilitate the ability of our clients or their GIS divisions to continue with the processes of performance analysis and projection after ESCI completes its study.

Effective Project Coordination and Management

During engagement, all work progress is measured against a work plan, timetable, budget, and deliverables. During the project, team members confer frequently to discuss progress as well as new or unanticipated issues. Our project management methodology ensures that services and activities are efficiently conducted and are focused, coordinated, and logical. All project team members are available for the duration of the project.

The selection and experience of the project manager is important to the success of this project. ESCI is offering in Joe Parrott a project manager who will:

- Assist in the development and coordination of a project work plan.
- Have the ability to work closely with the District's representatives.
- Facilitate project team meetings to share project findings and ideas.
- Provide direction based on experience in similar situations and knowledge of the District's capabilities and requirements.

Scope of Work –Standards of Coverage and Deployment Plan

The intent of this scope of work is to produce a Standards of Coverage and Deployment Plan document that is fully compliant with industry best practices in the field of deployment analysis. This evaluation and analysis of data will be based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in this Standard of Cover analysis of the District will closely follow the methodology described in the "Standards of Response Coverage, 5th Edition", published by the Commission on Fire Accreditation International (CFAI).

Phase I: Project Initiation

Project Initiation & Development of Work Plan

ESCI will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for this project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Acquisition & Review of Background Information

ESCI will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the master plan document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire district studies or research
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and zoning code
- Financial data, including expenditure and revenue budget summaries for 3 to 5 years
- District Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories and condition assessments
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data in computer format
- Computer-Aided Dispatch (CAD) incident records in computer format
- Local Geographic Information Systems (GIS) data

Phase II: Evaluation of Current Conditions

ESCI will conduct an analysis of the district and its current performance based on the elements included in the following components. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

Component A: Description of Community Served

An overview of the organization and community will be developed evaluating:

- Service area general population and environment
- History, formation, and general description of the fire agency
- Governance and lines of authority
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

Component B: Review of Services Provided

The services currently provided by the department will be evaluated. Areas to be considered include:

- Description of the current service delivery infrastructure
- Review firefighter/EMS staff distribution and assignment
- Review administration and support staffing levels
- Review operational staffing levels
- Review staff allocation to various functions and divisions
- Review any current or draft performance goals, objectives, and measures

During this component, an inventory of current major capital assets (facilities and apparatus) will be provided. An assessment of the current condition and suitability for delivery of services will be provided. This evaluation will include:

- Facilities – List and make observations about the condition and location of current fire stations. Items to be contained in the report include:
 - Design
 - Location
 - Condition
 - Functionality
- Apparatus / Vehicles - List and make observations regarding inventory of apparatus and equipment. Items to be reviewed include:
 - Age, condition, and serviceability
 - Distribution and deployment

Component C: Definition of Performance Zones

Within this analysis, the service area will be evaluated based on population density that will be used in the development of current performance objectives and future performance goals. The following fire management zones, or service delivery zones, will be used:

- Metropolitan – Populations over 200,000 with a density of over 3,000 per square mile
- Urban – Populations over 30,000 with a density of over 2,000 per square mile
- Suburban – Populations over 10,000 with a density of 1,000 to 2,000 per square mile
- Rural – Populations less than 10,000 with a density of less than 1,000 per square mile
- Wilderness – Areas not readily accessible by publicly or privately maintained roadways

ESCI will use the fire management zones noted above combined with input from stakeholders to recommend the appropriate level of service for each zone.

Component D: Community Risk Assessment

ESCI will conduct an analysis of community fire protection risks, growth projections, land uses and interpret their impact on emergency service planning and delivery. Land use, zoning classifications, ISO fire flow data, occupancy data, and demographic information will be used, along with specific target hazard information, to analyze community fire protection risk by geography and type.

ESCI will use local data combined with available Geographic Information System (GIS) data to evaluate the physical risks of the community to include:

- Overall geospatial characteristics including political and growth boundaries, construction and infrastructure limitations
- Topography including response barriers, elevation extremes, and open space/wildland interface
- Transportation network including roads, rail lines, airports, and waterways
- Physical assets protected including buildings, utility systems and other important infrastructure

An interpretation of available census data, community development data, and other information will be provided indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community risk by land use designation
- Hazardous substances and processes
- Non-structural risk

ESCI will evaluate the current and potential workload of the department and relate that analysis to the previously described community risk

- Demand study that will analyze and geographically display current service demand by incident type and temporal variation.
- Unit workload and current unit hour utilization
- Potential workload based on current and projected utilization rates compared with expected community growth

Component E: Review of Historical System Performance

Review and make observations in areas specifically involved in, or affecting, service levels and performance. This review will compare current performance with the District's adopted performance goals. Areas to be reviewed shall include, but not necessarily be limited to:

- Historical Performance Summary
 - Analysis of actual system reflex time performance, analyzed by individual components from initial receipt of call to arrival of the first-due and full effective response force.
- Distribution Study
 - Assessment of the current facility and apparatus deployment strategy, analyzed through geographical information systems software, with identification of service gaps and redundancies in initial unit arrival.
- Concentration Study
 - Analysis of capability to achieve full effective response force within target response times
 - Analysis of company and staff distribution as related to effective response force assembly
- Reliability Study
 - Review of actual or estimated failure rates of individual companies (to the extent data is available)
 - Analysis of call concurrency
- Mutual and automatic aid system contribution to performance

Phase III: Stakeholder Input

The ESCI project team will conduct interviews with and gather information from key personnel including:

- Elected or appointed officials
- Fire district managers and other key staff
- Community planning staff
- External Fire and EMS agencies within the region, if applicable
- Medical facilities, medical director for regional or community EMS, if applicable
- Employee groups
- Others as they may contribute to this project

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about the community's expectations of its fire agency.

Phase IV: Establishment or Confirmation of Performance Goals

Component F: Performance Goals and Measures

Performance goals will be recommended for the district specific to the nature and type of risks identified as common and predictable to the community. Any change from the currently adopted goals will be justified. The goals and objectives shall be developed with respect to the following:

- Distribution – Initial attack (first due) resources for risk-specific intervention
- Concentration – Effective response force assembly, or the initial resources necessary to stop the escalation of the emergency for each risk type

Phase IV: Development, Review, and Delivery of Standards of Cover Report

Component G: Overall Evaluation, Conclusions, and Recommendations to Policy Makers

ESCI will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

ESCI will develop one or more short, mid, and/or long-range options for resource deployment that will improve the region's level of service towards the identified performance goals and/or provide desired levels of service at a reduced cost. This may include, but is not necessarily limited to, specific recommendations regarding:

- Operational changes that would improve performance
- Non-traditional deployment opportunities
- Any relocation of existing facilities.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Deployment of operations personnel.
- Deployment of special units or resources

ESCI will evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation.
- Extent to which it achieves established performance goals.
- Potential negative consequences

Development and Review of Draft Project Report - ESCI will develop and produce three copies of a draft version of the written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. Review of the draft will be performed through web-based video conferencing. The report will include:

- An executive summary describing the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers

- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary
- Appendices, exhibits, and attachments as necessary

If the client desires, one formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the general public and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed

All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

Project Team



Joe Parrott, Senior Associate

Chief Parrott retired after 43 years of very diverse fire and emergency services experience. Chief Parrott served for 15 years as fire chief for the City of Gresham, Oregon and six years as deputy fire chief/fire marshal for the City of Salem, Oregon. He has attained the professional designation of Chief Fire Officer awarded by the Center for Public Safety Excellence.

Chief Parrott has managed emergency services evaluations, growth management studies, strategic planning processes, and fire service standards of coverage and deployment plans across the country. Previous clients include the Kansas City Fire Department (MO), Orange County Fire Authority (CA), Spokane Fire Department (WA), Philadelphia Fire Department (PA) San Bernardino County Fire Department (CA), Reno Fire Department (NV) and numerous similar sized and smaller fire agencies. He has also facilitated strategic plans for state and national organizations including the National Fallen Firefighters Foundation, National Volunteer Fire Council, and others.

Chief Parrott is a frequent presenter at regional, state, and national conferences including the Western Fire Chiefs Association, the Oregon Fire Chiefs Association, and the IAFC Webinar series.

Chief Parrott has an Associate Degree in Fire Science and a Bachelor Degree in Management, as well as extensive incident command and emergency management education and experience.

Educational Background

- BS Degree in Management, City University, Bellevue, WA
- AS Degree in Fire Command and Administration, Fort Steilacoom CC
- Extensive Incident Command System Training including: Operations Section Chief; Incident Commander; Command and General Staff

Professional Experience

- 38 years diverse and progressive fire and emergency services experience
- 18 years as Fire Chief – 15 at Gresham, Oregon
- Deputy Chief/Fire Marshal, Salem Fire Department, Salem, OR
- Senior Consultant, Emergency Services Consulting International

Relative Experience

- Chairman, Regional Incident Command System Steering Committee
- Chairman Bureau of Emergency Communications Users Board
- Oregon Fire Chiefs Association
- International Association Fire Chiefs
- Oregon Fire Chiefs Association representative to the League of Oregon Cities
- Urban Interface Specialist, National Wildfire Incident Management Team
- Interim Community Development Director, Gresham, Oregon
- Emergency Services sub-committee chair – Oregon Seismic Rehabilitation Grant Program

Associated Professional Accomplishments

- Oregon Incident Command System Task Force
- League of Oregon Cities "Innovation Award"
- International Association of Fire Chiefs "Award of Merit"
- Oregon Jaycee's "Great Young Person"
- Created regional service delivery system - four cities and one fire district
- Created partnerships with local police agency for dive rescue and hazardous materials emergency response

Summary of Projects

Chief Parrott has been the project manager of some of the more challenging projects undertaken by ESCI. Following is a partial list of the projects he has managed.

Evaluations

Orange County Fire Authority, CA	Polk County Fire District No. 1, OR
North Los Angeles County Fire Agencies	Pierce County Fire District 8, WA
Maui County Fire Department, HI	Jefferson Fire District, WA
North San Diego County Fire Agencies	North County Fire Protection District, CA
Monterey Park, CA	Irvine, CA
Washoe County, NV	Minneapolis, MN

Standards of Cover, Staffing/Resource Deployment, and Station Location Studies

Carmel, IN	Spokane, WA
Billings, MT	Orange, CA
Kansas City, MO	Nanaimo, BC
Reno, NV	Richland, WA
Salem, OR	Belton, TX
Meridian, ID	Winston-Salem, NC
Monroe Fire Department, WA	Maple Valley Fire District, WA
Washoe County, NV	Vancouver, WA
Medford, OR	Arvada, CO
Kannapolis, NC	Kirkland, WA
Newport Beach, CA	Littleton, CO
Scottsdale, AZ	Sandy Fire District, OR
Palo Alto, CA	Orange County Fire Authority, CA

Master Plans

Paso Robles, CA

Battle Creek, MI

Keizer Fire Department, OR

Medford, OR

Imperial County, CA

Hesperia Fire Department, CA

Tamarac, FL

Bonita Springs, FL

South Lane Fire & Rescue, OR

Lompoc, CA

Strategic Plans

Kansas City, MO

Polk County Fire Department No. 1, OR

National Volunteer Fire Council

National Fallen Firefighters Foundation

Maui County Fire Department, HI

Truckee Meadows FPD, NV

Clark County Fire Department No. 6, WA

Orange County Fire Authority, CA

Oregon Fire District Directors Association

Oregon Volunteer Firefighters Association

Salem Fire Department, OR

Feasibility Studies

Shaker Heights, OH

North Hennepin, MN

Bemidji, MN

Stevens County, MN

Stillwater, MN

Benson, MN

Carlton, MN

Fleet Management Evaluation

Olympia Fire Department, WA

Financial Assessment

San Bernardino County Fire Department, CA

Summit/Millburn, NJ

Resource Re-deployment Analysis

Philadelphia Fire Department, PA

Compensation Proposal

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the scope of work.

ESCI Not to Exceed: **\$36,934**, including expenses

Proposed Payment Schedule

- 10% payment due upon contract signing.
- Monthly invoicing thereafter as work progresses.

Information relative to cost quotation

- Bid quotation is valid for 90 days.
- ESCI Federal Employer Identification Number – 23-2826074.
- ESCI will receive full cooperation from person(s) representing Truckee Meadows.
- While engaged in the project, ESCI will report to a single point of contact.
- When requested, and in a timely manner, the client representative will provide to the ESCI project manager, data, information, and materials required for the completion of the objectives outlined in the detailed work plans submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

Disclosures and Practices

Conflict of Interest Statement

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.

ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter.

Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

Insurance

ESCI is insured in excess of \$2,000,000. Insurance certificates will be provided upon award of contract.

Litigation

ESCI has no past and/or pending litigation or unresolved lawsuits.

Employment Practices

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.

Select Clientele, 2010 – 2016

Client	Project
Alachua County, FL	Master Plan
Alameda, CA	Strategic Plan
Albany/Corvallis, OR	Collaborative Effort Feasibility Study
Albemarle CO FR, VA	Officer Development Program
Albion, NY (Village of)	Fire and EMS Review
Anacortes FD/West Skagit County, WA	Fire and EMS Cooperative Services Facilitation
North Snohomish County, WA	Cooperative Services
Arvada Fire Protection, CO	Standards of Cover
Arvada/Fairmont, CO	Feasibility Study
Astoria, OR	Internal Review
Avon Lake, OH	Cooperative Agreement/Consolidation
Bainbridge Township, OH	Facility Deployment and Staffing Study
Bangor, ME	Fire Department Management Study
Barnstable Fire Department, MA	Facility Location Study
Bay Area Economics, CA	Financial Consulting
Bemidji, MN	Feasibility Study
Bend, OR	Cooperative Services Study
Benson, MN	Shared Services Feasibility Study
Berger ABAM, WA	Vancouver (WA) Fire Service Delivery Assessment
Boise, ID	EMS Master Plan, Standards of Cover
BonTerra Consulting	Evacuation Plan
Boone County, MO	Executive Search
Boring FD, OR	Administrative Support Plus
Boring/Clackamas Fire Districts, OR	Cooperative Services
Boulder Rural, CO	Retreat Facilitation, Strategic Plan
Boulder Rural/Mt. View, CO	Feasibility Study
Brook Park, OH	Emergency Services Facility Closure Study
Brookhaven, NY	Financial Analysis, Fire Department Dissolution Feasibility Study

Client	Project
Brookline, MA	Technology Integration Consulting
Brooklyn Park (North Hennepin), MN	Fire Department Shared Services Study
Buhl, ID	Annexation Feasibility Study
Burbank, CA	Fire Department Comprehensive Review
Burning Mountains, CO	Management Consulting
Canby Rural Fire District #62, OR	Sustainability Study
Carlisle, PA	Deployment Analyses
Carlton, MN	Shared Services Feasibility Study
Central Jackson County (Blue Springs), MO	Dispatch Evaluation/Feasibility Regionalization
Central Kitsap Fire & Rescue, WA	Executive Search
Central Valley, MT Fire District	Station Location
Chaffee County, CO	Feasibility Study
Charleston, SC	Executive Recruitment
Chino Valley Independent Fire District, CA	Standards of Cover
Chula Vista, CA	Deployment Analysis, EUC Modeling Update, Fiscal Analysis of Fire Facility Master Plan, Deployment Analysis, Trigger Points for Village 9 Fire/EMS Services
Clark County, WA FD #5	Annexation Feasibility Analysis, Fire Authority Feasibility Study
Clark County, WA FD #6	Executive Search
Clayton, MO	Consolidation Study
Cloquet Area Fire District, MN	Strategic Plan, Review & Financial Analysis
Coeur D'Alene, ID	Kootenai County EMS System
Cohocton, NY (Town of)	EMS Consolidation Feasibility Study
Columbia 911 Communication District, OR	Executive Search
Columbia Heights, MN	Shared Services
Corcoran, MN	RFP Support Services
Corvallis PD, OR	Regional Communications Center Feasibility
Costa Mesa, CA	Fire Station Location/Response Time Modeling
Cowlitz #2 F & R, WA	Admin Services Retainer

Client	Project
Curry County Health District, OR	Community Attitude Survey
Danville, VA	EMS Agency Evaluation, Fire Station Location Study
Dauphin County, PA	Comprehensive Emergency Services Study
Davidson, NC	Station Location Study
Depoe Bay FPD/Newport FD, OR	Impact Assessment of Consolidation Study
Douglas County, OR	Dispatch Center Feasibility Study
Eagle Fire Department, ID	Agency Evaluation
East Pierce County FPD #22, WA	Capital Facilities Consulting
East Pierce Fire & Rescue, WA	Staffing and Deployment Analysis
Edmond, OK	Organizational and Operational Efficiency Analysis
Estacada Fire District, OR	Volunteer Recruitment Retention Strategic Plan and Administration Support Plus
Eugene Fire & EMS Department, OR	Feasibility Study
Evans, CO	Fire and Emergency Services Study
Everett, WA	Strategic Plan
Ferndale (Michigan Muni League), MI	Shared Services Study
Florence County, SC	Fire and EMS Evaluation
Franklin Township, NJ	Update of the Resource Deployment Analysis, Master Plan
Ft. Lauderdale, FL (With Stewart Cooper Newell Architects)	Station Location
Georgetown, TX	Master Plan
Gladstone, OR	Focused Management Review
Grand Traverse Metro Emergency Services Authority, MI	Evaluation of Potential Regionalization/Consolidation of Operations
Groton, CT	Survey of Fire Staffing Services
Guilford County, NC	Fire Service Agency Evaluation
Hailey-Wood River FPD, ID	Fire and Emergency Medical Services Study
Hamel-Lorretto, MN	Cooperative Efforts Feasibility Study
Hermiston, OR	Regional Fire and EMS Consolidation Study
Hibbing, MN	Shared Services

Client	Project
Highlands Ranch Metropolitan District, CO	Emergency Services Options Analysis
Hillsboro, OR	Executive Search
Hillsborough County, FL	Performance Audit
Honolulu Fire Department, HI	Merger Feasibility Study – EMS and Fire
Houston, TX	Executive Recruitment
IAFC, VA	Conference Facilitation
Imperial County, CA	Strategic Master Plan
Irvine, CA	Services Cost Analysis
Island County FD #3, WA	Executive Search
Jackson County FD #3, OR	Interim Chief, Executive Search Fire Chief, Facilities and Equipment Maintenance Study, Focused Management Review
Kannapolis, NC	Standards of Cover Analysis
Kansas City, MO	Fire/EMS CAD and RMS Integration, Standards of Cover and Strategic Plan
Kansas City/MAST, MO	Strategic Integration
Keizer Fire District, OR	Executive Search, Citizen's Advisory Group
King County Fire District 20, WA	Executive Recruitment
Kirkland, WA	Strategic Plan, Standards of Cover
Kootenai County EMS System, ID	Master Plan
La Pine Rural Fire District, OR	Executive Search
Lafayette, OR	Cooperative Services
Lake and McHenry Counties Fire Departments, IL	Strategic Plan Facilitation
Lakeside-Show Low-Pinetop, AZ	Cooperative Services Study
Lane County FD #1, OR	Executive Search with a Comprehensive Background Investigation
Larkspur Fire Protection District, CO	Fiscal Analysis
Lewiston, ID	EMS Master Plan
Lincoln County (Depoe Bay), OR	Collaborative Effort Feasibility Study
Littleton, CO	SOC and Strategic Plan
Littleton/Englewood, CO	Feasibility Study

Client	Project
Lompoc, CA	Master Plan, Assessment Center
Madison, OH	Evaluation and Master Plan
Malta, NY	Master Plan
Maplewood, MO	Consolidation Study, Standard of Cover
McKinney, TX	Operational Review of the Fire Department
McMinnville Police Department, OR	Strategic Plan Facilitation
McNulty Peoples Utility District, OR	Community Attitude Survey
Medford, OR	Master Plan
Medford/Jackson Co. 3, OR	Cooperative Services Study
Meeker (Rio Blanco) CO	EMS Director Recruitment, Master Plan
Meridian, ID	Fire Department Strategic Plan
Mid-Columbia Fire and Rescue, OR	Division Chief Executive Recruitment, Strategic Plan
Minneapolis, MN	Fire Department Evaluation/Master Plan
Minnetrista, MN	Shared Services Feasibility Study, Police Feasibility Study
Missoula Rural Fire District, MT	Emergency Services Master Plan
Monterey Park, CA	Fire Service Analysis
Mound, MN	Police Feasibility Study
Mt. Angel Rural Fire Protection, OR	Administration Support
N Washington FPD/SW Adams Co FD, CO	Financial Feasibility Study
North Kitsap Fire & Rescue, WA	Cooperative Efforts Feasibility Study
Nehalem Bay, OR	Executive Search
New Hanover County, NC	Master Plan/Feasibility Study
Newport Beach Fire Department, CA	Agency Evaluation, Standards of Coverage, Cooperative Services Feasibility Study, Strategic Plan
North Suburban 911 Center Des Plaines, IL	Quality Dispatch Solutions Communications Study
Northern Lakes Fire Protection District, ID	Service Contract Development, Validation of Perceived Needs
Northfield, MN	Consolidating Fire Services
Northshore, WA	Evaluation/Cooperative Efforts
Olivette, MO	Consolidation Study

Client	Project
Orange County Fire Authority, CA	Strategic Plan, Standards of Coverage
Palatine Rural Fire Protection District, IL	Strategic Plan Facilitation
Parkersburg, WV	Master Plan
Patterson/West Stanislaus, CA	Joint Agencies Strategic Plan
Polson Fire District, MT	Agency Evaluation
Port Ludlow Fire and Rescue, WA	Executive Search, Strategic Plan, Executive Recruitment
Poulsbo, WA	Feasibility Study
Quincy, WA	Fire Services Alternatives Study
Ramsey, MN	Shared Services Study
Regional Emergency Dispatch Center (Red Center), IL	Comprehensive Plan Update and Expansion Review
Reno, NV	Standards of Coverage Study with Truckee Meadows Fire Protection District
Richmond Heights, MO	Consolidation Study
Rifle Fire Protection District, CO	Cooperative Feasibility Study
Rifle/Burning Mountain, CO	Management Consulting
Salem, OR	Standards of Cover
Shaker Heights/University Heights, OH	Feasibility Study
Smyrna, GA	Executive Recruitment
Spokane, WA	Standards of Coverage and Annual Update
Tualatin Valley Fire and Rescue, OR	Volunteer Recruitment and Retention
Wausau, WI	Organizational Review of the Fire Department
Weirton, WV	Fire Department Operations Review
Whitewater, WI	Fire and EMS Services Review and Analysis
Yakima Fire Department, WA	RFA Fiscal Analysis



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

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

DATE: May 13, 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: Recommendation to approve an Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in Attachment A of the proposal dated May 13, 2016. (Commission District 2)

SUMMARY

Staff is requesting approval of a professional services agreement in the amount of \$87,700 with CFA, Inc. to provide civil design consulting services for the Truckee Meadows Fire Protection District station 14 project as defined in Attachment A of the proposal dated May 13, 2016. CFA, Inc. already has a professional services agreement in the amount of \$47,400 for the preparation of the special use permits for Station 14, Station 39, and Station 37 as well as the parcel map for Station 14. If approved, this new agreement would take the total amount for the Station 14 project for this vendor over the \$100,000 threshold. Therefore, this item is being presented to the Board for approval.

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

PREVIOUS ACTION

On December 15, 2015, the Board approved the final settlement and title paperwork with a closing date of December 28, 2015 for the acquisition of property located in the vicinity of Foothill Road and S. Virginia Street (APN 044-300-09 and a portion of APN 044-300-10) to accommodate the replacement of Fire Station #14.

On January 26, 2016, the Board approved an Agreement in the amount of \$399,300 for consulting architectural/engineering services between Truckee Meadows Fire Protection District and TSK to provide architectural and engineering consulting services for the station 14 project.

BACKGROUND

The District purchased land near the intersection of Foothill Road and South Virginia Street for the replacement of an obsolete and inadequate existing fire station #14. The Board has approved architectural/engineering services to be provided by TSK for this project. The District will be utilizing a Construction Manager-at-Risk (CMAR) process to develop the final design of Station 14. This Agreement with CFA, Inc. is to provide civil design services on the final CMAR package. The CMAR

design process includes schematic design and development phases of review, cost estimating, and value engineering prior to permit submittal at the construction document phase.

CFA, Inc. already has a professional services agreement in the amount of \$47,400 for the preparation of the special use permits for Station 14, Station 39, and Station 37 as well as the parcel map for Station 14. If approved, this new agreement would take the total amount for the Station 14 project for this vendor over the \$100,000 threshold. Therefore, this item is being presented to the Board for approval.

FISCAL IMPACT

The Station #14 project was anticipated and budgeted in the District's Capital Improvements Program which was approved by the Board during the budget process.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners approve an Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in Attachment A of the proposal dated May 13, 2016.

POSSIBLE MOTION

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

"I move to approve an Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in Attachment A of the proposal dated May 13, 2016."



ENGINEERS • LAND SURVEYORS
PLANNERS • LANDSCAPE ARCHITECTS

Revised May 13, 2016

April 15, 2016

VIA Email: Cmoore@tmfpd.us

Chief Charles Moore
Truckee Meadows Fire Protection District
1001 East 9th Street, Building D - 2nd Floor
Reno, Nevada 89512

Re: Proposal for Final Design for Station 14 – Broken Hill Road (APN 044-300-10)

Dear Chief Moore,

Thank you for contacting CFA to prepare final design drawings on parcel 044-300-10. It is our understanding that the Truckee Meadows Fire Protection District (TMFPD) will utilize a Construction Manager-at-Risk (CMAR) process to develop the final design of Station 14. CFA will contract directly with the TMFPD to provide civil design services on the final CMAR package. The CMAR design process includes Schematic Design (SD) and Design Development (DD) phases of review, cost estimating, and value engineering prior to permit submittal at the Construction Document (CD) phase. CFA's scope of work for civil design and landscape architecture for the final design and construction administration services is outlined below.

Task C1A – Design Team Meetings & Coordination

CFA's project manager and other design staff (as-needed) will be available to attend team meetings and/or conduct ongoing coordination conference calls held throughout SD, DD and CD phases of the project.

As needed, we will meet, correspond, and coordinate with the architect, other design consultants, TMFPD and all reviewing agencies. We will meet with TMFPD to obtain approval of our fire hydrant location and emergency vehicle access plan. We will coordinate with Washoe County and TMWA to obtain sanitary sewer and water "Will Serve" letters. We will also prepare the Washoe County Dust Control permit application. Our design engineer will coordinate with Washoe County and TMWA to determine final connection fees for water and sanitary sewer services. Application fees shall be provided by the owner and are not included in this proposal.

PHASE I – SCHEMATIC DESIGN

Task C1B – Site Plan (SD)

Develop a geometric dimensioned site plan based on the architect supplied schematic layout. The site plan will show existing improvements to remain and/or be removed, site dimensions, and specific callouts for proposed civil improvements (e.g. curb, gutter, sidewalk, paving, striping, & utilities). The plan will also identify property boundary lines, easements, building setbacks, and site accessibility routing. Preliminary site lighting design will be provided by others and will be shown schematically on our plan for coordination purposes.

Task C1C – Grading and Drainage Plan (SD)

Prepare a preliminary grading and drainage plan including Washoe County required drainage improvements for on-site detention. The grading plan will identify surface slope tags, spot elevations and existing ground contours. This task will include preliminary earthwork calculations.

Task C1D – Utility Plan (SD)

Prepare a preliminary on-site utility plan. During this phase, we will coordinate with the architect and local utility providers (e.g. Washoe County, NV Energy, AT&T, Charter Communications & TMWA) to understand the existing infrastructure system capacities and identify logical utility tie in locations. For the purposes of this proposal, I assumed that adequate off-site public water and sewer capacity is available and therefore, I have not included any off-site water, storm sewer or sanitary sewer design as part of this proposal.

Task C1E – SWPP Plan (SD)

CFA will prepare a Best Management Practices (BMP's) erosion control plan and construction handbook that meets good engineering practices and consists of the following items:

- A copy of the NOI
- Project information
- Identification of major land disturbing activities
- A copy of the General Permit requirements

Task C1F – Narrative & Cost Estimate Review (SD)

CFA will prepare a Schematic Design Narrative and assist with CMAR cost estimate review and quantities take off verification.

PHASE II – DESIGN DEVELOPMENT

Task C2A – 50% Site Plan (DD)

Develop a geometric dimensioned site plan based on the SD CMAR review comments and Special Use Permit (SUP) Conditions of Approval. The site plan will show existing improvements to remain, proposed civil improvements, references to job specific construction details, and site dimensions necessary for construction. The plan will also identify property boundary lines, easements, building setbacks, emergency

vehicle access, pedestrian loading zones, sidewalks, signage, fencing, site lighting, standard vehicle parking, handicap parking and site accessibility routing.

Task C2B – 50% Grading and Drainage Plan (DD)

Prepare a grading and drainage plan including on-site detention, surface slope tags, spot elevations, finish grade contours, and earthwork quantity estimates. Grading and drainage design will be based on final geotechnical recommendations provided by others.

Task C2C – 50% Utility Plan (DD)

Prepare an on-site utility plan detailing water service design, sanitary sewer design, and storm drain collection and detention design. Site lighting will be shown schematically based on designs by others. CFA will coordinate closely with the utility providers and MEP consultants to determine the most efficient locations for the site lighting, gas meter, water meter, roof drain laterals, and sewer laterals. For the purposes of this proposal, we assumed that adequate sewer and water capacity is available and therefore, I have not included any off-site water, storm sewer or sanitary sewer design as part of this proposal.

Task C2D – 50% Construction Details (DD)

Prepare construction details for civil improvements. Details for general civil improvements including site retaining walls, light pole bases, and site concrete/asphalt structural sections will be shown on the plans but are to be provided by others. Structural engineer to provide retaining wall and light pole base design and geotechnical engineer will provide the concrete/structural sections. We will work closely with the Structural Engineer and Geotechnical Engineer to reference or incorporate these details into the overall plan set.

Task C2E– 50% TMWA Plan (DD)

Based on the SD review, we will prepare a preliminary set of Truckee Meadows Water Authority (TMWA) drawings showing domestic, irrigation, and fire services, any required fire hydrants, fire department connections, and backflow prevent devices. Plans will be prepared using standard TMWA details and specifications and W-1 sheet layout per TMWA requirements.

Task C2F– 50% Sanitary Sewer Report (DD)

Prepare an on-site sewer report for the project. Utilizing utility fixture counts, provided by MEP, we will determine the theoretical waste generation from the building and identify peak flow potential. This information will be utilized to determine appropriate sanitary sewer pipe sizing and pipe slopes. We will quantify the proposed design in a sanitary sewer report for review by Washoe County. Final sewer connection fees will be determined by Washoe County. Engineering review fees (Washoe County), if required, shall be provided by the owner and are not included in this proposal.

Task C2G– 50% Hydrology Report (DD)

Prepare an on-site hydrology report for the project. On-site detention calculations and storm water management will be developed per Washoe County storage requirements.

Task C2H – 50% Narrative & Cost Estimate Review (DD)

Prepare 50% Design Development Narrative and review contractor supplied 50% DD cost estimate and provide comments for updated quantities estimation at this phase.\

Task C2I – 100% Design Development Design Drawings & Reports (DD)

CFA will prepare 100% civil design development documents. All drawings will reflect the review comments identified through the 50% DD process. The submittal set will include a SWPPP, site plan, grading plan, plan and profiles, utility plan, construction details and TMWA plan.

Task C2J – 100% Narrative & Cost Estimate Review (DD)

Prepare 100% Design Development Narrative and review contractor supplied 100% DD cost estimate and provide comments for updated quantities estimation at this phase.

PHASE III – CONSTRUCTION DOCUMENTS & PERMIT SUBMITTAL (CD)

Task C3A – 50% Civil Design Drawings (CD)

CFA will prepare 50% civil construction documents. All drawings will reflect the review comments identified through the 100% DD process. The submittal set will include a SWPPP, site plan, grading plan, plan and profiles, utility plan, construction details and TMWA plan.

Task C3B – 50% CD Narrative & Cost Estimate Review (CD)

Provide 50% CD design Narrative and Review contractor supplied 50% CD cost estimate and provide comments for updated quantities at this phase.

Task C3C – 100% Civil Design Drawings & Reports (CD)

CFA will prepare final wet-stamped, 100% civil construction documents as required by Washoe County for building permit. All drawings will reflect the review comments identified through the 50% CD process. The submittal set will include a SWPPP, site plan, grading plan, plan and profiles, utility plan, construction details, TMWA plan, final drainage report and final sanitary sewer report.

Task C3D – 100% CD Narrative & Cost Estimate Review (CD)

Provide CD Narrative and review contractor supplied 100% CD cost estimate and provide comments for updated quantities at this phase.

Task C3E – Permit Submittal, Processing & Revisions (CD)

CFA will prepare required submittal packages for delivery to the architect, Washoe County and TMWA, as required. We will respond to agency comments and make revisions, as needed, to obtain final approval and permit for the project.

PHASE IV – CONSTRUCTION SERVICES**Task C4A – Civil Engineering Construction Support**

CFA will provide construction support during the installation of the civil improvements. For budgeting purposes, we are estimating a nine (9) month construction duration. Based on similar projects that we have completed, we estimate Construction Support will require an average of four (4) hours of an engineer's time per week for a 36 weeks during construction. The services to be provided include:

- Periodic site visits during installation of civil and landscape improvements.
- Review and response to contractor requests for information (RFI).
- Review and approval of contractor submittals for conformance to the contract documents.
- Review and provide recommendations on test results with assistance from the geotechnical consultant.
- Assist in preparation of a final punch list associated with civil and landscape improvements.
- Prepare a grading and drainage verification letter.
- Prepare as-built plans based on RFI responses and the contractor's field redlines.

FEES

CFA will perform the services outlined above as follows:

Task C1A – Design Team Meetings & Coordination.....\$ 6,500

Phase I – SCHEMATIC DESIGN

Task C1B–C1F - Civil SD Plans & Reports (SD)\$ 9,700

Phase II – DESIGN DEVELOPMENT

Task C2A–C2H - Civil 50% DD Plans & Reports (DD)\$ 12,500

Task C2I–C2J - Civil 100% DD Plans & Reports (DD)\$ 15,300

Phase III – CONSTRUCTION DOCUMENTS & PERMIT SUBMITTAL (CD-BUILDING PERMIT)

Task C3A–C3B – 50% CD Civil Design Drawings & Reports (CD)\$ 9,500

Task C3C–C3D – 100% CD Civil Design Drawings & Reports (CD)\$ 11,800

Task C3E – Permit Submittal, Processing & Revisions (CD).....\$ 5,000

Phase IV – CONSTRUCTION SERVICES

Task C4A – Civil Engineering Construction Support.....\$ 17,400

Project Total (Phases I-IV) \$ 87,700

ITEMS PROVIDED BY CLIENT OR OTHERS

You will need to provide us with the following items:

- All fees payable to government entities.
- Architectural site layout in AutoCAD format.
- Site lighting design and layout.
- Site security and other low voltage systems design.
- Water Rights coordination and acquisition, if required.
- Final geotechnical report.
- Structural design of retaining walls and light pole bases.

ADDITIONAL SERVICES

CFA can also perform the additional services outlined below at your request. Budget amounts can be determined as information becomes available.

- Revised civil drawings and reports based on Contractor Value Engineering (VE) review after the initiation of CD's.
- Analysis and/or design for off-site public utilities (e.g. sanitary sewer, storm drain, water), if required.
- Bidding services including project manual, bid documents, solicitation, and bid review, if required.
- Construction staking.
- Engineer-of-Record and Public ROW inspection services per the Washoe County Quality Assurance Program (QAP) for public improvements required to be installed within the Washoe County ROW.

Please do not hesitate to contact me if you have any questions on the scope of services or budget. If this proposal is acceptable, please provide me with a notice to proceed and a sub-consultant contract for review and signature. I look forward to working with you on this exciting project.

Sincerely,



Lonnie Johnson, P.E.
Director of Engineering



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

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

DATE: May 29, 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: Authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 for an annual premium of \$140,048.42. (All Commission Districts)

SUMMARY

Authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 at an annual premium of \$140,048.42.

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

PREVIOUS ACTION

In July 2003, the Board approved the membership of the District in the Pool and the Chairman signed an Interlocal Cooperation Agreement. At the same time, the Board authorized the Risk Manager to place the District's insurance program with the Pool. The program has been renewed each year.

BACKGROUND

The Nevada Public Agency Insurance Pool was formed in 1985 pursuant to the insurance laws of the State of Nevada to allow political subdivisions to pool and jointly administer their insurance programs. This program provides participating members with property, casualty and surety insurance in a reasonable, cost-effective manner. Pool membership currently includes approximately 14 counties, 12 cities, 14 school districts and 5 towns and special districts throughout Nevada.

The insurance program for the District was placed with the Pool in July 2003, following three years of insurance coverage with three different carriers. The Pool has provided a long-term, stable insurance program for the District. It has offered to renew the current program for a premium of \$140,048.42 which now includes all assets of Sierra Fire Protection District as of July 1, 2016.

FISCAL IMPACT

The cost for the one-year insurance policy is \$140,048.42 and sufficient funding is allocated in the FY16-17 Budget.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 at an annual premium of \$140,048.42.

POSSIBLE MOTION

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

"I move to authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 at an annual premium of \$140,048.42."



Proposal of Insurance

Truckee Meadows Fire Protection District

NPAIP (Property/Casualty) and PACT (Workers Compensation)

Policy Term: July 1, 2016 to July 1, 2017

Presented by:

Brandon Lewis, CPCU, ARM | Sales Executive | NV Lic #188024 | CA Lic #0F20957

Margo May, CIC, CISR, ACSR | Account Executive | NV Lic #38117

Tracey Espinosa, CIC, CISR | Account Representative | NV Lic #55089

Wells Fargo Insurance Services USA, Inc.

5340 Kietzke Lane, Ste 201

Reno, NV 89511-2065

Direct: (775) 827-1555

Fax: (866) 612-8440

www.wellsfargo.com/wfis

June 1, 2016

Products and services are offered through Wells Fargo Insurance Services USA, Inc. and Wells Fargo Insurance Services of West Virginia, Inc., non-bank insurance agency affiliates of Wells Fargo & Company.

Products and services are underwritten by unaffiliated insurance companies except crop and flood insurance, which may be underwritten by an affiliate, Rural Community Insurance Company. Some services require additional fees and may be offered directly through third-party providers. Banking and insurance decisions are made independently and do not influence each other.

Please refer to the policy contract for specific terms, conditions, limitations and exclusions.

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This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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Service Team

Sales Executive

Manages your overall account, and brings all of Wells Fargo's resources together for your benefit.

Brandon Lewis, CPCU, ARM

Direct: (775) 823-7114

Mobile: (775) 453-4297

brandon.lewis@wellsfargo.com

Account Executive

Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.

Margo May, CIC, CISR, ACSR

Direct: (775) 823-7115

margo.may@wellsfargo.com

Account Representative

Primary contact for day-to-day service. Handles questions you may have, monitors your account, processes endorsement requests and invoices.

Tracey Espinosa, CIC, CISR

Direct: (775) 823-7106

tracey.espinosa@wellsfargo.com

Workers Compensation Claims Consulting

Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.

Angela Babb

Direct line: (702) 247-5402

angela.babb@wellsfargo.com

Risk Control

Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.

John J. Canepa, ARM, CIE, CSP

Direct line: (650) 868-4411

john.canepa@wellsfargo.com

Certificates of insurance

Please contact your account team for any certificate needs.

Office Telephone Numbers

Main office: (775) 827-1555

Toll-free: (800) 546-0340

Fax: (866) 612-8440

Office hours

8 a.m. to 5 p.m. Pacific Time Zone M-F

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 6/1/2016 Prepared for TMFPD

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Premium Summary

Coverage	Expiring Premium 07/01/15-16	Renewal Premium 07/01/16-17
NPAIP (Property/Casualty)	\$116,387.32	\$140,048.42
Environmental Liability	\$3,597	Included
PACT (Workers Compensation)	TBD on a quarterly basis	TBD on a quarterly basis

2016-17 renewal premium includes combined exposure information for TMFPD and SFPD. The separate, expiring annual premiums for both entities in 2015-16 was \$218,004.02

As a course of business, Wells Fargo Insurance is required to pay premiums to insurers on a monthly basis. In return we appreciate timely payments by our clients. Outstanding balances over 30 days may be subject to cancellation.

Note: Payment calculations may vary slightly upon policy issuance.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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Payment Information

Payment address:	Wells Fargo Insurance Services USA, Inc. (REN) P.O. Box 53553 Phoenix, AZ 85072
Mailing and parcel delivery:	Wells Fargo Insurance Services USA, Inc. 5340 Kietzke Lane, Ste. 201 Reno, NV 89511-2065
Wiring instructions:	Wells Fargo Bank 1 Montgomery Street San Francisco, CA 94104 Swift code: WFBIUS6S Wire Transit Routing #: 121000248 ACH Transit Routing #: 091000019 Account Name: Wells Fargo Insurance Services USA, Inc. Account #: 1806327431 Reference: (Indicate Policy # and Invoice #)
Premium due:	Policy Effective Date or Invoicing Date – whichever is later.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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Named Insureds

Note: Any entity not named as an insured may not be covered under this policy. This includes partnerships, joint ventures and newly formed entities of any type.

- **Truckee Meadows Fire Protection District**

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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NPAIP Coverage Proposal

See Attached NPAIP/PACT Proposal

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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The Power Of The Pool.™
poolpact.com

NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

Prepared For:

Truckee Meadows FPD

Prepared By:

Wells Fargo Insurance Services of Nevada

This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form edition July 1, 2016.

Dear POOL Member:

Thank you for your renewed commitment to the Nevada Public Agency Insurance Pool (POOL). In 1987, four Nevada counties formed their own municipal risk sharing pool and now over a quarter of a century later, the vast majority of Nevada's rural public entities remain committed to each other and the mission of this organization.

We are pleased to provide this Member Coverage Summary for your review. We continue to excel and provide an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL Board is comprised of an impressive group of dedicated, hardworking, and ethical Member leaders focused on risk management. They continue to do a superb job of representing the interests of the Member-owners of POOL.

Our members continue to see great value in being part of the POOL because of the extensive services, thus membership retention remains strong. We encourage you to discuss the services we offer with your insurance agent, a valued partner in the POOL program. Details on the financial performance and the services we offer are available on our website at www.poolpact.com.

If you have any questions, please call us toll free: (877) 883-7665 or (775) 885-7475.

Sincerely,



Wayne Carlson
Executive Director
Nevada Public Agency Insurance Pool

NEVADA PUBLIC AGENCY INSURANCE POOL (POOL) COVERAGE SUMMARY

RENEWAL PROPOSAL	COVERAGE PERIOD	NAMED ASSURED	MAINTENANCE DEDUCTIBLE
	07/01/2016 – 07/01/2017 Standard Time	Truckee Meadows FPD	\$5,000 all perils each and every loss

PROPERTY LIMITS

Blanket Limit per schedule of locations on file with POOL subject to a maximum limit of \$300,000,000 per loss.

The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Earthquake	\$150,000,000 aggregate
Flood	\$150,000,000 aggregate \$25,000,000 aggregate - Flood Zone A
Equipment Breakdown	\$100,000,000 per loss
Loss of Income & Extra Expense	included
Hazardous Substance Coverage	\$250,000 per loss
Spoilage Coverage	\$250,000 per loss
Data Restoration	\$100,000 per loss
Expediting Expenses	\$25,000 per loss
Unintentional Errors and Omissions	\$5,000,000 per loss
Money and Securities	\$500,000 per loss
Transmission Facilities	\$100,000 per loss
Vehicle Replacement	Per Attachment E, if applicable

LIABILITY LIMITS

The Limits of Liability are as follows:

Combined Single Limit	\$10,000,000	Each Event/Each Member
Member Annual Aggregate Limit: \$10,000,000		
Liability Limits are subject to sub-limits		
Includes Auto Liability, General Liability, Personal Injury Liability, Employment Practices Liability, Law Enforcement Liability and Wrongful Acts Liability		

CYBER SECURITY EVENT AND PRIVACY RESPONSE EXPENSE COVERAGE LIMITS

The Limits of Liability are as follows:

Per Cyber Security Event	\$2,000,000	Each Member/Annual Aggregate
Privacy Response Expense Coverage	\$500,000	

*ENVIRONMENTAL LIABILITY COVERAGE

The Limits of Liability are as follows:

Coverage A	Third Party Claims for Bodily Injury, Property Damage or Remediation Expense
Coverage B	First Party Remediation Expense
Coverage C	Emergency Response Expense
Coverage D	Business Interruption

COVERAGE	DEDUCTIBLE	EACH INCIDENT LIMIT	AGGREGATE LIMIT
A,B,C	\$25,000	\$2,000,000	\$10,000,000

COVERAGE	DEDUCTIBLE	BUSINESS INTERRUPTION LIMIT (Days)	BUSINESS INTERRUPTION LIMIT (\$)
D	3 Days	365	\$2,000,000

*Coverage expansion provided by the Pool, at no charge to members.

MEMBER CONTRIBUTION:

TOTAL COST:	\$130,886.37
AGENT COMPENSATION:	\$9,162.05
TOTAL PROGRAM COST INCLUDING ALL SERVICES:	\$140,048.42

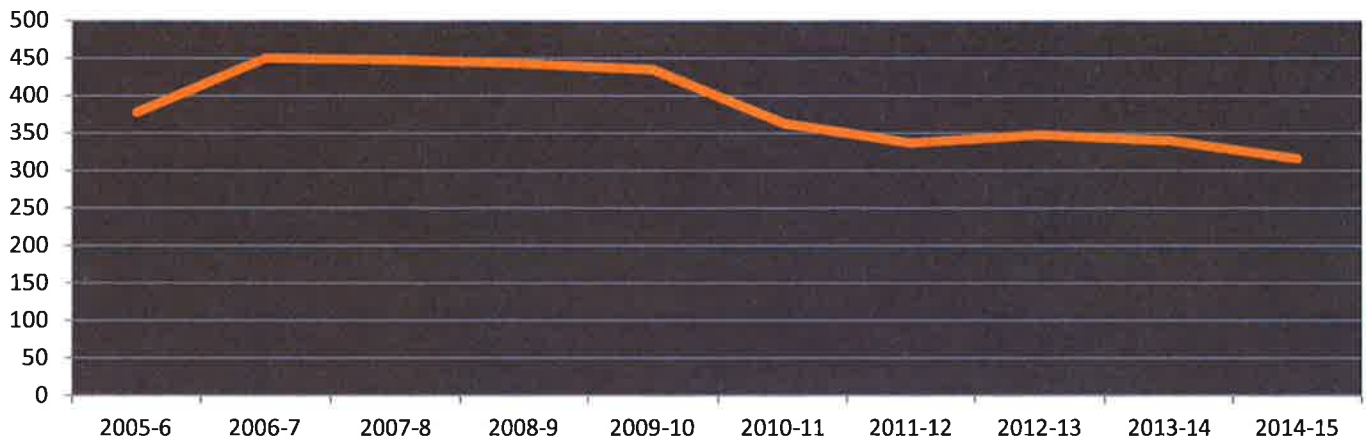
This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form edition July 1, 2016.

The Power Of The Pool.SM
poolpact.com

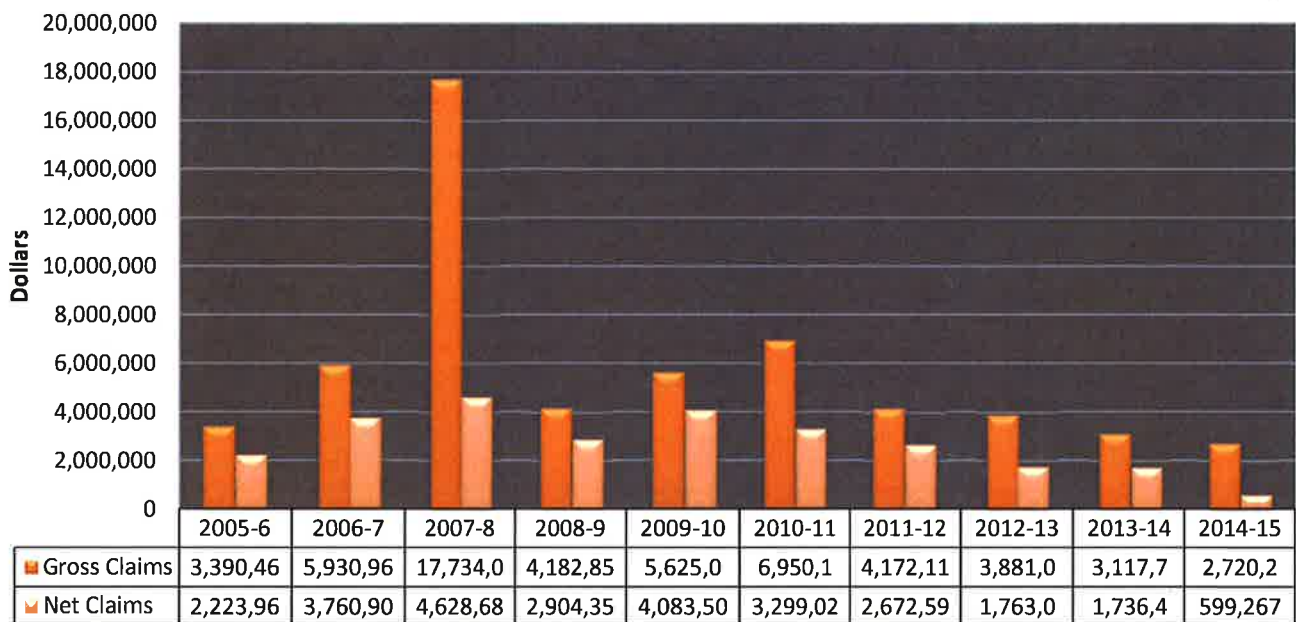


10 YEARS OF POOL CLAIMS EXPERIENCE

Total Frequency by Year



Severity Total by Year



The Power Of The Pool.SM
poolpact.com

NPAIP Membership

Counties:

Churchill County
Douglas County
Elko County
Esmeralda County
Eureka County
Humboldt County
Lander County
Lincoln County
Lyon County
Mineral County
Nye County
Pershing County
Storey County
White Pine County

Towns:

Town of Gardnerville
Town of Genoa
Town of Minden
Town of Pahrump
Town of Round Mountain
Town of Tonopah

School Districts:

Carson City School District
Churchill County School District
Douglas County School District
Elko County School District
Esmeralda County School District
Eureka County School District
Humboldt County School District
Lander County School District
Lincoln County School District
Lyon County School District
Mineral County School District
Nye County School District
Pershing County School District
Storey County School District
White Pine County School District

Cities:

Boulder City
City of Caliente
City of Carlin
City of Elko
City of Ely
City of Fernley
City of Lovelock
City of Mesquite
City of Wells
City of West Wendover
City of Winnemucca
City of Yerington

Fire Districts:

Mt. Charleston Fire Protection District
North Lake Tahoe Fire Protection District
Pahranagat Valley Fire District
Tahoe Douglas Fire Protection District
Truckee Meadows Fire Protection District
Washoe County Fire Suppression
White Pine Fire District

Others:

Central Nevada Regional Water Authority
County Fiscal Officers Association of Nevada
Douglas County Redevelopment Agency
Elko Central Dispatch
Elko Convention & Visitors Authority
Humboldt River Basin Water Authority
Nevada Association of Counties
Nevada Commission for the Reconstruction of the V & T Railway
Nevada League of Cities
Nevada Rural Housing Authority
Truckee Meadows Regional Planning Agency
U.S. Board of Water Commissioners
Virginia City Tourism Convention
Western Nevada Regional Youth Center
White Pine County Tourism

Special Districts:

Alamo Water & Sewer District
Amargosa Library District
Beatty Library District
Beatty Water & Sanitation District
Canyon General Improvement District
Carson-Truckee Water Conservancy District
Carson Water Subconservancy District
Churchill County Mosquito, Vector and Weed Control District
Coyote Springs General Improvement District
Douglas County Mosquito District
Douglas County Sewer
East Fork Swimming Pool District
Elko County Agricultural Association
Fernley Swimming Pool District
Gardnerville Ranchos General Improvement District
Gerlach General Improvement District
Incline Village General Improvement District
Indian Hills General Improvement District
Kingsbury General Improvement District
Lakeridge General Improvement District
Lincoln County Water District
Logan Creek Estates General Improvement District
Lovelock Meadows Water District
Marla Bay General Improvement District
Mason Valley Swimming Pool District
Minden Gardnerville Sanitation District
Moapa Valley Water District
Nevada Tahoe Conservation District
Pahrump Library District
Palomino Valley General Improvement District
Pershing County Water Conservation District
Sierra Estates General Improvement District
Silver Springs General Improvement District
Silver Springs Stagecoach Hospital
Skyland General Improvement District
Smoky Valley Library District
Southern Nevada Area Communication Council
Stagecoach General Improvement District
Sun Valley General Improvement District
Tahoe Douglas District
TRI GID
Tonopah Library District
Virgin Valley Water District
Walker River Irrigation District
Washoe County Water Conservation District
West Wendover Recreation District
Western Nevada Development District

PUBLIC AGENCY COMPENSATION TRUST					
JOINED PACT EFFECTIVE 4/30/02					
ASSESSMENT WORKSHEET					
PARTICIPANT # 53M					
PARTICIPANT TRUCKEE MEADOWS FIRE PROTECTION DISTRICT			COVERAGE PERIOD: 7/1/16 - 6/30/17 PAYROLL PERIOD: 7/1/16 - 6/30/17		
Class		ACTUAL	MANUAL	ANNUAL	QUARTERLY
Code	DEPARTMENT	PAYROLL	RATE	ASSESSMENT	TRANSFER
(Round all figures to nearest dollar)					
7704	FIREMEN, AMBULANCE (Part of Fire Dept.)		14.87	-	-
7711V	VOLUNTEERS FIREMEN, AMBULANCE (Part of Fire Dept.) - Deemed Wage \$2,000/Month		1.38	-	-
9410	GOVERNMENT EMPLOYEES, Not Otherwise Classified		3.78	-	-
9410B	GOVERNMENT BOARDS - Deemed Wage \$250/Month		3.78	-	-
9410V	GOVERNMENT VOLUNTEERS - Deemed Wage \$100/Month		3.78	-	-
TOTAL OF PAYROLL REPORTED (Including Deemed Wages)		-			
		TOTAL MANUAL ASSESSMENT		-	-
		EXPERIENCE MODIFIER		1.35	1.35
		STANDARD ASSESSMENT		-	-
9999	FIRE / LAW ENFORCEMENT HEART FUND	4,212,000	4.85		-
(WORKSHEET WILL AUTOMATICALLY CALCULATE THIS AMOUNT FOR YOU)					
		AGENT COMPENSATION			
		TOTAL DUE:		-	-
PLEASE NOTE:					
PAYMENTS WILL BE TRANSFERRED ON THE FOLLOWING DATES: 10/20/16, 1/20/17, 4/20/17					
PAYMENT FOR THE PAYROLL AUDIT WILL BE TRANSFERRED ON : 7/20/17					

Attachments

1. Coverage to consider
2. Client authorization to bind coverage
3. Evaluating financial strength and capacity of insurance markets
4. Market Security Letter for NPAIP/PACT
5. Notice of Surplus Lines Placement
6. Claims Made Coverage Notice
7. Transparency and disclosure
8. Important disclosures
9. When to notify Wells Fargo Insurance
10. TRIA coverage options
11. General Provisions
12. Who We Are
13. Property/Casualty Resources
14. Cybersure Quick Reference Guide

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Proposal date: 6/1/2016 Prepared for TMFPD
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Coverage to Consider

In evaluating your exposures to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention.

Specifically, we ask that you review the following items:

Higher limits:

In today's litigious society, many businesses have found it necessary to increase the limits of liability to ensure they are adequate to protect their assets in the event of a loss. Higher limits of liability may be available. Please carefully review the limits to ensure your level of comfort with the limits.

Cyber liability/ network security:

- Inadvertent transmission of a computer virus, Trojan horse, key logger, etc.
- Sending an email that crashes another party's network
- Failure to prevent unauthorized access to computer systems by a third party or an unauthorized employee
- Disclosure of or misuse of confidential information
- Allegations of infringement of copyright, trademark, trade name, title, or slogan
- Allegations of defamation as a result of emails, web content, blog, or forum postings

Privacy liability: Covers liability of the company arising out of the unintentional and unauthorized disclosure or loss of non-public personal information or confidential corporation information in any format. This provides protection against a violation of any privacy regulations including the HITECH Act, HIPAA, GLBA, and Massachusetts 201 CMR 17 or the failure to comply with the company's own privacy policies.

Internet liability: Damages arising when your internet service provider goes down or is hacked.

Web content liability: Damages and defense costs arising from claims of libel, copyright or trademark infringement, or defamation; damages to a website by a hacker or disgruntled employee

Electronic communications: Damages and defense costs arising as a result of electronic communications, such as breach of confidence or infringement of any right to privacy, intellectual property rights, or any statutory duty (Example: some states now require notification to those affected by a loss of private information and provision of credit monitoring services at your cost).

Intangible assets: Damages to code, data, etc.

Network extortion threat and reward payments: Reimburses the company for any extortion expense and reward paid by the company as a direct result of network extortion threat.

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Client Authorization to Bind Coverage

TO: Wells Fargo Insurance
5340 Kietzke Lane, Ste. 201
Reno, NV, 89511

RE: Insurance Proposal – Truckee Meadows Fire Protection District
NPAIP/PACT Renewals of 07/01/16-17

This proposal contains proprietary confidential information concerning Wells Fargo Insurance Services USA, Inc. ("Wells Fargo Insurance") and our Clients. It may not be distributed or reproduced without the express prior written consent of Wells Fargo Insurance. No disclosure concerning this proposal shall be made without the express prior written consent of Wells Fargo Insurance.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program, and is not meant to be all-inclusive. Please read your actual policies for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I hereby acknowledge that, upon the renewal of the coverage described herein, unless I otherwise direct Wells Fargo Insurance or Wells Fargo Insurance otherwise notifies me, Wells Fargo Insurance intends to renew my coverage with the insurer that, at the time of such renewal, underwrites my coverage and thus Wells Fargo Insurance will not solicit any quotes or proposals from insurers on my behalf in connection with such renewal.

I have read and understand the terms and conditions of this proposal and the compensation Wells Fargo Insurance may receive in connection with Wells Fargo Insurance's services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with Wells Fargo Insurance.

Please check one:

- ☒ After careful review of your proposal dated **June 1, 2016** we have decided to accept your proposal as presented.
- ☐ After careful review of your proposal dated **June 1, 2016**, we have decided to accept your proposal with the following changes:

Policy delivery (please select your preferred option)

- ☐ Electronically via email ☐ Paper copy in 3-ring binder
- ☐ Electronically posted on CyberSure

Please have binders and your invoice prepared for the agreed-upon coverage.

	Doreen Ertell	June 1, 2016
Customer Signature	Name	Date
Truckee Meadows Fire Protection District		
Company	Title	

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Evaluating Financial Strength and Capacity of Insurance Markets

Wells Fargo Insurance's objective is to place Clients risks with insurers that are financially sound. In assessing the financial strength of insurers, Wells Fargo Insurance relies upon statutory financial statements as well as the opinions and assessments of recognized rating agencies and other carrier review companies. Wells Fargo Insurance authorizes insurers that it believes, at the time of placement, have the financial ability to fulfill their claim payment obligations to our clients. Wells Fargo Insurance is not a guarantor of the solvency of insurers with which its brokers place business. However, our goal is to use reasonable measures to do business with financially healthy insurers. Our recommendations are based on financial and other relevant information that is available at the time of placement.

Wells Fargo Insurance Services USA, Inc. has appointed a group of experienced insurance professionals to serve on a Market Security Committee. This Committee is responsible for establishing and utilizing guidelines for the selection of insurers and supporting employees in their efforts to utilize financially sound insurers. In assessing the financial strength of insurers, the Committee relies upon the opinions and assessments of recognized rating agencies and other carrier review companies.

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Market Security Letter for NPAIP/PACT

May 25, 2016

Truckee Meadows Fire Protection District
Attn. Ms. Doreen Ertell
1001 E Ninth St
Reno, NV 89512

Dear Doreen,

You have elected insurance coverage with NPAIP/PACT for the July 1, 2016-2017 term. This entity differs in some ways from a traditional insurer. Common characteristics of a non-traditional market may include, but are not limited to:

- **Joint and several liability of members and/or member assessments** may apply if a deficit occurs. Member assessments often apply beyond the end of the policy year;
- **Joint and several liability or several, but not joint liability of insurance carriers.** Some insurance companies are structured in a way that multiple insurance carriers (admitted or non-admitted) share risks underwritten by that company up to a specified percentage amount or limit;
- **The provisions of state guaranty funds/associations may not apply** in the event this entity becomes insolvent. State guaranty funds/associations provide means for the payment of covered claims under certain insurance policies in order to avoid excessive delay in payment and to lessen financial loss to claimants or policyholders because of the insolvency of an insurer;

The purpose of this letter is to notify you of potential risks and complexities associated with the unique characteristics of this entity and to help you make an informed decision regarding the carrier you choose to have insurance coverage with. We recommend that you have this evaluated by your legal advisors. If you agree to have your insurance placed with this entity, please sign the acknowledgement below. **We must receive a signed copy of this letter before your insurance can be bound.** Thank you for your careful consideration of this matter. Please contact me if you would like additional information.

Sincerely,
Margo L. May
Margo L. May, CIC, CISR, ACSR
Account Executive 775-823-7115

ACKNOWLEDGMENT

The undersigned hereby acknowledges that she understands the above material and has instructed Wells Fargo Insurance to place insurance coverage with NPAIP/PACT.

By: _____ Date: _____

Title: _____

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Notice of Surplus Lines Placement

Wells Fargo Insurance Services USA, Inc.
5340 Kietzke Lane, Suite 201
Reno, NV 89511
Office: (775) 827-1555
Fax: (866) 612-8440



June 1, 2016

Truckee Meadows Fire Protection District
Attn. Ms. Doreen Ertell
1001 E Ninth St
Reno, NV 89512

Dear Doreen,

We have offered you insurance coverage with Lloyds Underwriters (for Property Terrorism Coverage and Casualty Terrorism Coverage for the term of 07/01/16-17). We want you to know that this is a surplus lines insurer, and that it does meet the financial strength requirements that we usually require of insurers with whom we place our customer's risks.

We exercise caution in placing insurance with a surplus lines insurer, because in the event this insurer becomes insolvent, the provisions of the state insurance guaranty associations **will not** apply. The state insurance guaranty associations provide for the payment of certain covered claims (up to a certain dollar amount) when a carrier becomes insolvent, but this protection is **not** available for surplus lines insurers.

Lloyds Underwriters is rated A XV by AM Best Rating, an independent insurer-rating organization that evaluates the financial strength of insurers. Insurers are not required to obtain a rating, and ratings are not a guarantee of an insurer's financial status. Some insurers who became insolvent have previously had high ratings; however, ratings are a tool that helps us make an objective evaluation of an insurer.

We want you to have this information so you can make an informed decision about whether to have your insurance placed with Lloyds Underwriters. If you should have any questions regarding this surplus lines placement, please contact me directly. Thank you for your careful consideration of this matter.

Very truly yours,

Margo L. May

Margo L. May, CIC, CISR, ACSR
Account Executive
775-823-7115
Margo.May@Wellsfargo.com

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“Claims Made” Coverage Notice

Some of the quotes provided in this proposal **may be** offered on a Claims Made or a Claims Made and Reported basis.

A brief description of Claims Made and Claims Made and Reported forms is included below for your reference.

Claims Made

1. Under a **claims-made** form, the policy that is in effect at the time that a claim is made against you is the policy that will respond to that claim, regardless of when the wrongful act occurred (subject to any retroactive date). This differs from an **occurrence** form, which responds to claims resulting from accidents, incidents or injuries occurring while the policy was in effect, regardless of when a claim for damages is brought.
2. If your policy has a **retroactive date**, the wrongful act must have occurred after the retroactive date in order for the policy to respond to a claim.
3. You may have the right to purchase an extended reporting period (ERP) endorsement if the policy is cancelled or not renewed. This endorsement will provide a period of time to continue to report claims that arise resulting from wrongful acts that occurred after any retroactive date and before the end of your policy period. The ERP (often called “tail” coverage) must be requested within a specific time frame and the additional premium, which typically is required prior to the tail period begins, is fully earned.

Claims Made and Reported

A type of claims made policy in which a claim must be both made against the insured and reported to the insurer during the policy period for coverage to apply.*

**Source: IRMI Glossary of Insurance and Risk Management Terms.*

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Transparency and Disclosure

Insurance is a highly regulated, competitive industry that fuels the U.S. economy and protects individuals and commercial entities from losses. There is nothing more important to our industry and to Wells Fargo Insurance than maintaining the trust of our customers and conducting business with the utmost integrity. We believe that our leadership role on disclosure should tie directly to our core values. Among these we state that we:

- Value and reward open, honest, two-way communication
- Do what is right for the customer
- Talk and act with the customer in mind
- Exceed our customers' expectations

Wells Fargo Insurance is proactively providing customers with complete transparency on standard and contingent commission income. We receive compensation from the insurance companies we represent when placing your insurance. Our compensation is usually a percentage of the premium you pay for your insurance policy or bond (a "commission"), which is paid to us by the insurance companies for placing and servicing your insurance or bonds with them. We also may receive fees agreed to in writing from our customers. Intermediaries, such as wholesale brokers, may sometimes be used to access certain insurance companies. Such intermediaries will allocate a portion of the compensation from the insurance companies to us and may, in some cases, be an affiliated company.

We receive payments from insurance companies to defray the cost of services provided for them, including advertising, training, certain employee compensation, and other expenses.

Consistent with longstanding industry practice, we may earn interest on premiums received from you and forwarded to the insurance companies through our bank accounts. We may also earn interest when the insurance company issues you a refund and that refund is processed through our bank accounts. We retain the interest earnings on our bank accounts.

Some of the insurance companies we represent may pay us additional commissions, sometimes referred to as contingent or bonus commissions, which may be based on the total volume of business we sell for them, and/or the growth rate of that business, retention rate, claims loss ratio, or other factors considering our entire book of business with an insurance company for a designated period of time.

The amount of premium you pay for a policy may change over the term of the policy. For example, your endorsement requests will affect the premium. Should the premium for any of your policies change, the amount of compensation paid to us by the insurance company would change accordingly.

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Important Disclosures

Insurance products are offered through non-bank insurance agency affiliates of Wells Fargo & Company and are underwritten by unaffiliated insurance companies, with the exception of crop insurance which may be underwritten by an affiliated insurance company.

The coverage and limits presented in this proposal are a simplified outline of the respective insurance policies. The actual policies issued by the insurance company govern the coverage provided, and should be read for coverage terms, limits of liability, definitions, and conditions pertaining to your specific insurance program.

This proposal is based on exposures to loss and other underwriting information provided by the customer and made known to Wells Fargo Insurance Services USA, Inc. You must report all additions or corrections to these exposures so we may arrange the proper coverage.

All property values used in this proposal were provided by the customer and should be carefully reviewed and/or appraised for accuracy. Higher limits and additional coverages may be available upon request.

Wells Fargo Insurance Services USA, Inc. has attempted to place your business insurance with markets that have displayed evidence of being properly managed and of strong financial condition. For more information about Wells Fargo Insurance, insurance carrier selection and monitoring, please refer to the section on Evaluating Financial Strength and Capacity of Insurance Markets. In the pages that follow, there may be proposals from companies that are identified as Non-admitted or Surplus Lines insurers. This designation means the insurance company is not licensed to do business in your state of domicile. The facts you should consider before placing coverage with a Non-admitted insurance company are as follows:

- If the insurance company becomes insolvent, the state insolvency fund will **not** cover any claims.
- Non-admitted carriers do not have to file their rates with the state and therefore their rates are not regulated.

Flatiron Capital, a premium finance company, is an affiliate of Wells Fargo Insurance Services USA, Inc. The use of Flatiron Capital is not a requirement for the purchase of insurance.

The extension of credit or the provision of bank products or services through Wells Fargo Bank, N.A., or its affiliates is not conditioned on and does not require the purchase of insurance through Wells Fargo Insurance Services USA, Inc.

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When to Notify Wells Fargo Insurance

It is important that you advise Wells Fargo Insurance of any material changes in your operations which may have a bearing on your insurance program. Your insurers have evaluated and accepted the risks on the basis of the information given. Any variation of these details could lead to complication in the event of a loss.

These changes may include, but are not limited to:

- Changes of personnel affecting responsibility for insurance decisions.
- Personnel traveling overseas/on temporary assignment overseas/working on military bases.
- Acquisition or creation of new companies or subsidiaries and/or mergers in which you are involved or any legal change in the corporate structure.
- Purchase, sale, lease, construction, or occupancy of new premises; real estate alteration, vacating the premises, or temporary unoccupancy; extension or demolition of existing premises. This applies for both domestic and foreign locations.
- Increase in values of building, business personal property, or inventory for both scheduled and unnamed locations.
- Removal of business personal property or stock to new or temporary locations.
- Addition of new locations, equipment, or vehicles, whether hired, purchased, leased, or borrowed.
- Changes in processes, occupancy, products, revenue, sales, or business operations.
- Addition, alteration, or temporary disconnection of fire or burglary protection systems.
- Use of owned or non-owned aircraft or watercraft.
- Major changes in value or nature of goods being shipped.
- Employment of personnel in states in which you were previously not doing business.
- Election or appointment of a new C.E.O. or C.O.O., or change in control of either the Board of Directors or the stock ownership of the company.
- Changes in ERISA Plan Assets.
- Any written contracts executed with contractor, subcontractors, suppliers, or others.

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Terrorism Risk and Insurance Act 2002 (TRIA)

The Terrorism Risk Insurance Act establishes a program within the Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from future terrorist attacks. The Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism. The Act provides that, to be certified, an act of terrorism must cause losses of at least 5 million dollars and must have been committed by an individual or individuals, as part of an effort to coerce the government or population of the United States.

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 85% of that portion of the amount of such insured losses that exceeds the applicable insurer retention.

The Terrorism Risk Insurance Act, as amended in 2007, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

In accordance with the Terrorism Risk Insurance Act, we are required to offer you coverage for losses resulting from an act of terrorism **that is certified under the federal program** as an act of terrorism. The policy's other provisions will still apply to such an act.

See the section of this notice titled **Selection or rejection of terrorism insurance coverage**. If you choose to accept this offer of coverage, your premium will include the additional premium for terrorism as stated in this disclosure

Failure to pay the premium by the due date will constitute rejection of the offer and your policy will be written to exclude the described coverage.

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General Provisions

Please read this document carefully, and advise if any provisions contained herein are unclear or incorrect, and advise your Wells Fargo Insurance Services USA, Inc. ("Wells Fargo Insurance") team immediately if any coverage is not reflected correctly or if any risks or potential risks have not been identified.

This document states the A. M. Best Company rating for each listed insurance company. Ratings are based on overall performance and financial strength. Performance ratings range from a low of "C-" to the highest rating assigned, "A++." Some insurance companies are subject to "Not-Assigned" categories. Financial size categories range from "I" (up to \$1,000,000 in surplus) to "XV" (\$2,000,000,000 or more in surplus).

Admitted insurance companies afford certain regulatory protection not extended to non-admitted insurance companies. For example, your state's Insurance Guarantee Association does not offer its loss protection to non-admitted insurance companies in the event of insolvency.

When, in Wells Fargo Insurance's judgment, it is necessary or beneficial to do so, we will utilize the services of other intermediaries, sometimes referred to as Wholesalers or Managing General Agents (MGA's), to assist in accessing coverage for insureds or prospects. Such wholesale intermediaries may or may not be affiliated with Wells Fargo Insurance, and would be compensated by the insurance company out of insured-paid premiums.

In some instances, insurance coverage placements made by Wells Fargo Insurance require the payment of state surplus lines tax and fees, in addition to the insurance premium itself. Wells Fargo Insurance will attempt to identify any such applicable tax and fees in advance of requesting coverage bound. In all instances, however, payment of any surplus lines tax and fees is the sole responsibility of the insured.

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Who we are

We value personal relationships and exceptional client service, and we recognize that each client's insurance needs are unique. So we make it our business to know your business.

As one of the largest insurance brokerages in the world, we have worked hard to establish trusted relationships across the country. Our local teams are ready to serve corporations, public entities, private companies, nonprofit organizations, and high-net-worth individuals.

Because of our size and our close relationships with highly rated insurance carriers, we are able to negotiate excellent rates and obtain access to select products. When you work with Wells Fargo Insurance, we can recommend optimal solutions with very competitive pricing.

Consider our advantages:

- **Financial strength.** Thanks to the power of Wells Fargo, we have capital resources that insurance-only brokerages often don't.
- **Resources.** We connect sales and services teams across the country, all of whom share practical advice and risk mitigation approaches. This gives you access to our national resources through our local offices.
- **Experience.** Our industry practice groups have years of experience working within targeted segments. We go beyond standard insurance recommendations by applying in-depth industry knowledge that typically isn't found in smaller firms.
- **Technology.** Our value isn't just the solutions we create – it's how we deliver them. Our leading-edge technology can streamline operations and help reduce administration.
- **Flexibility.** Thanks to our extensive domestic and global brokerage network, we can offer a variety of choices versus a one-size-fits-all solution.
- **Convenience.** Whether by phone, online, or in person, we're available to provide guidance and answers at times when it matters most.
- **Efficiency.** Since we're part of Wells Fargo, we can help you consolidate multiple financial services with a single provider.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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Property and Casualty Resources¹

Employment Law Online Services

Credible, convenient, and quick advice — documented advice is available online and toll-free from experienced employment law attorneys. Receive documented, confidential answers to your specific human resources/employment law questions no later than the end of the next business day.

Summit Training web

As a component of our risk control support, our clients have access to over 150 online safety courses. Our value-added tool through Summit Training Source is the premier resource for environmental, health, and safety training solutions.

Crisis Response Public Relations Hotline

Conventional wisdom says that people are inclined to believe the first story they hear. That makes communicating first, effectively, and across multiple channels critical to successfully navigating a crisis. Wells Fargo Insurance now offers the means to manage your crisis. A third party provider to support a 24/7 Public Relations Crisis Response Hotline may be used and made available to Wells Fargo Insurance clients.

Workers' compensation experience modification management

To help our clients reduce costs, Wells Fargo Insurance may utilize NIAS, Inc. and the AcuComp Process to enable favorable adjustments to our clients' experience modification factor.

Risk management

Insurance premiums represent only one component within your Total Cost of Risk. The risks that you retain in the form of deductibles or retentions represent significant opportunities for risk control and expense management.

Wells Fargo Insurance will tailor a service plan to meet your needs. The following is a sample of additional services that we provide.

Risk control and engineering

- Risk evaluation and assessment
- Environmental, health, and safety training advisors
- Consulting on property protection and engineering
- Regulatory review and compliance services
- Fleets and transportation risk

Financial analytics

- Loss forecast and accrual analysis
- Risk retention analysis
- Program comparison and cash flow modeling
- Cost of risk allocation
- Risk bearing capacity analysis
- Benchmarking

Claims consulting and solutions

¹ *Some services require additional fees and may be offered directly through third-party providers.*

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
Proposal date: 6/1/2016 Prepared for TMFPD
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- Claims program best practices
- Claims services administrator marketing and selection
- Claims services provider auditing and quality measurement
 - Claims program analytics and metrics

CyberSure® Quick Reference Guide

Property and Casualty

CyberSure® web-based customer service and support available 24/7/365.

Your business never stops. Why not partner with the broker that never closes?

Plus “answers”:

Online training solutions and disaster recovery planning available at a modest fee.

*CyberSure® is available at **no cost** to you. Take advantage of this time-saving tool. Contact your account team today and request a CyberSure® login!*

Available for property and casualty clients:

E-services

Certificate management

Issue your own certificates in the same amount of time it takes to submit a request to your broker. Store copies online and “go green.”

Claims management

Report claims and monitor history.

Fleet management

Manage changes to your fleet of autos.

Policy requests and changes

Add, change, or delete locations, equipment, and other exposures.

My account team

A customized directory of all those who support your risk management and insurance program.

My documents

Collaborate with your account team via convenient and secure upload and download of documents.

Resources

Loss prevention

Your Safety Committee’s one-stop shop for loss prevention resources.

Risk management “toolbox”

Articles, checklists, and other resources customized for a wide array of industries.

This proposal is merely a descriptive summary of coverage reference purposes only. This is a quotation of coverage contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 6/1/2016 Prepared for TMFPD

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ACORDTM NEVADA AUTO SUPPLEMENT

AGENCY
Wells Fargo Insurance Services USA
5340 Kietzke Lane, Suite 201
Reno, Nevada 89511

APPLICANT/NAMED INSURED
Truckee Meadows Fire Protection District

COMPANY: Nevada Public Agency Insurance Pool
POLICY #: NPAIP2016-17

EFFECTIVE DATE
07-01-16

MANDATORY OFFER OF MEDICAL PAYMENTS COVERAGE AND UNINSURED MOTORISTS COVERAGE

Nevada Insurance Law requires that all automobile liability policies contain Medical Payments Coverage and Uninsured Motorists Coverage unless you reject these coverages.

Medical Payments Coverage (Not Applicable to Umbrella Coverage)

Medical Payments Coverage provides protection without regard to legal liability for reasonable and necessary medical expenses resulting from accidental bodily injury while operating or occupying an insured vehicle, or being struck as a pedestrian by a motor vehicle or trailer.

You have the right to purchase limits of at least \$1000 per accident. Higher limits may be available. Please consult your agent. You also have the right to reject this coverage entirely.

_____ I select Medical Payments Coverage at the limits shown in the application. (initials)

_____ I reject Medical Payments Coverage entirely. (initials)

Uninsured Motorists Coverage (Including Underinsured Motorists Coverage)

Uninsured and Underinsured Motor Vehicle Coverage protects the named insured, the named insured's resident relatives and occupants in the insured vehicle if they sustain bodily injury in an accident for which the owner or operator of a motor vehicle is legally liable and does not have insurance (uninsured), or does not have enough insurance (underinsured).

You have the right to purchase limits equal to your Bodily Injury Liability limits unless you select lower limits for all vehicles on your policy or you reject this coverage entirely.

_____ (Initials) I understand and acknowledge that Uninsured Motorists Coverage has been offered to me up to the Bodily Injury Liability limits of my policy. I have instead selected the limits shown in the application for all vehicles on my policy.

_____ I reject Uninsured Motorists Coverage entirely. (initials)

Coverage is generally described here. Only the policy provides a complete description of the coverages and their limitations.

I understand these coverage selections will apply to all future renewals, continuations and changes in my policy unless I notify you otherwise in writing.

Applicant's Signature _____ Date _____



Truckee Meadows Fire Protection District

Nevada Public Agency Insurance Pool & Public Agency Compensation Trust Renewal Summary

Renewal Term: July 1, 2016 to July 1, 2017

Brandon Lewis, CPCU, ARM

Sales Executive – Commercial Lines

May 25, 2016

Together we'll go far



POOL/PACT Highlights

- The **Nevada Public Agency Insurance Pool** (POOL) was formed in 1987 by Nevada public entities in response to the insurance crisis.
- The pool provides property & casualty coverage as well as risk management, human resources and loss control services to its members.
- The **Public Agency Compensation Trust** (PACT) was formed in 1996 to provide workers' compensation coverage to members.
- Membership of both pools includes counties, cities, school districts, special districts and towns.
- Each pool is governed by a Board of Directors represented by members.

POOL/PACT Renewal Highlights (2016)

- **Property** rates have remained stable, subject to individual member exposures and loss experience.
 - Flood Zone A aggregate limit increased from \$10 million to \$25 million.
 - Equipment Breakdown limit increased from \$60 million to \$100 million.
- **Liability** rates have also remained stable, subject to individual member exposures and loss experience.
- **Data** (previously “Cyber”) **Security Event and Privacy Response Coverage** will continue to be included for all members.
- All members will receive **Environmental Liability Coverage** at this renewal.

Premium Comparison

Truckee Meadows Fire Protection District

NPAIP	2013-14 (TM ONLY)	2014-15 (TM ONLY)	2015-16 (TM ONLY)	2016-17 (TM & SF)
Property/ Liability	\$121,945.45	\$110,639.64	\$116,387.32	\$140,048.42
Environmental Liability	n/a	\$1,478.50	\$3,597.00	Included
Total Costs	\$121,945.45	\$232,102.46	\$119,984.32	\$140,048.42

Wells Fargo Insurance Services - Agent Commission \$9,162.05

2016/17 renewal premium includes combined exposure information for TMFPD and SFPD. The separate, expiring annual premiums for both entities in 2015/16 was \$218,004.02.

PACT	2015-16	2016-17
Modification Factor	1.23	1.35
Heart Fund Rate/\$100	\$5.85	\$4.85

Property Coverage Summary

Truckee Meadows Fire Protection District

	2015-16 (TM ONLY)	2016-17 (TM & SF)
<i>Member Total Insured Value</i>	\$38,816,700	\$54,163,535
Maximum Pool Limit Per Loss	\$300 million	\$300 million
Earthquake Aggregate Limit	\$100 million	\$100 million
Flood Aggregate Limit	\$100 million	\$100 million
Flood Zone A Aggregate Limit	\$10 million	\$25 million
<i>Member Maintenance Deductible (each and every loss)</i>	\$5,000	\$5,000

Additional Property Coverage Features

Truckee Meadows Fire Protection District

	2016-17
Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Equipment Breakdown	\$100,000,000 per loss
Loss of Income & Extra Expense	Included
Hazardous Substances	\$250,000 per loss
Spoilage Coverage	\$250,000 per loss
Data Restoration	\$100,000 per loss
Expediting Expenses	\$25,000 per loss
Unintentional Errors & Omissions	\$5 million per loss
Money and Securities	\$500,000 per loss
Transmission Facilities	\$100,000 per loss
Vehicle Replacement/Valuation	Actual Cash Value

Liability Coverage Summary

Truckee Meadows Fire Protection District

	2015-16	2016-17
Limit of Liability (each event, each member)	\$10,000,000	\$10,000,000
Limit of Liability (annual aggregate, each member)	\$10,000,000	\$10,000,000
Criminal Defense Fees and Costs Sub-Limit	\$50,000	\$50,000
Defense for Regulatory Agency Actions Sub-Limit	\$50,000	\$50,000
Weed Spray Property Damage Sub-Limit	\$250,000	\$250,000
Emergency Response To Pollution Sub-Limit	\$1,000,000	\$1,000,000
Sexual Abuse Sub-Limit	\$2,500,000	\$2,500,000
<i>Wrongful Acts Retroactive Date</i>	<i>7/1/03</i>	<i>7/1/03</i>

All sub-limits are part of and not in addition to the Limits of Liability.

Data (Cyber) Security Coverage Summary

Truckee Meadows Fire Protection District

	2015-16	2016-17
Limit of Liability (per event/per member)	\$2,000,000	\$2,000,000
Annual Aggregate (per member)	\$2,000,000	\$2,000,000
<i>Privacy Response Expense Coverage Sub-limit</i>	\$500,000	\$500,000
Retroactive Date	7/1/13	7/1/13

Data Security Event means:

a. the actual or reasonably suspected theft, loss or unauthorized disclosure of or access to

electronic Personal Information in the care, custody or control of an Assured or for which the Assured is legally responsible; or

b. a violation or failure of the security of a Computer System, including but not limited to unauthorized access, unauthorized use, a denial of service attack, or receipt or transmission of malicious code.

Environmental Liability Coverage Summary

Truckee Meadows Fire Protection District

	2015-16	2016-17
Limit of Liability – Each Incident (A, B, C)	\$2,000,000	\$2,000,000
Aggregate Limit (A, B, C)	\$10,000,000	\$10,000,000
<i>Deductible (A, B, C)</i>	<i>\$25,000</i>	<i>\$25,000</i>
Business Interruption Limit (Coverage D)	N/A	\$2,000,000 365 Days
Business Interruption Deductible (D)	N/A	3 Days
Retroactive Date (All Coverage)	N/A	7/1/16

- **Coverage A:** Third Party Claims for Bodily Injury, Property Damage or Remediation Expense
- **Coverage B:** First Party Remediation Expense
- **Coverage C:** Emergency Response Expense
- **Coverage D:** Business Interruption



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM/ACM _____

Finance VJB

Legal DW

Risk Mgt DE

HR _____

DATE: June 9, 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: Recommendation that the Board of Fire Commissioners approve quarterly requests for reimbursement from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums. (All Commission Districts)

SUMMARY

Recommendation that the Board of Fire Commissioners approve quarterly requests for reimbursement from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District (TMFPD or the District) for the cost of retiree health insurance premiums.

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

PREVIOUS ACTION

May 11, 2010, the Board of County Commissioners approved and authorized the Chairman to execute a Trust Agreement for the Washoe County, Nevada Other Post-Employment Benefits Trust Fund (Trust). The Trust Agreement was restated on February 8, 2011 to include investment options both in the Washoe County investment pool and in the State of Nevada's Retirement Benefits Investment Fund.

July 8, 2010, the Board of Fire Commissioners for Truckee Meadows Fire Protection District passed a resolution approving TMFPD's participation in the Trust.

August 4, 2010, the Board of Fire Commissioners for Sierra Fire Protection District (SFPD) passed a resolution approving SFPD's participation in the Trust.

April 14, 2015, the Board of County Commissioners authorized quarterly reimbursement from the Washoe County, Nevada OPEB Trust to the Washoe County Health Benefits Fund as directed by the Comptroller's office.

March 8, 2016, the Washoe County Board of County Commissioners approved Ordinance No. 1577, directing the consolidation of the Truckee Meadows Fire Protection District and Sierra Fire Protection District into one fire protection district which will be known as the Truckee Meadows Fire Protection District. The ordinance provides for TMFPD to assume all duties, debts, obligations, liabilities, revenues, expenditures and assets of the SFPD. All operations and activities of SFPD will cease on June 30, 2016.

BACKGROUND

The requirements for requests for reimbursement from the Trust are set forth in Nevada Administrative Code (NAC) 287.792. Specifically, requests must be made by a participating employer's governing body and must include:

- An explanation of how the proposed transfer will be used to fulfill the requirements of the Benefit Plans;
- A copy of the Employer's approved budget reflecting the authorization of retirement benefits;
- Minutes of the meeting of the Employer's governing body during which the transfer was proposed; and
- The signature of the chairperson of the Employer's governing body.

Payments from the Trust may be made only to the extent that the Benefit Plan benefits for which such payment is made are benefits permitted under the NRS. Past practice has been for the District to directly charge all retiree health premiums to the OPEB Trust. This practice does not comply with NAC 287.

Legal counsel for the Trust advised that the Board of County Commissioners (BCC) may grant approval in advance for quarterly reimbursement to the County from the OPEB Trust as directed by the Comptroller's office, with subsequent ratification by the Board of County Commissioners. On April 14, 2015, the Board of County Commissioners authorized quarterly reimbursement from the Washoe County, Nevada OPEB Trust to the Washoe County Health Benefits Fund as directed by the Comptroller's office. District staff seeks similar advance approval from the Board of Fire Commissioners for quarterly requests for reimbursement from the Trust, with direction to be provided by District financial staff.

FISCAL IMPACT

Quarterly reimbursement from the OPEB Trust to TMPPD ensures that the District is reimbursed on a routine and timely basis for the cost of retiree health premiums. These routine payments in turn ensure a steady and reliable cash flow which allows the District to meet its fiscal obligations to the health plan participants. Based on the historical retiree health premiums, the quarterly reimbursements are estimated at approximately \$70,000.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners approve a proposal authorizing staff to request quarterly reimbursement of retiree health benefit costs from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District. All such reimbursement requests will be brought before the Board of Fire Commissioners at least annually for their subsequent review and ratification.

POSSIBLE MOTION

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

"I move to approve quarterly requests for reimbursement from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums."



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM/ACM
Finance VVB
Legal
Risk Mgt. D
HR

DATE: May 13, 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 approval of a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorize the Chair to sign on behalf of the Board. (All Commission Districts)

SUMMARY

Discussion and possible approval of a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorize the Chair to sign on behalf of the Board.

Strategic Objective supported by this item: *Valued, Engaged Employee Workforce*

PREVIOUS ACTION

March 27, 2012, the Board of Fire Commissioners approved the Interlocal Agreement for Fire Service between SFPD and TMFPD which provided for the administrative and operational consolidation of the two fire Districts. On June 24, 2014, the Board approved Amendment No. 1 to extend the term of the agreement until June 30, 2016.

April 10, 2012, the Sierra Fire Protection District Board of Fire Commissioners approved a collective bargaining agreement between the Sierra Fire Protection District and the Sierra Fire Protection District Chief Officers Association for a two year term from April 9, 2012 until June 30, 2014.

April 24, 2012, the Truckee Meadows Fire Protection District Board of Fire Commissioners recognized the SFPD Chief Officers Association pursuant to NRS 288.160 as the exclusive bargaining unit for current employees as identified in Article 2 of the Collective Bargaining Agreement between the Sierra Fire Protection District and the Chief Officers Association which was assumed by the District on April 10, 2012.

October 28, 2014, the Board of Fire Commissioners approved a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a two year term effective July 1, 2014 until June 30, 2016.

BACKGROUND

Three-Year Term: Effective July 1, 2016, and shall continue until June 30, 2019.

Salaries: Each year of the contract includes a cost of living increase: 2.50% in FY16/17, 2.50% in FY17/18, and 2.25% in FY18/19.

FISCAL IMPACT

The estimated fiscal impact of the Collective Bargaining Agreement is as follows:

Salaries: The cost of living increases are estimated at \$31,930 in FY16/17, \$64,650 in FY17/18, and \$94,840 in FY18/19.

RECOMMENDATION

Staff recommends the approval of a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorizes the Chair to sign on behalf of the Board.

POSSIBLE MOTION

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

"I move to approve a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorize the Chair to sign on behalf of the Board."

AGREEMENT

BETWEEN

**TRUCKEE MEADOWS FIRE
PROTECTION DISTRICT**

AND

**TRUCKEE MEADOWS FIRE
PROTECTION DISTRICT CHIEF
OFFICERS ASSOCIATION**

2016-2019

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ARTICLE 1 – PREAMBLE

A. This agreement is entered into by and between the Board of Washoe County Commissioners as ex-officio Board of Fire Commissioners for the Truckee Meadows Fire Protection District, hereinafter referred to as the "District", and Truckee Meadows Fire Protection District Chief Officers Association, hereinafter referred to as the "Association". This agreement sets forth the full and entire agreement between the parties.

B. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties, to provide for equitable and peaceful adjustment of disputes, which may arise over the interpretation and application of this agreement, and to establish fair and equitable standards of wages, hours, and other conditions of employment.

C. The Association and District will act in good faith and with a cooperative attitude to improve the quality and efficiency of fire protection for citizens of the Truckee Meadows Fire Protection District.

ARTICLE 2 – RECOGNITION

A. The District hereby recognizes the Association as the exclusive bargaining agent for the following management personnel in the Truckee Meadows Fire Protection District including but not limited to:

1. Battalion Chief
2. Chief Officer - Logistics
3. Fire Marshal

B. In the event any new management position(s) are established during the term of this agreement by the District, not listed above, and recognizing that that position comprises a community of interest; the position shall be included within the bargaining unit and represented within this agreement upon approval of the Chief or his designee.

C. The District shall notify the Association president of all changes to the job classifications covered by this Agreement.

ARTICLE 3 – RIGHTS OF ASSOCIATION

A. The District recognizes its statutory obligation to negotiate any departmental rule, policy, or procedure that is related to a mandatory subject of bargaining as enumerated under NRS 288.150. In the event there is a dispute over whether a rule, policy or procedure falls within the scope of mandatory bargaining, said dispute shall be submitted to the Local Government Employee-Management Relations Board and shall not be subject to the grievance procedure contained in this Agreement.

B. The Fire Chief and/or his designee shall meet as needed and/or requested by either party with representatives of the Association for the purpose of engaging in Labor Management meetings. The purpose of said meetings is to informally discuss matters of concern and/or interest to either party.

C. On-duty time shall be provided for up to two (2) Association representatives, and may be increased if both parties mutually agree.

ARTICLE 4 – MANAGEMENT RIGHTS

It is understood and agreed between the parties that nothing contained in this Agreement shall be construed or interpreted to infringe upon any management rights of the District as set forth in NRS 288.

ARTICLE 5 – PREVAILING RIGHTS

Benefits, including present working conditions, previously existing will not be diminished by any provision or failure of any provision of this Agreement without mutual consent of the parties (for purposes of this Article, only the continuation or start of practices following July 1, 2006 will be considered as past practices). There will be no change in any matter covered by this Agreement without the mutual consent of the parties. There will be no change in any matter within the scope of representation without negotiations as required by NRS 288.

ARTICLE 6 – SUCCESSIONSHIP

1. The District agrees not to sell, merge, or convey or cause to sell, merge or convey or otherwise transfer or cause to transfer its operations to a new employer without first securing the agreement of the successor to assume the District's obligations of wages, hours, terms and conditions of employment.

ARTICLE 7 – STRIKES AND LOCKOUTS

A. Neither the Association nor any employee covered by this agreement will promote, sponsor, or engage in any strike against the employer; slow down; or interruption of operation; concentrated stoppage of work; absence from work upon any pretext or excuse, such as illness, which is not founded in fact; or any other intentional interruption of the operations of the District regardless of the reason for so doing.

B. The District will not lock out any employees during the term of this agreement as a result of a labor dispute with the Association.

ARTICLE 8 – REDUCTION IN FORCE

In the event of a personnel reduction resulting in a layoff within the Chief Officers Association, such reduction shall be effected as follows:

1. Any resulting reduction within the Chief Officers Association in the Battalion Chief and/or Fire Marshal ranks resulting in the loss of employment with the Fire District, shall be based upon total District seniority which includes all continuous time with the State of Nevada, for employees hired by the District prior to July 1, 2006, in addition to time accrued with the District regardless of classification or bargaining unit.

2. Any employee being laid off shall have the option of accepting a voluntary demotion to the next lower classification within the Fire District.
3. No new employee shall be hired until the last laid off qualified employee has been given the opportunity to return to the higher classification.

(Revised 7-1-16)

ARTICLE 9 – DURATION OF AGREEMENT

A. This Agreement shall become effective July 1, 2016, and shall continue until June 30, 2019, except as otherwise provided below.

B. The Parties agree that new legislation, SB 241, went into effect in June of 2015. SB 241 encompasses “evergreen” clauses as they pertain to collective bargaining agreements. The Parties remain on opposite sides of the new law’s interpretation.

Truckee Meadows Fire Protection District asserts that the “evergreen” language in Article 9 of the 2014-16 Collective Bargaining Agreement, which included language in Paragraphs B through D starting with “This Agreement shall automatically be renewed from year to year thereafter” and ending with “In the event that future agreements are not reached prior to July 1 of that year, all awards rendered by the final binding arbitrator shall be retroactive to July 1 of the year negotiations commence”, at Paragraph D, is in contravention of SB 241, and is therefore null and void pursuant to law and Article 24 of this Agreement. Truckee Meadows Fire Protection District therefore will not agree to include the quoted language in the Agreement.

The Union asserts that SB 241 does not affect the quoted language in Article 9.B and seeks to continue to include that language in the Agreement. Furthermore, the TMCOA contends the language in Article 9.D is not null and void because NRS 288.215(10) states:

The arbitrator shall, within 10 days after the final offers are submitted, accept one of the written statements, on the basis of the criteria provided in NRS 288.200, and shall report the decision to the parties. The decision of the arbitrator is final and binding on the parties. Any award of the arbitrator is retroactive to the expiration date of the last contract.

The TMCOA therefore seeks to continue to include the language in Article 9.B and D, as it appeared in the 2014-2016 CBA, in the successor agreement.

In the interest of concluding negotiations for this 2016-2019 Agreement, the parties agree to abide by any legally binding decision concerning SB 241.

If, after a legally binding decision, the Union and/or the District desire to discuss the impact, they shall have the option to exercise the protocol set forth in Article 24 to negotiate the ramification(s) SB 241 has on the Agreement.

(Revised 7-1-16)

ARTICLE 10 – AMENDMENTS

It is agreed that no provision of this Agreement may be amended without the mutual agreement of the parties.

ARTICLE 11 – NON-DISCRIMINATION

A. The parties agree not to discriminate against any employee because of race, color, religion, creed, sex, age, protected disability, national origin, sexual orientation, gender identity or expression, marital status, or political affiliation.

(Revised 7-1-16)

B. The District and the Association agree that membership, non-membership, or lawful activities on behalf of the Association shall not be used as the reason or cause for transfer, denial of any promotion, or denial of other terms and conditions of employment. Nothing contained herein is intended to abrogate the District's right to manage and to consider the operational needs of the department as set out in Article 4, Management Rights. Nothing contained herein is intended to abrogate the Association's right to hold meetings and engage in lawful functions.

C. Whenever any words are used in this agreement in the masculine gender, they shall be construed as though they were also in the feminine and neuter gender in all situations where they would so apply.

D. Any complaint alleging a violation of this Article shall be submitted to the appropriate administrative agency (ies) having responsibility for enforcing State and Federal laws governing non-discrimination in employment and shall not be subject to the Grievance Procedure, Article 35.

ARTICLE 12 – ESTABLISHMENT OF NEW CLASSIFICATIONS

The Employer reserves the right to establish new classifications that may fall within the scope of this Agreement, including requirements and wage rates. Wage rates for new classifications will become subjects of bargaining upon expiration of this Agreement. The Employer shall notify the Association president of all changes to the job classifications covered by this Agreement.

For the purpose of this article, 'employee' is representative of those management personnel covered under Article 2 of this Agreement.

In the event any new management position(s) are established during the term of this agreement, by the District, not listed above, and recognized that that position comprises a community of interest; the position shall be included within the bargaining unit and represented within this Agreement. The District reserves the right to establish new classifications, which may fall within the scope of this Agreement, including requirements and wage rates.

ARTICLE 13 – SALARIES

These pay rates shall be effective as of July 1, 2016 and are reflected in the salary schedule attached hereto as Appendix A and by reference incorporated herein.

A. Classification:

1. Battalion Chief
2. Chief Officer - Logistics
3. Fire Marshal

B. Employees in classifications having more than one (1) pay step or employees in classifications that have not reached the maximum of the salary range may become eligible for a step or merit increase on the employee's merit anniversary date one (1) year after the employee's appointment, promotion, or last step advancement based upon meeting a standard or better performance evaluation rating.

C. Incentive Pay

1. EMT-Intermediates: All personnel maintaining current EMT-Intermediate certification in the State of Nevada shall receive compensation equivalent to 3% of base pay, included in each bi-weekly payroll.
2. Paramedics: All personnel maintaining current Paramedic/EMT-Advanced certification in the State of Nevada shall receive compensation equivalent to 6% of base pay, included in each bi-weekly payroll.

D. Conversion of 56-Hour to 40-Hour Workweek:

1. In computing the salary increases for employees working either a 56-hour workweek schedule or a 40-hour workweek schedule, the salary increases are to be applied to the hourly rates for the 56-hour workweek schedule and then converted to the equivalent 40-hour workweek hourly rate by using a factor of 1.4.
2. The approximate annual salary for employees working a 56-hour workweek is based upon 2,912 hours per year. The actual cost to the District is based upon 2,920 hours per year (365 days per year times 24 hours divided by 3 shifts equals 2,920 hours).
3. The approximate annual salary for employees working a 40-hour workweek is based upon 2,080 hours per year.
4. All hourly rates are to be rounded to the nearest penny using normal round-off rules.

E. The salaries pursuant to this Agreement are subject to change during the term of the Agreement due to increases or decreases in the retirement contribution for Nevada's Public Employee Retirement System (PERS) in accordance with NRS 286.421.

ARTICLE 14 – CAREER INCENTIVE

All employees covered hereunder who have completed a total of eight (8) years or more of full-time service with the District shall be entitled to annual longevity pay at the rate of .25% (.0025) of the base pay for each year of continuous service with the District up to a maximum payment of 6.25% (.0625) for twenty-five (25) years or more of service. An employee's eligibility for longevity pay shall be reviewed as of June 1 and December 1 of

each year with payment to be effected in equal semiannual installments payable on the first payday of June and December immediately following a determination of eligibility. For qualified employees retiring or resigning before the due date of any semiannual payment, the amount of payment shall be prorated.

ARTICLE 15 – OVERTIME

A. Overtime Provisions Applicable to Battalion Chiefs

1. Battalion Chiefs may utilize shift trades in accordance with Article 44, Shift Trade.
2. Any coverage for a vacant Battalion Chief position shall be filled first by off duty Battalion Chiefs before the Fire Chief, Division Chief or an acting position is assigned.
3. When coverage for a Battalion Chief is necessitated by a Battalion Chief's injury, illness or any other period of extended absence, the District reserves the right to cover the period of the Battalion Chief's absence by appointing a qualified Acting Battalion Chief during the period of any such absence. For the purposes of this Article, "extended absence" shall be defined as any period of time which is expected to or does exceed four (4) or more consecutive 24 hour shifts.
4. Overtime shall be deemed as any time worked in excess of the normal work period or the normal work shift.
5. Employees shall be compensated for overtime worked at one and one-half (1.5) times their base rate of pay for each hour, or major fraction thereof, worked.
6. All overtime must have the advance authorization of the Fire Chief or his designated representative.
7. Overtime will be earned in increments of one-quarter (1/4) hour.
8. Overtime will be added to the payroll for the period during which the overtime is performed. It is understood that nothing in this Article shall require payment for overtime hours not worked. All overtime must have previous authorization of the District's Fire Chief or designee if compensation therefore is to be effected.
9. Any employee who accepts a request by his supervisor to work during hours outside his regularly scheduled straight time hours on the day in question, which hours will not abut his regularly scheduled shift hours on that day, will receive a minimum of two (2) hours pay at the applicable hourly rate.
10. Any employee who reports for work on his scheduled day or for previously scheduled recall shall receive a minimum of two (2) hours pay for each such incident, at the applicable rate, where the District cannot provide work for the employee.

11. Emergency incident overtime shall be filled first by a full-time Battalion Chief then by a qualified acting battalion chief if a full time Battalion Chief is not available for coverage. Mandatory overtime may be required in the event employees are not available to fill for shift vacancies.

12. The employee may select cash payment or compensatory time for the overtime worked; for training, District functions, or any overtime outside of station fill-in and emergency incident overtime. The maximum amount of compensatory time that may be accumulated is 480 hours. Compensatory time utilized shall be limited to a maximum of 480 hours per calendar year. All overtime hours in excess of this amount shall be paid for in cash. Upon termination of employment, an employee shall be compensated at his regular rate for all accumulated and unused compensatory time hours.

B. 40-HOUR PERSONNEL

1. Overtime shall be defined as any time worked in excess of 40 hours per week. Such compensation shall be in the form of either cash payment or compensatory time, which the decision shall be made by the employee at the time the overtime is worked. The maximum amount of compensatory time that may be accumulated is 240 hours. Compensatory time utilized shall be limited to a maximum of 240 hours per calendar year.

2. The provisions applying to the payment for Holiday Compensatory Time (Article 15), shall apply to compensatory time under this Article. All overtime hours in excess of this amount shall be paid for in cash. Upon termination of employment, an employee shall be compensated at his regular rate for all accumulated and unused compensatory time hours.

2. Overtime and callback as a result of all emergency incidents including out of District assignments and mutual aid, shall be paid from the moment of notification until return to the station from which dispatched including rest periods, standby periods, meal breaks, etc.

CALLBACK COMPENSATION

Callback compensation shall be determined for this agreement (as per NRS 286.025 and the PERS Revised Official Policies).

A. Employees shall be compensated for callback worked at one and a half (1-1/2) times their regular rate of pay for each hour, or major fraction thereof, worked. Such compensation shall be in accordance with Article 15 (Overtime).

B. Any employee who is recalled to duty, or voluntarily responds to an emergency incident during off-duty hours and is requested by the incident commander to assist in the incident, shall be compensated at the overtime rate established above for the actual time so spent on duty with a guaranteed minimum of two (2) hours regardless of having worked less than two (2) hours, except as provided herein. Any employee who voluntarily reports to his duty station prior to the beginning of his assigned shift and then is called out to an emergency incident shall be paid at the overtime rate for only the

actual time spent working prior to the beginning of his shift and the two (2) hour minimum shall not apply.

C. Overtime and callback as a result of all emergency incidents including out of District assignments and mutual aid, shall be paid from the moment of notification until return to the station from which dispatched including rest periods, stand-by periods, meal breaks, etc.

STANDBY COMPENSATION

Employees may be assigned to work standby time (on-call). Standby time shall be defined as per NRS 286.025 and the PERS Revised Official Policies; as "Standby Pay (is) compensation earned for holding oneself ready for duty while off duty", and as such is compensable to the PERS Compensation shall be in compliance with the provisions of the F.L.S.A.

An employee on standby shall be available for call to duty, specifically scheduled and directed by the Fire Chief or his designee. The scheduling of standby shall be fair and equitable and the procedure for such shall be contained in the Procedures Manual. While on standby, the employee shall be considered "waiting to be engaged" and as such is required to be available for call to duty within thirty (30) minutes from the time any call is received. Employees shall be considered available for call to duty by making contact with the requesting officer. An employee called back to duty shall be at the scene of the incident within a reasonable period of time.

Employees on standby shall be entitled to compensation at the rate of 1/4 hour of pay at their regular rate of pay. Standby time under these criteria shall not be considered as hours worked for the purpose of computing overtime. Standby time may be utilized as compensatory time as provided in Article 18, Overtime.

Standby pay shall cease during the time an employee is called back to duty.

HOLIDAY PAY/COMPENSATORY TIME

A. 56-Hour Personnel

1. All 56-hour employees in positions which are manned on a twenty-four (24) hour basis who work on a legal holiday (as listed in Article 23) as part of their regular work schedule, or whose regularly scheduled day off falls on a legal holiday, shall receive twelve (12) hours pay at their regular rate of pay, or twelve (12) hours of compensatory time. Holiday credit shall not accrue until after the holiday has occurred.

2. All 56-hour employees, in order to be entitled to a legal holiday or holiday comp, must be in full pay status on their scheduled workday immediately preceding and immediately following such holiday.

3. There shall be no limit to the number of hours accrued as holiday compensatory time.

4. The parties agree that an employee may make a request of the Fire Chief to be paid for accrued holiday compensatory time to address unforeseeable financial needs incurred by the employee.

5. Upon termination of employment, each employee shall be compensated at his regular hourly rate for all holiday compensatory time accrued.

B. 40-Hour Personnel

1. All 40-hour employees shall be paid eight (8) hours at their regular hourly rate for each of the holidays listed in Article 23. In order to be entitled to holiday pay, an employee must be in a full pay status both the day before and the day after the holiday.

2. If a holiday falls on a Sunday, the Monday following shall be observed as the legal holiday; if a holiday falls on a Saturday, the Friday preceding shall be observed as the legal holiday.

3. There shall be no limit to the number of hours accrued as holiday compensatory time.

4. If a holiday is observed while the employee is on sick leave, annual leave, or other paid leave status, the employee will receive his holiday pay and the day will not be charged against sick, annual, or other paid leave credits.

5. Upon termination of employment, each employee shall be compensated at their regular hourly rate for all holiday compensatory time accrued.

6. If an employee is required to work on any of the above-named holidays and if eligible for holiday pay, he shall receive, in addition to his holiday pay, one and a half (1-1/2) times his regular hourly rate of pay for each hour or major fraction worked, up to a maximum number of hours equal to the number of hours he is regularly scheduled for a normal work day.

C. Utilization

Any employee who has accrued holiday compensatory time may utilize holiday compensatory time off by submitting a request for leave form. Utilization shall be in accordance with the following procedure:

1. Employee may trade their holiday compensatory time with another qualified employee. Holiday compensatory time trade shall be in accordance with Article 44, Shift Trade. An employee electing to utilize holiday compensatory time trade with another qualified employee shall have their holiday compensatory time hours transferred to the employee accepting the trade.

2. Holiday compensatory time trade, as with a shift trade, is solely at the option of the employees involved and with the approval of the District. Holiday compensatory time trades shall not incur any overtime cost to the District. The hours worked in the holiday compensatory time trade shall be excluded in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation. Where one employee trades holiday compensatory time with another, and except for the actual recording of hours traded, each employee will be credited as if they had worked their normal work schedule for that shift.

D. Conversion of Workweek

1. 56-Hour Employee: If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule and said employee has accumulated holiday compensatory time hours at the time of reassignment, the amount of hours shall be converted to an equivalent number of hours for a 40-hour workweek schedule by dividing the number of hours by a factor of 1.4.

2. 40-Hour Employee: If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule and said employee has accumulated holiday compensatory time hours at the time of reassignment, the number of hours shall be converted to an equivalent number of hours for a 56-hour workweek schedule by multiplying the number of hours by a factor of 1.4.

Further, any other day declared by the President of the United States to be a legal holiday or added to NRS 236.015 shall also be a legal holiday.

ARTICLE 16 – USE OF INDEPENDENT CONTRACTORS

The employer reserves the right to hire independent contractors to perform various administrative and support functions. No independent contractor shall be hired and utilized to perform operational functions typical of the Battalion Chief responsibilities. Independent Contractors shall not be used for any position within the Incident Command System used for management of emergency incidents. Any other administrative duties assigned to the independent contractor shall be discussed with the Battalion Chiefs prior to assignment.

ARTICLE 17 – VACANCIES & PROMOTIONS

The District shall have the right to decide if any vacancy shall be filled or promotion made in accordance with Article 4, Management Rights.

A. Vacancies and promotions shall be filled by the best qualified applicant available. The District encourages all qualified existing employees to apply for the promotional position of Battalion Chief.

B. If the District decides to fill a Battalion Chief vacancy, the following procedures shall apply:

1. Recruitment:

The job vacancy announcement shall first be posted on the fire station bulletin board for a minimum period of thirty (30) calendar days for internal application acceptance purposes. Following a review of whether there are sufficient internal applicants, the Chief shall consult with Human Resources and shall determine whether to extend the recruitment to include external applications.

2. Testing Requirements:

Any individual seeking promotion or hire to Battalion Chief shall be required to take an assessment center including practical exercises, skills demonstration and

interview, written, practical, and interview for the purposes of promotion/hire to said position. All evaluators shall be from neighboring professional Fire Departments. A list shall be established from the names of those applicants taking the tests and shall be ranked in order of highest to lowest total scores. This list shall be valid for a minimum of fourteen (14) months unless extended for an additional twelve (12) months by the Fire Chief.

3. Selection Criteria:

All Battalion Chief vacancies shall be filled from the established list. The chief will select from the top five (5) candidates on the list for each vacancy. Provided, an employee who has been in the top three (3) candidates and bypassed and not selected for three (3) consecutive promotions shall be removed from the promotion list and provided in writing with the reasons why they were bypassed to afford them an opportunity to improve their competitiveness for selection.

4. Eligibility for Promotional Exams:

Eligibility for entry in to promotional exams for Battalion Chief will be as follows:

- a) Qualified applicants shall have completed and possess certification as Company Officer and job qualifications and experience shall be determined by the District with the input of the Association. External candidates shall demonstrate the equivalency of the foregoing.
- b) Candidates for the Battalion Chief position shall have a minimum of a Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology, or a 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 the Truckee Meadows Fire Protection District; OR any other equivalent combination of training and experience.

5. Subject to prior recommendation of the Fire Chief and the approval of the District's Human Resources department, anyone promoted and serving in an initial probationary status shall become eligible for confirmation into his respective classification upon completion of his twelve (12) month probation period.

6. For those employees that promote to management positions (i.e. Battalion Chief,) who are unable to be confirmed in to the new classification because he is unable to demonstrate the ability to perform his job or lacks the ability to progress, then he shall be returned to his former job classification and rate of pay. If another employee has filled this job classification, then that employee shall also be returned to his former job classification and rate of pay, and so on. There shall not be any gain in any benefits.

7. Fire suppression employees who occupy management positions and have successfully completed their probationary period may be placed in vacant CBA classifications for which they qualify, provided no employee shall be demoted or laid off to create a vacancy to which they can demote and they will not retain any prior class seniority.

C. Employees eligible for promotional examinations shall be given appropriate time off to take the examination and return to duty. Such time off shall not result in any loss of pay.

D. The District agrees to consider any suggestions made by the Association regarding subject matter for promotional exams.

E. Any employee who is promoted shall be guaranteed no loss of base pay.

F. Any employee who believes he has been wronged in the promotional process by the District in an arbitrary, capricious, or discriminatory manner and/or believes the District did not act in accordance with Article 17 (Vacancies & Promotions) procedures may, within ten (10) workdays, utilize the grievance procedure outlined in Article 35 starting at Step 1. If agreeable to both parties, expedited arbitration, if needed, may be used for grievances filed regarding this paragraph.

G. A promotion made hereunder is not final until any resulting grievances have been resolved.

ARTICLE 18 – MINIMUM CONSTANT SAFETY STAFFING

A. The intent of this article is to address the mutual concerns of the parties pertaining to employee safety including NFPA 1710, with regard to staffing..

B. A Battalion Chief shall be assigned each 24-hour day providing 24-hour coverage to provide shift management and incident management. At no time will the Battalion Chief position be left vacant. Coverage shall be provided, as required by Article 15, by an off-duty Battalion Chief unless one is not available, then coverage is to be provided by the Fire Chief, Division Chief or by qualified acting personnel.

C. .

D. In the event the on-duty Battalion Chief is committed to an incident, an off-duty Battalion Chief will be recalled back to work to provide coverage. If no Battalion Chiefs are available for coverage, a qualified acting Battalion Chief or the Fire Chief will be used to ensure that there is no vacancy.

ARTICLE 19 – SENIORITY

A. Seniority Defined

Seniority shall be based upon all continuous time with the State of Nevada, in addition to time accrued with the District. Periods of separation may not be bridged to extend such service unless the separation was the result of a layoff.

B. District Seniority

District seniority shall be determined by the following means:

(a) Date of continuous employment.

(b) Entrance examination grade.

(c) Date of original application.

In the event Factor (a) is not conclusive, Factor (b) shall govern. In the event Factor (b) is not conclusive, Factor (c) shall govern. In the event there is a tie, the employee holding the highest rank shall have seniority. In the event there is still a tie, seniority shall be determined by the drawing of lots.

C. Class Seniority

Seniority within a class shall be determined by the following means:

(a) Date of promotion or appointment to the class.

(b) District seniority.

(c) Examination score for that class.

In the event Factor (a) is not conclusive, Factor (b) shall govern and, in the event Factor (b) is not conclusive, Factor (c) shall govern.

D. Seniority List

The District and the Association agree that a seniority list showing the date of hire shall be established and brought up to date annually and posted on the Fire District bulletin boards. If no employee or the Association protests seniority shown on his behalf within forty-five (45) days of such posting, the seniority list shall stand as conclusive evidence of each person's seniority until the establishment of the new seniority list.

ARTICLE 20 – ASSOCIATION BUSINESS

A. Any members of the Association shall have access to a 'pool' of man-hours donated by individual Association members. Each of these members may draw upon this 'pool' as needed or required to conduct Association business.

B. It shall be the responsibility of the Association president to control the maintenance, usage, and records for said 'pool' time.

C. This 'pool' time is the responsibility of the Association, at no expense to the District.

D. Safety Committee and/or Joint Labor-Management meetings will not require use of said 'pool' hours.

E. Subject to scheduling conflicts, the District agrees to allow the Association to use Employer property for Association meetings.

Release Time for Negotiations:

Any members of the Association shall be allowed time off, with no loss of pay or any accrued leave, for any and all meetings between the District and the Association for the purpose of contract negotiations when such members are scheduled to be on duty.

Release Time for Grievances:

The District shall provide time off, with no loss of pay or any accrued leave, to the grievant and up to one (1) Association representative for any and all meetings between the District and the Association for the purpose of processing grievances when such members are scheduled to be on duty.

ARTICLE 21 – ASSOCIATION DUES DEDUCTION

A. The Association reserves the right to cause the District to deduct dues from the salaries of Association members and promptly pay over to the proper officers of the Association the money so collected.

B. No deduction shall be made, except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made.

C. There shall be no restriction on the right of an employee to terminate his dues deduction authorization.

D. The Association shall certify to the District in writing the current rate of membership dues. The District will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

E. Upon written authorization to Payroll from an employee, either directly or through a limited power of attorney, the District agrees to deduct on a bi-weekly basis from the wages of said employee such sums as necessary for any other payroll deduction types authorized by the District. Each employee shall have the right to terminate such payroll deductions at any time upon written request to Payroll .

F. The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate Association dues. When a member in good standing of the Association is in non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings. In the case of an employee who is in non-pay status during only part of the pay period, and the wages are not sufficient to cover the full withholding, no deductions shall be made. In this connection, all other legal and required deductions have priority over Association dues.

ARTICLE 22 – BULLETIN BOARDS

A. The District will furnish and maintain, in good repair, a suitable bulletin board at the Battalion Chiefs' Quarters for use by the Association in posting Association notices and other information.

B. It will be the responsibility of the Association to identify such board as the Association bulletin board.

C. The Association agrees to hold the District harmless for all materials posted upon the Association bulletin board.

D. The material posted on the bulletin board shall not be obscene, defamatory, or of a partisan political nature. All posted material shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed as soon as no longer timely.

ARTICLE 23 – MAINTENANCE OF EXISTING CONDITIONS

- A. The District agrees to maintain the following for the duration of this Agreement:
1. The use of all public utilities in the fire station.
 2. Recreational time and exercise periods subject to the approval of the immediate supervisor.
 3. The right to work on personal projects and use station facilities after normal working hours, subject to approval of the immediate supervisor.
 4. The provision of personal lockers with a serviceable locking mechanism.
 5. The provision of kitchen appliances and cooking utensils and the prompt replacement of those items as needed.
 6. The initial provision of shield and nametag.
 7. The provision of release time at no loss of pay for voting privileges in any state, national, or local election.
 8. The provision of potable water where applicable.
 9. The District shall provide all employees a copy of the Agreement presently in effect. The District and the Association agree to share equally the cost of printing and reproduction of the Agreement.
- B. The District shall at all times maintain the stations in a habitable condition. A station is not habitable if it substantially lacks one or more of the following:
1. Effective waterproofing and weather protection of roof and exterior walls and doors.
 2. Plumbing facilities that conform to applicable law when installed and which are maintained in good working order.
 3. A water supply approved under the law and capable of producing hot and cold running water, furnished with appropriate fixtures and connected to a sewage disposal system approved under applicable law and maintained in good working order to the extent that the system can be controlled by the District.
 4. Adequate heating facilities that conform to applicable law when installed and are maintained in good working order.
 5. Electrical lighting, outlets, wiring, and electrical equipment that conformed to applicable law when installed and are maintained in good working order.
 6. Floors, walls, ceilings, stairways, and railings maintained in good repair.
 7. Ventilating, air conditioning, and other facilities and appliances maintained in good repair.
 8. Stoves for meal preparation and dishwashers for sanitation purposes. Said appliances shall be maintained in good repair.
 9. Washer and dryer for washing station towels, rags, etc.
- C. In the event that repairs and/or maintenance beyond that which is commonly performed by employees become necessary, the District shall perform or otherwise arrange for the performance of such repairs and/or maintenance. The District shall perform or arrange for the performance of remodeling as needed to maintain station in good repair and in habitable condition.

ARTICLE 24 – GENERAL SAVINGS CLAUSE

This Agreement is the entire agreement of the parties terminating all prior agreements. Should any provision of this Agreement be found to be in contravention of any Federal or State Law and County Charter by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise cancelled or amended.

ARTICLE 25 – RULES, REGULATIONS, AND PROCEDURES MANUAL

A. It is mutually agreed by both parties that any "rule, regulation, or procedure" which significantly relates to a mandatory subject of bargaining, as contained in NRS 288, shall be negotiated. The provisions of Article 10, Amendments, shall govern any such rule, regulation, or procedure that is negotiated during the term of this Agreement.

B. The District has the right to adopt rules, regulations, manuals, and procedures and issue directives that do not constitute a mandatory subject for bargaining under Paragraph A and do not violate an expressed provision of the Agreement. Unless the operational needs of the District dictate otherwise, the following provisions shall apply to those rules, regulations, manual, procedures and directives issued by the District under this paragraph:

(a) No rule, regulation, manual, procedure, or directive, or amendment or cancellation thereof, shall become effective until notice thereof has been posted in each fire station and the District Office for a period of twelve (12) consecutive days.

(b) The District or the Association may request meetings to discuss the working rules (etc.) and proposed changes therein.

(c) Said meetings shall be convened prior to the implementation of the rule, regulation, amendment, or cancellation and a written record of the meeting will be kept.

(d) The District shall provide copies of the rules, regulations, and manuals to each fire station, the District Office, and one (1) copy to the Association.

ARTICLE 26 – CONSOLIDATION

1. The District agrees to negotiate, including all provisions provided by NRS 288 and this contract within the scope of representation of the Chief Officers Association, with the Association over the impact and effects on represented employees of any decision to consolidate, merge, contract, subcontract, or any other form of transfer or placement to another entity, of any function which the Chief Officers Association has a legal interest.

For the purpose of this article, 'employee' is representative of those management personnel covered under Article 2 (Recognition) of this Agreement.

ARTICLE 27 – JOINT LABOR-MANAGEMENT SAFETY COMMITTEE

In order to address the mutual concerns of the parties on safety matters, the

Association and District agree to form a Joint Labor-Management Safety Committee. The Committee is an important link in the TMFPD Occupational Safety and Health Program. It provides a vital connection in the "top-down, bottom-up" approach to developing and maintaining a safe working environment. The Committee is hereby empowered and responsible for providing the following support:

1. Drafting new and revised safety policies and procedures.
2. Consider the concerns of and formally recommend corrective action toward personnel safety inquiries.
3. Evaluate the root cause of accidents or injuries, based upon completed reports and investigations, and propose formal conclusions and corrective actions.

A. Composition

The Committee shall be composed of four (4) appointed members, plus the Health and Safety Officer. The TMFPD Chief or Designee shall appoint one (1) member. The Chief Officers Association shall appoint one (1) member, having at least two (2) years' experience with the District. The Health and Safety Officer shall serve as chairperson to the committee.

B. Voting

The members should be considered the voting body. While consensus should be the primary goal of the Committee, decisions on the recommendations, or a tie, shall be submitted to the Fire Chief for final determination.

C. Meeting

The Committee shall meet at least quarterly, or as needed, to effectively conduct the business at hand. Agendas for each meeting shall be given to the Health and Safety Officer no later than one (1) week prior to the meeting.

D. Participation

Members and authorized participants for the Committee shall be considered as performing the normal work duties and responsibilities for their positions when on Committee business. Reasonable accommodation of work schedules shall be made by supervisors for Committee members to attend regularly scheduled meetings and complete Committee assignments insofar as it does not have an adverse impact upon station operations of safety service to the public.

ARTICLE 28 – SAFETY TRAINING

The District agrees to provide training for all employees on the safety aspects of fire suppression and on the use and maintenance of protective equipment, protective clothing, respiratory apparatus, and any other protective devices that are required or selected for use by the District at no cost to the employee.

ARTICLE 29 – SAFETY EQUIPMENT

Protective clothing and personal safety equipment required by the District for employees in the performance of their duties shall be furnished by the District, without cost to the employee, pursuant to the following:

A. Protective clothing shall be defined to include, but not limited to, the following protective garments as well as any other items of protective clothing and personal safety equipment which may subsequently be required by the District, by State or Federal law, Safety Manual, and/or other items mutually agreed to by the parties:

- (a) Wildland fire clothing
- (b) Structural fire protective coat and pants with liner and vapor barrier
- (c) Structural and wildland fire helmets
- (d) Goggles
- (e) Individual SCBA Mask and Regulator
- (f) Neck shroud
- (g) Gloves
- (h) Suspenders, as appropriate
- (i) Flashlight and battery
- (j) Wildland Hot Shield

Protective clothing for purposes of purchase and replacement shall not include clothing or uniforms as addressed in Article 55, Clothing Allowance.

B. The District will promptly repair and/or replace such protective clothing damaged or destroyed as a result of wear and tear in the line of duty.

ARTICLE 30 – REPAIR/REPLACEMENT OF PERSONAL PROPERTY

A. The District shall reimburse the employee for the cost of repairing or replacing authorized personal property which is damaged or destroyed if such personal property is lost at fires or related emergencies in the performance of his duties. The reimbursement shall be made within thirty (30) days from approval of the claim. The list of authorized personal property shall include and be limited to eyeglasses, watches, contact lenses, and any other personal items approved by the Chief.

B. Reimbursement amounts shall be limited to two hundred dollars (\$200.00) per claim and two thousand dollars (\$2,000.00) in the aggregate within the contract year.

ARTICLE 31 – PHYSICAL EXAMINATIONS

A. Any and all examinations required by the Nevada Revised Statutes relating to District employment which are performed by a District designated physician shall be paid by the District at no cost to the employee.

B. It is the responsibility of the District to schedule any and all examinations with a District designated physician pursuant to NRS 616, 617 and applicable Employees' Insurance of Nevada regulations, including Hazardous Materials exams as required by O.S.H.A, on or before the birthday month of the employee.

1. The District shall schedule such examinations while the employee is scheduled to be on or off duty. Any time spent for such examinations shall be considered hours worked, not to exceed six (6) hours, and shall be paid in accordance with Article 15, Overtime.

2. There shall be no loss of pay or any accrued leave to the employee.
3. If, as a result of the physical examination, further testing is required, any additional costs for testing shall be paid by the District.

C. An employee may elect to utilize his own personal physician to obtain an annual physical to comply with NRS 616 and 617. If an employee makes such an election, the employee shall be responsible for scheduling the examination, and such examination shall be administered while the employee is off duty. The time spent taking the examination shall be considered as hours worked, not to exceed six (6) hours.

1. The employee shall provide the District with the required information from such examination on or before his birthday month of each year.
2. The District shall pay for the cost of the examination with the employee's personal physician up to an amount equal to the cost of the examination with a District designated physician.
3. If as a result of the physical examination further testing is required, any additional costs for testing shall be paid by the District up to an amount equal to the cost of the examination with a District designated physician.

D. It is the responsibility of the employee to obtain an annual physical examination for the "Heart and Lung Bill" (NRS 616 and 617). The employee shall endeavor to schedule his examination during his birthday month. If this does not occur, pursuant to NRS, the District shall schedule said appointment. The District shall not schedule any appointments that interfere with previously scheduled leave times.

ARTICLE 32 – COMMUNICABLE DISEASE

A. In the event an employee covered under this Agreement or his supervisor suspects that, as a result of the course of duty, he has been exposed to or is the carrier of a serious communicable disease; the employee may be relieved of duty without the loss of any pay or sick leave and shall be taken immediately to a local emergency hospital for diagnosis and treatment. It shall be the responsibility of the supervisor to determine if or when the employee is permitted to leave duty for this purpose.

B. Employees shall be provided with preventive measures designed to protect the employee against communicable diseases. These measures shall include, but are not limited to, medical procedures such as vaccines for Hepatitis, Flu, etc., blood tests, and Bodily Substance Isolation (BSI) such as, gloves, masks, and other products, equipment, and procedures that are intended to detect, prevent, or impede communicable disease. Participation in any medical procedures, such as vaccination and testing, shall be at the discretion of the employee and the Employer shall not be held responsible for any consequences to the employee as a result of the employee having or not having received any vaccinations or tests or his refusal to use BSI. This does not waive the employee's rights under Workers' Compensation.

ARTICLE 33 – RELIEF AT INCIDENT

It is the intent and desire of the District and the Association to avoid accidents and injuries on the emergency scene. Therefore, when an emergency incident requires the

provision of proper relief personnel, facilities, and/or equipment (i.e. food, sanitation, and shelter), the District shall make reasonable efforts to obtain same to facilitate a safe and effective environment for those employees involved.

ARTICLE 34 – POLYGRAPH EXAMINATIONS

No Association member shall be compelled to submit to a polygraph examination against his will. No disciplinary action or other recrimination shall be taken against a member for refusing to submit to polygraph examinations. Testimony regarding whether an employee refused to submit to a polygraph examination shall be confined to the fact that, "Truckee Meadows Fire Protection District does not compel fire safety personnel to submit to polygraph examinations."

ARTICLE 35 – GRIEVANCE PROCEDURE

I. GENERAL

A. Definitions

1. Grievance: A grievance is a disagreement between an individual, or the Association, and the Employer concerning interpretation, application, or enforcement of the terms of this Agreement.
2. Grievant:
 - (a) A District employee who is covered by the provisions of this Agreement and who is adversely affected by the matter being grieved, or the Association on behalf of an employee(s).
 - (b) The Association may file a grievance alleging a violation of the provisions of this Agreement on matters impacting the bargaining unit, as a whole, such as conflicting interpretations of contractual provisions.
 - (c) An employee covered by the terms of this Agreement is not precluded from acting for himself with respect to any condition of his employment, but any action taken on a request or in adjustment of a grievance shall be consistent with the terms of this Agreement.
3. Day: For purposes of this procedure, a day is defined as a calendar day.

II. PROCEDURE

A. Informal: The aggrieved employee shall take up the grievance with the Fire Chief within fourteen (14) days of its occurrence. The Fire Chief shall attempt to adjust the matter at the time.

B. If the decision of the Fire Chief does not resolve the grievance, the Association shall proceed as follows:

Step 1: Within fourteen (14) days of knowledge of the occurrence, the Association may submit a signed written grievance to the Fire Chief. Within five (5) days from the date the written grievance is received, the Fire Chief shall schedule a meeting with the Association to review and discuss the grievance for attempted resolution. The above may occur with or without the presence of the grievant. If the grievance is not settled, the Fire Chief shall respond in writing to the grievance within five (5) days of the date the meeting was conducted.

Step 2: Within ten (10) days following failure to settle the grievance under Step 1, the Association may submit it to the Washoe County Labor Relations Manager. Within five (5) days from the date the written grievance is received, the Washoe County Labor Relations Manager or his designee shall schedule a meeting with the Association to review and discuss the grievance for attempted resolution. If the grievance is not resolved, the Labor Relations Manager shall provide a written response to the grievance.

Step 3: Within ten (10) days following failure to settle the grievance under Step 2, the Association may submit it to arbitration.

C. The Arbitrator shall be selected in the manner prescribed by the Voluntary Labor Arbitration rule of the American Arbitration Association. The arbitration shall be conducted under the rules of the American Arbitration Association. The list of arbitrators, seven (7) names, may be obtained from the American Arbitration Association Fresno office. The parties shall select the arbitrator from the list by alternately striking one name until the name of only one arbitrator remains, which will be the arbitrator to hear the dispute. For the first grievance hearing the Association shall strike the first name. From that point forward, the parties shall alternate striking first. With the mutual consent of the parties, expedited arbitration may be used.

D. The findings of this Arbitrator shall be final and binding on all parties concerned.

E. The costs of arbitration shall be borne as follows:

1. The expenses, wages, and other compensation of any witness called before the arbitrator shall be borne by the party calling such witness. Other expenses incurred such as professional services, consultations, preparation of briefs, and data to be presented to the Arbitrator shall be borne separately by the respective parties.
2. The Arbitrator's fees and expenses, and the cost of any hearing room, shall be borne equally by both parties to the arbitration.
3. If either party requests a court reporter, the requesting party will pay the costs of the reporter. If the record is transcribed, the requesting party will pay the transcription costs unless mutually agreed to share the cost. Any other party desiring a copy will pay for the copy. If the Arbitrator requires a reporter and transcript, the parties will share the cost equally.

F. Failure to Act: If the management response to a grievant at any level of the procedure is not appealed within the prescribed time limits, said grievance shall be considered settled on the basis of the last answer provided and there shall be no further appeal, review, or re-submission of said grievance. Should management not respond within the prescribed time limits, the grievance shall proceed to the next level.

G. Waiver of Time Limits: Any of the time limits contained in this procedure may be waived upon the mutual written agreement of both parties, except that the waiver of any of the time limits contained in Step 1 of this procedure can only be agreed to on the part of the District by the Fire Chief or his designee.

H. Settlement of Grievance Outside of Arbitration: The District shall accept no grievance settled by an employee in a classification represented by the Chief Officers Association, unless said employee has received the concurrence of the Fire Chief or his designee on the settlement.

ARTICLE 36 – DISCIPLINARY PROCEDURES

A. The District shall not reprimand, demote, suspend, or discharge an employee without just cause. The term “just cause” includes the concept of progressive discipline, where appropriate. Progressive and corrective disciplinary action is designed to provide a fair and structured way for Employees to improve their job performance and/or behavior which do not meet the standards or demands of their position and to provide a system for fair and equitable treatment of those Employees who will not or cannot bring their performance up to expected standards.

1. It is the policy of the District, through a progressive and corrective discipline system, to give Employees an opportunity to improve their job performance and/or behavior which does not meet the standards or demands of their position. An Employee may be summarily dismissed only in the event of gross misconduct. The goal of the progressive and corrective discipline system is to correct or improve unsatisfactory performance/behavior and the measures utilized will be commensurate with the deficiency to be corrected.

2. Progressive and corrective disciplinary action may begin at any of the steps defined below, depending on the seriousness of the offense committed, the frequency of occurrence, or the cumulative effect of multiple minor infractions. Verbal warnings or written reprimands may be administered by the employee's immediate supervisor, or the Fire Chief. A demotion, suspension or discharge shall be administered by the Fire Chief.

a. Verbal Warning/Reprimand - A verbal warning or reprimand is given to the Employee for the first occurrence of a minor offense.

b. Written Warning/Reprimand - A written or formal warning is given to the Employee in the first instance of more serious offenses or after repeated instances of minor offenses. The warning states the nature of the offense and specifies any future disciplinary action which may be taken against the Employee if the offense is repeated. A copy of the written warning is placed in the Employee's personnel file, but it is removed eighteen (18) months following the date on which it was given if the intervening service has been satisfactory. The Employee is required to read and sign the formal warning and has the right to appeal if the Employee thinks the warning is unjustified.

c. Suspension Without pay –

i. If, despite previous warnings, an Employee fails to reach the required standards in the specified time frame, the Employee may be suspended without pay. An employee may be suspended without pay without prior infractions for serious offenses. Under suspension, the Employee is barred from working for a period of time and his/her salary is docked accordingly. Suspension without pay actions could range from one (1) to five (5) shifts for line personnel and one (1) to ten (10) work days for eight (8) or ten (10) hour personnel.

ii. An Employee may also be placed on suspension without pay pending discharge. A decision to suspend pending discharge is made based on the reasons for the discharge and is generally utilized when the Employee is suspected of gross misconduct or when his/her continued presence during the investigation period would be a disruption to normal District business.

iii. If the Employee is found to have been suspended inappropriately, pay and benefits for the period of suspension will be reinstated (except that if insurance has lapsed, coverage for time passed cannot be reinstated).

d. Discharge - An Employee who fails to correct unsatisfactory performance/behavior during previous steps in the progressive discipline procedure will be discharged. In the case of a serious infraction (gross misconduct), an Employee may be summarily discharged without benefit of the progressive and corrective discipline's sequence of lesser actions.

e. Notice of Intent - Before taking action to discharge, demote or suspend an Employee having permanent status, i.e., Employees who have successfully completed an initial probationary period of twelve months, the District shall serve on the Employee and the Union, (unless the Employee requests in writing that the Union not be notified), either personally or by certified mail, a "Notice of Intent" which shall contain the following:

1. A statement of the District's intention.
2. A statement of the cause or causes upon which the action is based.
3. A statement that the Employee may review and shall receive upon request, copies of material upon which the action is based.
4. A statement that the Employee has seven (7) calendar days to respond to the charges, either orally or in writing.

The Employee or the Union, upon whom "Notice of Intent" has been served, shall have seven (7) calendar days to respond or protest to the District either orally or in writing before the proposed action may be taken.

B. Protest of Action:

1. The Union may protest any disciplinary action taken under this article which shall be an appeal considered and processed in accordance with Article 35 (Grievance Procedure), of this Agreement.

2. A rejection of an Employee during a probationary period is not considered disciplinary action. Probationary Employees who are rejected during their initial probationary period, as provided for under Washoe County Code Section 5.221, are not subject to the grievance procedure.

3. An Employee who is promoted and subsequently rejected during his promotional probationary period shall be returned to the lower classification from which he was promoted.

C. The parties recognize for the purpose of progressive discipline, nothing shall be used against an employee in a demotion, suspension or discharge action unless the employee has been notified in writing. In the event that there has been such notification, written reprimands shall not be used against an employee if it has been in the employee's file for a period of eighteen (18) months, discounting periods of leaves of absence, provided that there has been no notification for the same or similar conduct during that eighteen (18) month period. This eighteen (18) month limitation does not apply 1) to any discipline rising to the level of a suspension or demotion, or 2) to any disciplinary action taken against an employee arising out of a matter covered under Title VII of the Civil Rights Act of 1964. The purpose of the second exception is to allow consideration of both the seriousness of the employee's proven offense and the record of the employee with the County in determining the degree of discipline administered, given the County's specific legal obligations under Title VII.

Upon written request of an employee to the Fire Chief, disciplinary material that has been in the employee's file for a period of eighteen months may be removed from the employee's personnel file at the discretion of the Chief, excluding those materials relating to Title VII referred to in Section D above.

D. Disciplinary materials removed from an employee's personnel file shall be maintained by the Human Resources Department as historical records of discipline imposed and for the purpose of providing a defense in any future employment litigation involving the District.

ARTICLE 37 – WORK HOURS

A. 56-Hour Personnel:

1. 48/96 Schedule:

(a) In accordance with the Agreement executed between the parties, the regular work day and work week for line employees shall consist of three (3) shifts "A", "B", and "C" with each shift alternating on a schedule of two (2) 24-hour (twenty-four) work days on duty, from 8:00am to 8:00am, followed by four (4) consecutive 24-hour (twenty-four) days off duty. The FLSA cycle for this schedule is a 24 day period and FLSA overtime shall be paid on the paycheck that the FLSA period ends. On an annual average, a fifty-six (56) hour week, regardless of the actual number of hours worked or on paid leave during any biweekly pay period.

2. Upon mutual agreement between the Fire Chief and the Association, nothing herein shall prevent the establishment of a trial period for alternative schedules that the parties may adopt.

3. During the normal workday schedule for line employees, the employee will be allotted one (1) hour for lunch and two (2) fifteen (15) minute breaks, during this time employees shall respond to all incidents. Outside of the normal workday hours, the Association and the District agree to make reasonable accommodations for training and other special needs while recognizing the necessity of rest periods.

B. 40-Hour Personnel:

1. The normal workweek of forty (40) hour employees shall be forty (40) hours per week consisting of five (5) consecutive eight (8) hour days and/or four (4) consecutive ten (10) hour days. The employee will be allotted one (1) unpaid meal period and two (2) paid fifteen (15) minute breaks. The week will begin 12:01am Monday and end 12:00 midnight Sunday. Any change in the number of hours in the workday or regular workweek shall be subject to negotiation, although an eight (8) hour and/or ten (10) hour employee may be subject to working shift work as necessary, at the discretion of the Fire Chief.

ARTICLE 38 – WORKING OUT OF CLASSIFICATION

Those employees who fill a higher classification due to the absence or incapacitation of the incumbent of the higher classified position shall be entitled to an increase of ten percent (10%) in salary for the hours assigned acting in such a higher classification. In order to receive pay for working in a higher classification, the duration of the assignment must be for a minimum of 14 days and/or designated by the fire chief. The employee must perform the duties and work the schedule of the higher classification.

ARTICLE 39 – POLITICAL ACTIVITY

A. Employees may engage in political activity that is not prohibited by State laws or County code.

B. Employees will not engage in political activity while on duty or in uniform. Political activity is activity to elect or defeat any candidate, political party, or ballot issue.

C. Applicable State and Federal laws shall be followed when allowing employees to vote in the electoral process.

ARTICLE 40 – HOLIDAYS DEFINED

The District and the Association agree that legal holidays shall be considered to be as follows:

1. January 1 (New Year's Day)
2. Third Monday in January (Martin Luther King Jr's Birthday)
3. Third Monday in February (Washington's Birthday)
4. Last Monday in May (Memorial Day)
5. July 4 (Independence Day)
6. First Monday in September (Labor Day)
7. Last Friday in October (Nevada Day)
8. November 11 (Veteran's Day)
9. Fourth Thursday in November (Thanksgiving Day)
10. Day After Thanksgiving (Family Day)
11. December 25 (Christmas Day)

Further, any other day declared by the President of the United States to be a legal holiday or added to NRS 236.015 shall also be a legal holiday.

ARTICLE 41 – VACATION

A. General

1. Vacation credits shall accrue only while the employee is in a pay status. All times during which a vacation may be taken require the advance approval of the Fire Chief or his designated representative.
2. An employee shall be paid at his regular hourly rate for each hour of vacation taken. Vacation shall be charged on the basis of one (1) hour for each full hour or major portion of an hour of vacation taken. Vacation taken during a bi-weekly period shall be charged before vacation earned during that pay period is credited.
3. Not more than the number of vacation hours allowed for twenty-four (24) months in the service of the District may be taken within one calendar year.
4. Upon termination of employment, each employee shall be compensated at his regular hourly rate for his total vacation accrued.

B. 56-Hour Personnel

On the first day of the pay period following the completion of twelve (12) months of continuous service with the District, each employee working a 56-hour workweek and who is employed full-time shall be entitled to 143 hours of vacation leave credit. Thereafter, line employees working a 56-hour workweek shall accrue vacation leave benefits at the rates established below:

Continuous Service	Bi-Weekly Earning Rate (hrs)	Annual Hours Earned
Less than three (3) years	5.5	143
Three (3) but less than five (5) years	7.5	195
Five (5) but less than ten (10) years	9.0	234
Ten (10) years or more	11.5	299

1. Vacation may be accumulated from year to year not to exceed 336 hours as of the last full pay period encompassing December 31st. Amounts in excess of 336 hours as of the end of the payroll period encompassing December 31st shall be forfeited. Provided, if an employee, on or before October 1st, requests permission to take annual leave, and the employee's request is denied, the employee is entitled to payment for any annual leave in excess of 336 hours which the employee requested to take and which the employee would otherwise forfeit as a result of the denial of the employee's request. The District's obligation is only to afford the employee the ability to use their annual leave, which may not necessarily be the dates requested by the employee. *For example*, an employee on October 1st requests to use 48 hours annual leave for the 2 workdays preceding Christmas. The District may deny said time off, and still allow the

employee to use their annual leave at a different time prior to the end of the year to avoid forfeiture of annual leave.

C. 40-Hour Personnel

On the first day of the pay period following the completion of twelve (12) months of continuous service with the District, each full-time employee working a 40-hour workweek shall be entitled to 80 hours of vacation leave credit. Thereafter, these employees shall accrue vacation leave benefits at the rates established below:

Continuous Service	Bi-Weekly Earning Rate (hrs)	Annual Hours Earned
Less than three (3) years	3.93	102
Three (3) but less than five (5) years	5.36	139
Five (5) but less than ten (10) years	6.43	167
Ten (10) years or more	8.21	213

1. Vacation may be accumulated from year to year not to exceed 240 hours as of the last full pay period encompassing December 31st. Amounts in excess of 240 hours as of the end of the payroll period encompassing December 31st shall be forfeited. Provided, if an employee, on or before October 1st, requests permission to take annual leave, and the employee's request is denied, the employee is entitled to payment for any annual leave in excess of 240 hours which the employee requested to take and which the employee would otherwise forfeit as a result of the denial of the employee's request. The District's obligation is only to afford the employee the ability to use their annual leave, which may not necessarily be the dates requested by the employee. *For example*, an employee on October 1st requests to use 40 hours annual leave for the 5 workdays preceding Christmas. The District may deny said time off, and still allow the employee to use their annual leave at a different time prior to the end of the year to avoid forfeiture of annual leave.

C. Workweek Conversion

1. If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule, any vacation leave balance shall be converted to an equivalent amount for a 40-hour workweek by dividing the number of vacation hours by a factor of 1.4.
2. If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule, any vacation leave balance shall be converted to an equivalent amount for a 56-hour workweek by multiplying the number of vacation hours by a factor of 1.4.

ARTICLE 42 – SICK LEAVE

An employee is entitled to use accrued sick leave only:

- (a) When incapacitated to perform the duties of his position due to sickness, injury, pregnancy, or childbirth;
- (b) When quarantined;
- (c) When receiving required medical or dental service or examination;
- (d) For adoption of a child if the Welfare Division of the Department of Human Services or any other appropriate public agency requires the employee to remain at home with the child;
- (e) Upon illness in the employee's immediate family where such illness requires his attendance. For this purpose 'immediate family' means the employee's spouse, parents (including step), children (including step), and, if living in the employee's household, includes corresponding relations by affinity to the above, foster children, foster parents, brothers or sisters.

Upon the death of the employee's spouse, child (including adopted child, stepchild, or foster child), parents, brother, sister, grandchildren, grandparents, or corresponding relation by affinity. For this purpose, bereavement leave shall not exceed 40 continuous working hours per death for a 40-hour employee and 48 continuous working hours per death for a 56-hour employee. Additional time using sick leave, vacation, and/or compensatory leave may be granted upon approval of the Fire Chief or his designee.

A. Accrual Rates

- 1. Each employee working a fifty-six (56) hour week shall accrue sick leave benefits at a rate of (7.0) hours per bi-weekly pay period, which is cumulative from year to year.
- 2. Each employee working a forty (40) hour week shall accrue sick leave benefits at the rate of (5) hours per bi-weekly pay period, which is cumulative from year to year.

B. An employee requiring sick leave must, if required, provide the Fire Chief with evidence of such need. For absences in excess of three (3) days, or in cases where there is reasonable suspicion of abuse, the Fire Chief may require the employee to submit substantiating evidence, including, but not limited to, a physician's certificate.

C. If any employee does not have adequate accrued sick leave time, the Fire Chief may grant the use of accrued vacation time, compensatory leave, and/or personal leave in lieu thereof. In no case, however, will sick leave be granted in lieu of vacation time.

D. Sick leave shall be charged on an hourly basis for each full hour or major portion of an hour of sick leave taken. Holidays occurring during a sick leave period shall not be counted as sick leave time. Sick leave taken during a biweekly pay period shall be charged before sick leave earned that pay period is credited.

E. Payment On Separation

An employee separated from the service shall earn sick leave only through the last working day for which he is entitled to pay. Upon death, retirement, permanent disability, or termination of an employee for reasons other than discharge for just cause, after ten (10) years of full-time employment or its equivalent if the employee has not served as a full-time employee, an employee shall be compensated for total accrued sick leave at the

rate of one (1) hour's pay at his regular hourly rate for every three (3) hours of sick leave accrued to a maximum payment of one thousand one hundred and twenty (1,120) hours.

An employee who is eligible for purchase of service credits under the Nevada Public Employee's Retirement System (PERS), and who elects to convert unused sick leave ($\frac{1}{3}$ x sick leave, up to the cap maximum) and/or vacation into retirement service credit shall submit a written request, on a District approved form, sixty (60) days in advance of their anticipated retirement date. The District shall calculate the amounts owed the employee, minus applicable taxes and deductions, to determine the net amount the employee will have to purchase retirement credit. The employee shall be advised of the amount that may be used to purchase retirement credit and shall complete the application process with PERS. The District shall then proceed to pay the employee the amount designated as of their termination of employment (provided their leave banks have not been reduced since the estimate was determined).

F. As long as an employee is in a paid status, he shall earn sick and vacation leave during the time he is on such leave. If the employee is on leave without pay, he shall not earn sick or vacation leave during the time he is on such leave.

G. 56-hour employees who use 0 to 48 hours of sick leave as of the end of the twenty-sixth (26th) pay period, or in the event of a 27th payroll period, in a calendar year shall receive 24 hours of Personal Leave credit at the end of the first full pay period the following January. Employees working a 56-hour workweek who use 49 to 56 hours of sick leave as of the end of the twenty-sixth (26th) pay period, or in the event of a 27th payroll period, in a calendar year shall receive twelve (12) hours of Personal Leave credit at the end of the first full pay period the following January.

H. 40-hour employees who use 0 to 32 hours of sick leave as of the end of the twenty-sixth (26th) pay period, or in the event of a 27th payroll period, in a calendar year shall receive 16 hours of Personal Leave credit at the end of the first full pay period the following January. Employees working a 40-hour workweek who use 33 to 40 hours of sick leave as of the end of the twenty-sixth (26th) pay period, or in the event of a 27th payroll period, in a calendar year shall receive eight (8) or ten (10) hours, based on the employee's normal work shift, of Personal Leave credit at the end of the first full pay period the following January.

I. Personal leave must be used by the end of pay period #26, or in the event of a 27th payroll period by pay period #27, and if not used will be forfeited. Under no circumstance, will there be any cash payment for Personal Leave credit that is not used. In order to receive this Personal Leave benefit, an employee must be in a pay status (either working or on paid leave) for all of the pay periods within a calendar year.

J. Employees shall be allowed to voluntarily transfer up to a maximum of one hundred and twelve (112) hours of their accumulated vacation leave or compensatory leave during any calendar year to another employee who has no accumulated sick leave hours, but who is otherwise eligible to take paid sick leave. Donated leave must be converted into money at the hourly rate of the donor and the money must be converted into sick leave at the hourly rate of the recipient. The maximum amount of accumulated leave transferred to any employee under the terms of this article shall be six hundred and seventy-two (672) hours per calendar year. Once leave has been donated and transferred, such leave hours shall not be refundable to the donor making the transfer.

K. Workweek Conversion

1. If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule, any sick leave balance shall be converted to an equivalent amount for a 40-hour workweek by dividing the number of sick leave hours by a factor of 1.4.
2. If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule, any sick leave balance shall be converted to an equivalent amount for a 56-hour workweek by multiplying the number of hours by a factor of 1.4.

ARTICLE 43 – EMERGENCY PERSONAL LEAVE

The Fire Chief, or his designee, may approve a twenty-four (24) hour leave to an employee for emergency leave, to be used in increments of no less than one (1) hour. If approved, such leave shall be charged to either the employees accrued vacation leave, compensatory leave, or personal leave, whichever the employee chooses.

ARTICLE 44 – SHIFT TRADES

Within this Agreement, shift trades shall be considered to be 'trade time' as reflected in the F.L.S.A. Employees may exchange or trade work hours or shifts provided it does not interfere with the operation of the District, subject to prior approval of the immediate supervisor. Any employee(s) who agree(s) to such trading shall hold the employer harmless for the failure of the other employee(s) to pay back traded time.

ARTICLE 45 – COURT/JURY DUTY LEAVE

- A. Any employee who is required by law to appear and/or serve as a witness or juror for the Federal Government, the State of Nevada, or a political subdivision thereof, shall be granted administrative leave and shall remain in full-pay status during such leave.
- B. The employee shall claim any fees to which he may be entitled by reason of appearance and pay the same over to the Fire District for those days they were scheduled to be on duty, except that the employee shall retain any and all mileage allowance.
- C. Employees shall report back to work immediately upon being excused.

ARTICLE 46 – MILITARY LEAVE

Military leave is an administrative leave type as recognized by both Federal and State statutes. Approval for military leave shall be granted upon receipt by the District of a validated copy of orders to report for military duty. Any employee of the District who is required to report for military duty with one of the military services of the United States or the State of Nevada shall be relieved of his District duties, upon his request, to meet his military service obligations without loss in regular compensation for a period not to

exceed fifteen (15) working days in any one (1) calendar year. Employees on military leave, for these fifteen (15) working days shall remain in full-pay status.

ARTICLE 47 – LEAVE OF ABSENCE

A. A leave of absence without pay may be granted to any permanent employee provided the employee desires to return to the District and who at the time the leave is requested has a satisfactory service record.

B. Leaves of absence for thirty (30) calendar days or less in any calendar year may be granted upon the approval of the Fire Chief. Leaves for a longer period may be granted upon the recommendation of the Fire Chief and the approval of the Board of Fire Commissioners.

C. A leave of absence may be granted to an employee who desires to attend school or college or to enter training to improve the quality of his service, who is temporarily incapacitated by illness, injury, pregnancy or childbirth, who is loaned to another governmental agency for the performance of a specific assignment, or for some other equally satisfactory reason. A leave of absence shall not be granted to an employee who is leaving the District service to accept other employment, except as provided in this subsection.

D. The period of time an employee is on leave without pay for thirty (30) calendar days or less in any twelve (12) consecutive month period shall not cause any adjustment to the employee's anniversary date for determining eligibility for longevity pay, vacation, sick leave and any other benefit that is based upon years of service with the District. If an employee is on leave without pay in excess of thirty (30) calendar days in any twelve (12) consecutive month period, the employee's anniversary date for earning benefits shall be adjusted by the amount of days in excess of thirty (30) calendar days.

E. The Chief or his designee may place an employee on administrative leave with or without pay during an investigation of a complaint or incident relating to his employment with the District.

F. When an employee is deployed on an out of district assignment for a minimum of 14 days and returns on their regularly scheduled shift, the employee will be given one or two days off on administrative leave with pay. If the employee returns on the first day of his regular scheduled shift he/she will be provided the remaining hours of his first shift off and the second shift off on administrative leave with pay. If the employee returns on the second day of his/her regular scheduled shift he/she will be provided the remaining hours of the shift off with administrative leave with pay. For the employee to qualify for this administrative leave with pay, the leave hours must be reimbursable back to the District from the assignment the employee was deployed.

(Revised 7-1-16)

ARTICLE 48 – JOB CONNECTED INJURIES

A. In the event an employee is absent due to a temporary total service-connected disability which has been approved by the District's Claims Administrator, and which disability is the result of the employee performing activities which are unique to firefighters, the employee shall receive compensation as determined by the District's Claims Administrator plus that amount from the District which would cause the total amount received by the employee from both the District's Claims Administrator and the District to equal his salary at the time of his disability until such time as there is a medical determination made as to whether the employee can be returned to duty or is permanently disabled. During this period, the employee shall not be charged with the use of any accrued sick leave, annual leave, or other forms of leave. This provision shall not apply to a service-connected disability, which occurs while the employee is carrying out incidental duties to his firefighter duties.

B. Activities unique to firefighters include extinguishing fires, vehicle extinguishment/victim extraction, climbing ladders for firefighting/rescue purposes, pulling hose, ventilating roofs, entering confined spaces, climbing terrain in wildland fire incidents, handling hazardous materials, dealing with sick/injured patients and associated biohazards, and carrying of patients and/or victims, or training in the similar activities. Activities that are incidental to firefighter duties are those which can reasonably be expected to be performed by non-firefighters, such as writing reports, entering and exiting vehicles, walking and climbing stairs with the exception of those injuries incurred on incidents. The activities listed above are not all-inclusive. The initial determination whether a disability is the result of the employee performing activities which are unique to firefighters shall be made by the District, and any dispute shall be resolved through the grievance process.

C. It is the intent of the District to pay the on-the-job injured employee who meets the conditions set forth above the difference between his full bi-weekly base salary and that provided by the District's Claims Administrator. Therefore, the employee shall return to the District Treasurer all temporary total disability payments made by the District's Claims Administrator covering the period enumerated in Section A of this Article. No supplemental benefit provided for in Section A shall be given until after the employee has deposited his lost time benefit check with the Treasurer.

D. In the event an employee is absent due to a service-connected disability which has been approved by the District's Claims Administrator, and which disability is the result of the employee carrying out incidental duties to his firefighter duties, the employee may elect to utilize accrued sick leave during which period the employee shall receive compensation from the District as provided in the Nevada Revised Statutes. When accrued sick leave has expired, if the employee is still out on leave, because of disability, unable to work he will be permitted to use his accrued vacation leave as sick leave. Subsequent to the expiration of both the employee's sick and vacation leave, provided the employee has so elected to use his sick and vacation leave, the employee shall be entitled to use any donations of vacation or compensatory leave from other employees. After exhausting all available leave, the employee shall receive compensation checks directly from the District's Claims Administrator and he shall be considered on a leave of absence without pay from the District.

E. The District will make the final determination whether or not light duty is offered to employees based on the financial impact and bona fide need. The Fire Chief and/or his designee and the Association will meet by mutual agreement, for the purpose of consulting on light duty policies for firefighters injured on or off duty.

F. Should an employee be rated by the Worker's Compensation carrier with a permanent partial disability or a permanent total disability that leaves the employee unable to perform all of the essential functions of his current position, the employee shall immediately file all necessary paperwork to initiate the retirement process. The employee, employer, and Association shall work to expedite the retirement process.

ARTICLE 49 – MEDICAL PLAN

A. The District agrees to provide a group medical plan, including health, dental and vision coverage, to full-time employees and shall pay one hundred percent (100%) of the premium attributable to employee coverage under this plan during the life of this Agreement, unless amended pursuant to the parties FY 2008-2009 reopener. In the event an employee elects dependent coverage, the District shall pay fifty percent (50%) of the premium for such coverage.

B. Retiree Health Insurance.

The parties agree that for employees retiring under PERS with a total of ten (10) years' service, the District shall pay 50% of the premium for employee only health insurance described in Paragraph A, above.

C. Employees hired with the District on or before July 1, 2014 will be eligible for the District's Retiree Health Insurance benefit as described in B. With this plan Medicare will be primary when the covered employee becomes Medicare eligible.

D. Life Insurance.

The District agrees to provide \$25,000 of life insurance to full-time employees.

ARTICLE 50 – DEFERRED COMPENSATION

Employees are eligible to participate in the deferred compensation program that the employer has implemented and in which the employee participates.

Eligible vacation, compensatory time, and sick leave benefits shall be contributed to the PEHP for each employee at the employee's request upon retirement, in a manner consistent with the policy adopted by the Association for that year.

ARTICLE 51 – RETIREMENT

A. For the purpose of Service Retirement, for this Agreement, the definition of retirement and the time periods for vesting shall comply with NRS 286.025 and PERS regulation 286.025.

B. The District agrees to pay 100 percent (100%) of the cost of the retirement contribution for the State of Nevada Public Employee's Retirement System, in accordance with NRS

Chapter 286. The District will pay the employee portion of a PERS contribution rate increase, in lieu of a raise, during the term of the agreement.

ARTICLE 52 – EDUCATIONAL REIMBURSEMENT

A. The District shall pay all necessary costs for any schooling or training required by the District.

B. The District shall reimburse employees for 100% of the employees' cost for books and tuition for courses taken pursuant to a program leading to an Associate Degree in Fire Science and for Fire Science-related courses taken beyond the Associate Degree level.

1. In order to receive the benefit conferred by the section above, courses taken require the prior review of the Education Committee with final approval by the Fire Chief or his designee and satisfactory completion.

2. Satisfactory completion shall be interpreted to mean a minimum final grade of "C" or its equivalent.

C. In order to be eligible for educational reimbursement under this Article, an employee must be certified as a permanent employee. Eligible employees shall be considered on a first-come first-serve basis, except that: continuing students shall be given priority over beginning students.

D. Textbooks, if purchased by the District under part B of this Article for courses taken, shall become the property of the District and utilized by the District as a reference library available to the employees of the District.

E. The Fire Chief, his designee, or the Education Committee shall not withhold approval for educational reimbursements to eligible employees to the extent that funds budgeted pursuant to this Article in any fiscal year are unspent.

ARTICLE 53 – TRAINING COURSES AND SEMINARS

Employees will be reimbursed for seminars and training programs pursuant to the following:

A. To be eligible for reimbursement, the seminar or training program must be approved fourteen (14) days in advance by the Fire Chief or his designee. If the training request is submitted less than fourteen days in advance, the Fire Chief or his designee has the authority to approve the training reimbursement request.

B. The training program must be directly related to improving the employees' proficiency in performing the assigned duties of their current position with the Truckee Meadows Fire Protection District; or otherwise directly related to the employees' career advancement within the Truckee Meadows Fire Protection District.

C. The employee shall, prior to enrollment in any seminar or training program for which reimbursement is sought, provide information to the Fire Chief. The information shall include location of course, seminar, or training program; dates; total costs; sponsor; and

content of the educational course or seminar; together with reasonable information as may be required by the Fire Chief.

1. Only full-time employees, who have completed their initial probation with the Fire District, shall be eligible for reimbursement.
2. Unless approved otherwise by the Fire Chief, or his designee, such seminars or training programs shall be taken on the employee's own time.
3. No employee shall be reimbursed for more than one thousand dollars (\$1000.00) per fiscal year for costs incurred within that fiscal year, unless otherwise approved by the Fire Chief or his designee.

D. Reimbursable expenses shall include the following; any fees for seminars or training programs, reasonable costs for required course materials, lodging, meals, and transportation. The employee shall pay all of the above costs in advance. Upon completion of the seminar or training program, the employee shall submit proof of satisfactory completion of the seminar or training or other evidence of attendance and detailed receipts of all costs incurred. Upon approval of the Fire Chief, the employee shall be reimbursed for costs up to one thousand (\$1000.00) dollars, unless otherwise approved by the Fire Chief or his designee.

E. Costs for classes or training that are required to maintain an employee's current job classification will not be counted toward the one thousand dollar (\$1000.00) annual allotment.

ARTICLE 54 – REIMBURSEMENT FOR MILEAGE

A. Association members assigned as a Battalion Chief or Fire Marshal shall be issued a Command Vehicle to use during each shift. The Association member shall be allowed to have home storage of this vehicle.

B. In the event an employee is required by the Fire Chief or his designated representative to use a personal vehicle for the conduct of District business, the employee shall be reimbursed for each mile traveled at the current rate established by the current applicable IRS rate or the Board of Fire Commissioners, whichever is greater.

ARTICLE 55 – CLOTHING ALLOWANCE

A. Effective July 1, 2014, each employee shall receive a clothing or uniform allowance in the amount of \$1,000 annually, payable in two (2) equal semi-annual installments on the first payday in July and the first payday in January.

B. Both parties further agree that a special emphasis will be placed on a "one uniform" concept. Any uniform changes are to be discussed between the Association and the District and must be mutually agreed on before being implemented.

C. In the event of a uniform change, all Fire District members who are required to wear a uniform will, within a one (1) year period from the effective date of the change, convert to the new type uniform.

ARTICLE 56 – DISTRIBUTION OF COMPENSATION DUE A DECEASED EMPLOYEE

If an employee dies while owed compensation by the District, the parties recognize and agree that such compensation, to include wages, payment for accrued vacation leave, payment for accrued compensatory hours, payment for sick leave cash out, payment for pro-rata longevity pay, and payment for any reimbursable expenses due the employee, shall be distributed in an expedient and legal fashion pursuant to NRS 281.155.

ARTICLE 57 – PERSONNEL FILES

- A. The District will maintain a personnel and health file on each employee.
- B. Any employee has the right to review their personnel file and/or health file upon request to Human Resources and by appointment. This right is limited to the individual employee to review his own personnel file and/or health file. However, an employee may, with proper release forms, permit his personnel file and/or health file to be reviewed by a party so authorized upon presentation of properly executed forms to the Director of Human Resources.
- C. Employees are encouraged to place in their files any educational or other accomplishments that serve to recognize an achievement bearing on both the employee and the District.
- D. Only those people working in Human Resources, those people in the immediate chain of command of the employee, and the Fire Chief shall have access to an employee's files. In addition, the District's authorized attorney(s) shall have the right to access an employee's files for legitimate personnel purposes related to discipline, complaints, grievances, arbitrations, and lawsuits involving the employee.
- E. Any derogatory materials placed in an employee's files shall be copied to the employee. The time, date, and name of the individual responsible for placing derogatory information into a file shall also be given to the employee.
- F. Any employee under this policy, upon reviewing his personnel file and/or health file who finds inaccurate or misleading material, may prepare and present to Human Resources a clarifying statement pertaining to the document in question requesting removal of said document from his personnel file and/or health file.
- G. No information from any employee personnel file and/or health file may be given to a for-profit business without the written permission of the employee.
- H. Unless otherwise directed by the employee, the Association shall be notified within five (5) working days of any disciplinary materials placed in an employee's files.

ARTICLE 58 – EXECUTION DATE

This Agreement was mutually agreed upon by the parties, ratified by the Association, and adopted by the Board of Fire Commissioners. The parties hereto through their duly authorized officers or representatives and intending to be legally bound hereby have hereunto set their hands and seals this 21st day of June, 2016.

Kitty K. Jung, Chair
Truckee Meadows Fire Protection District
Board of Fire Commissioners

Chris Ketring, President
Truckee Meadows Fire Protection District
Chief Officers Association

APPENDIX A – SALARY SCHEDULE
(Effective 07/01/16)

Classification	Step	Hourly Rates		
		2.50% COLA 07/01/16 FY 16/17	2.50% COLA 07/01/17 FY 17/18	2.25% COLA 07/01/18 FY 18/19
Battalion Chief/Chief Officer - Logistics	1	\$34.75	\$35.62	\$36.42
(2912 Hours)	2	\$37.09	\$38.02	\$38.88
Police/Fire PERS	3	\$39.63	\$40.62	\$41.53
Battalion Chief/Chief Officer - Logistics	1	\$48.65	\$49.87	\$50.99
(2080 Hours)	2	\$51.93	\$53.23	\$54.43
Police/Fire PERS	3	\$55.48	\$56.87	\$58.14
Fire Marshal	1	\$48.65	\$49.87	\$50.99
(2080 Hours)	2	\$51.93	\$53.23	\$54.43
Regular PERS	3	\$55.48	\$56.87	\$58.14



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM _____
Finance VJB
Legal DW
Risk Mgt. DE
HR _____

DATE: June 10, 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 amend and retile the Washoe County Fire Hazard Map to include the Estates at Mount Rose Community. (All Commission Districts)

SUMMARY

This item is a discussion and possible action to amend and retile the Washoe County Fire Hazard Map to include the Estates at Mount Rose Community. In 2005, the area was indicated as a moderate fire hazard and was adjusted upward to high, possibly in 2009.

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

PREVIOUS ACTION

On March 15, 2016, Chief Moore presented information regarding a petition for modification of the Washoe County Fire Hazard Map for the Estates at Mount Rose Community. The Board of County Commissioners directed staff to work with the Estates at Mount Rose Community to perform an evaluation of the Estates at Mount Rose Community to look into possible modification of the current Washoe County Fire Hazard Map for that area.

BACKGROUND

In 2004/2005 the Nevada Fire Safe Council contracted with Resource Concepts, Incorporated (RCI) to assemble a project team of experts in the fields of fire behavior and suppression, forest and rangeland ecology, forest health, and geographic information systems (GIS) to complete an assessment of risk and hazards for those communities within Washoe County, Nevada that were identified in the 2001 Federal Register list of communities at risk within the vicinity of federal lands that are most vulnerable to the threat of wildland fire.

Staff cannot find a record of the updates being brought to the Board for action, nor can it find Board action on 2011/2012 revisions. It is possible that the updates may have occurred at a staff level.

On February 4, 2016 the Estates at Mount Rose Homeowners Association (E@MR HOA) submitted a document to the County Clerk, titled "Petition for Washoe County Fire Hazard Map Modification for The Estates at Mt. Rose Homeowners' Association. The petition requested modification of the hazard map to change the classification from high hazard to moderate hazard and points to differences in fuel types and concentration of vegetation, community efforts to modify and reduce fuels and its ongoing maintenance and development of a CWPP (Community Wide Fire Protection Plan). According to the

petitioner, at least one insurance company stopped underwriting for the subdivision based on the high rating.

Insurance companies use different methodologies to determine risk and insurance rates in our area. Some perform individual assessments and others look at on-line mapping sources and previous fire history in the area. Though TMFPD may assign a risk factor of moderate in the area of the Estates at Mount Rose, or anywhere else in the District, insurance carriers are not obligated to use the map or any other information provided by the County or District. Several insurance carriers were questioned and they stated they make determinations based on carrier-specific criteria, not just Fire District criteria.

The primary purpose of the Fire Hazard Risk Map is to determine criteria for methods of construction for new buildings. If the map were retitled as the "Washoe County Fire Hazard Risk Map for New Construction", it may help delineate the intent of the map.

Staff assessed the Estates at Mount Rose Community using criteria from the adopted International Wildland Urban Interface Code and determined a rating of moderate was consistent with methodology.

The assessment is attached as *Exhibit "A"*.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

RECOMMENDATION

Staff recommends the Board direct staff to refer this matter to the Board of County Commissioners with direction to retitle the "Washoe County Fire Hazard Risk Map" to "Washoe County Fire Hazard Map for New Construction" and to amend the fire hazard rating for the Estates at Mount Rose from high to moderate.

POSSIBLE MOTION

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

"I move to direct staff to refer the recommendations to the Board of County Commissioners to retitle the "Washoe County Fire Hazard Risk Map" to "Washoe County Fire Hazard Risk Map for New Construction" and to amend the fire hazard rating for the Estates at Mount Rose from high to moderate."

Heikka, Michael E

From: Heikka, Michael E
Sent: Wednesday, June 08, 2016 6:41 AM
To: Moore, Charles
Subject: Estates at Mt. Rose

Chief Moore,

I was able to visit the Estates at Mt Rose Subdivision and complete the Fire Hazard Severity Form. I rated the development that is south of the Mt Rose Hwy at a Moderate Hazard. Using the criteria from the 2012 International Wildland/Urban Interface Code I am submitting the following:

A. Subdivision Design Points

1. Ingress/Egress (score 1 point) – Subdivision has multiple primary access roads with emergency egress exits.
2. Width of Primary Roads (1 point) - All of the roads meet the minimum Washoe County standard and exceed the minimum requirement of 20'.
3. Accessibility (3 points) - Road grades exceed 5%
4. Secondary Road Terminus (1 point) – All of the cul-de-sacs have an outside turning radius greater than 45'
5. Street Signs (1 point) - All of the streets have street signs meeting Washoe County standards.

B. Vegetation

1. Fuel Types (10 points) – The fuels in the common areas are a combination of mountain big sagebrush, rabbitbrush, bitterbrush, with cheatgrass and perennial grass ground fuels. In these areas the fuel load was estimated at two to four tons per acre and is considered to be a **High Fuel Hazard**.
2. Defensible Space (10 points) – More than 30% of the residential structure do not meet the minimum clearance requirements.

C. Topography (10 points) – Slopes of greater than 30% exist within the development.

D. Roofing Material (1 point) – All residential structures have Class A Fire Rated roofing material.

E. Fire Protection (1 point) – The entire development has fire hydrants located within 1,000' that flow a minimum of 500 GPM.

F. Existing Building Materials (5 points) – The residential structure all have noncombustible siding and decks but due to the combustible fencing and other flammable outbuildings increased the score to 5 points.

G. Utilities (3 points) – All residential electrical and gas utilities are underground. A large NV Energy above ground power transmission line dissects the development.

Using this criterion gives the development a score of 47 which is a **Moderate Hazard**.

APPENDIX C

FIRE HAZARD SEVERITY FORM * NEW SUBDIVISION OPTION

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

When adopted, this appendix is to be used in place of Table 502.1 to determine the fire hazard severity.

A. Subdivision Design Points

1. Ingress/Egress

Two or more primary roads	1 <input checked="" type="checkbox"/>
One road	3 <input type="checkbox"/>
One-way road in, one-way road out	5 <input type="checkbox"/>
2. Width of Primary Road

20 feet or more	1 <input checked="" type="checkbox"/>
Less than 20 feet	3 <input type="checkbox"/>
3. Accessibility

Road grade 5% or less	1 <input type="checkbox"/>
Road grade more than 5%	3 <input checked="" type="checkbox"/>
4. Secondary Road Terminus

Loop roads, cul-de-sacs with an outside turning radius of 45 feet or greater	1 <input checked="" type="checkbox"/>
Cul-de-sac turnaround	3 <input type="checkbox"/>
Dead-end roads 200 feet or less in length	3 <input type="checkbox"/>
Dead-end roads greater than 200 feet in length	5 <input type="checkbox"/>
5. Street Signs

Present	1 <input checked="" type="checkbox"/>
Not present	3 <input type="checkbox"/>

B. Vegetation (IWUIC Definitions)

1. Fuel Types

Light	1 <input type="checkbox"/>
Medium	5 <input type="checkbox"/>
Heavy	10 <input checked="" type="checkbox"/>
2. Defensible Space

70% or more of site	1 <input type="checkbox"/>
30% or more, but less than 70% of site	10 <input checked="" type="checkbox"/>
Less than 30% of site	20 <input type="checkbox"/>

C. Topography

- | | |
|---------------------------------|--|
| 8% or less | 1 <input type="checkbox"/> |
| More than 8%, but less than 20% | 4 <input type="checkbox"/> |
| 20% or more, but less than 30% | 7 <input type="checkbox"/> |
| 30% or more | 10 <input checked="" type="checkbox"/> |

D. Roofing Material

- | | |
|--------------------|---------------------------------------|
| Class A Fire Rated | 1 <input checked="" type="checkbox"/> |
| Class B Fire Rated | 5 <input type="checkbox"/> |
| Class C Fire Rated | 10 <input type="checkbox"/> |
| Nonrated | 20 <input type="checkbox"/> |

E. Fire Protection—Water Source

- | | |
|--|---------------------------------------|
| 500 GPM hydrant within 1,000 feet | 1 <input checked="" type="checkbox"/> |
| Hydrant farther than 1,000 feet or draft site | 2 <input type="checkbox"/> |
| Water source 20 min. or less, round trip | 5 <input type="checkbox"/> |
| Water source farther than 20 min., and 45 min. or less, round trip | 7 <input type="checkbox"/> |
| Water source farther than 45 min., round trip | 10 <input type="checkbox"/> |

F. Existing Building Construction Materials

- | | |
|--|---------------------------------------|
| Noncombustible siding/deck | 1 <input type="checkbox"/> |
| Noncombustible siding/combustible deck | 5 <input checked="" type="checkbox"/> |
| Combustible siding and deck | 10 <input type="checkbox"/> |

G. Utilities (gas and/or electric)

- | | |
|----------------------------------|---------------------------------------|
| All underground utilities | 1 <input type="checkbox"/> |
| One underground, one aboveground | 3 <input checked="" type="checkbox"/> |
| All aboveground | 5 <input type="checkbox"/> |

Total for Subdivision

47 points

- | | |
|-----------------|-------|
| Moderate Hazard | 40-59 |
| High Hazard | 60-74 |
| Extreme Hazard | 75+ |



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

CM/ACM
Finance VVS
Legal DE
Risk Mgt. DE
HR DE

DATE: June 10, 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 approval of a Mutual Aid Agreement between Truckee Meadows Fire Protection District and the Regional Emergency Medical Services Authority. (All Commission Districts)

SUMMARY

Discussion and possible approval of a Mutual Aid Agreement between Truckee Meadows Fire Protection District (TMFPD) and the Regional Emergency Medical Services Authority (REMSA).

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

PREVIOUS ACTION

On December 9, 2014, The Board of Fire Commissioners authorized the District to license, equip and operate an Advanced Life support ambulance.

BACKGROUND

The District seeks to become a mutual aid partner with REMSA consistent with other regional fire agencies in Northern Nevada. The agreement provides TM the ability to respond its ambulance when there is a declared emergency, a mass casualty incident, or when REMSA determines it needs additional resources.

FISCAL IMPACT

The District has sufficient funding to fulfill the terms of the Agreement as a mutual aid partner with REMSA consistent with other regional fire agencies in Northern Nevada.

RECOMMENDATION

It is recommended that the Board approve a Mutual Aid Agreement between Truckee Meadows Fire Protection District and the Regional Emergency Medical Services Authority.

POSSIBLE MOTION

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

"I move to approve a Mutual Aid Agreement between Truckee Meadows Fire Protection District and REMSA"

MUTUAL AID AGREEMENT
(Truckee Meadows Fire Protection District)

This MUTUAL AID AGREEMENT (this "Agreement") is entered into effective as of _____, 2016 ("Effective Date") by and between the Regional Emergency Medical Services Authority, a Nevada nonprofit corporation ("REMSA") and the Truckee Meadows Fire Protection District, a fire district formed under NRS Chapter 474 ("TMFPD"). REMSA and TMFPD are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, REMSA holds an exclusive franchise pursuant to NRS 244.187 and 268.081 for emergency and non-emergency ground ambulance transport within designated areas of Washoe County pursuant to the Amended and Restated Franchise Agreement for Ambulance Service dated May 22, 2014 between REMSA and the Washoe County Health District ("Franchise Agreement"); and

WHEREAS, pursuant to the Franchise Agreement, REMSA may, in its discretion, enter agreements with other licensed ambulances to provide disaster mutual aid and other mutual aid within the Franchise Service Area as REMSA deems appropriate from time to time; and

WHEREAS, TMFPD operates a fire department within its jurisdiction that provides emergency response for fire, EMS, and rescue services; and

WHEREAS, TMFPD owns ambulance units (the "TMFPD Ambulances") as of the Effective Date that are available for operation by the TMFPD; and

WHEREAS, REMSA and TMFPD desire to enter into an understanding with respect to providing and allowing TMFPD to use the TMFPD Ambulances within REMSA's Franchise Service Area for certain limited disaster aid purposes as set forth in this Agreement; and

WHEREAS, development and maintenance of this Agreement is intended to help REMSA better serve the population of Washoe County and the TMFPD to better serve its personnel and residents of Washoe County,

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section 1. Authorized Limited Use of TMFPD Ambulances. During the term of this Agreement, REMSA hereby consents to and authorizes the TMFPD to use the TMFPD

Ambulances for ALS level ambulance services¹, including ground ambulance transport, within REMSA's Franchise Service Area solely for the following limited purposes:

a) In response to a declared emergency occurring within REMSA's Franchise Area as declared by local, state or federal agencies and in coordination with an emergency operations center or established incident command structure.

b) In response to a Mass Casualty Incident occurring within REMSA's Franchise Service Area. Upon request by REMSA or following a declaration of a Mass Casualty Incident as set forth in the Mass Casualty Incident Plan adopted by the District Board of Health, the first Public Service Answering Point to become aware of a Mass Casualty Incident declaration may dispatch a TMFPD ambulance to such mass casualty scene without delay or other request to REMSA. For purposes of this Agreement, a "Mass Casualty Incident" is defined as a single geographically focused emergency event which produces casualties of such a substantial number and severity that special operations and organizations are required at the scene of the emergency as defined in the Mass Casualty Incident Plan adopted by the District Board of Health from time to time.

c) To provide fire rehabilitation services including EMS services on, and ground ambulance transport of, TMFPD firefighters only at or from the scene of a fire, hazmat or search and rescue emergency incident.

d) For such other specific limited purposes, when reasonably necessary and prudent to the extent requested from time to time by REMSA, in REMSA's sole and absolute discretion.

Section 2. Operational Terms.

2.1 When equipped and staffed, TMFPD shall make available the TMFPD Ambulances to respond on ALS calls as directed by REMSA dispatch during situations identified in Section 1 of this Agreement, at the request of REMSA unless TMFPD cannot because no ambulance is available, or because doing so will unreasonably affect TMFPD's ability to respond to incidents within any areas it serves.

2.2 TMFPD shall be required to secure all required approvals of state or local agencies to operate the TMFPD Ambulances and provide ALS level ambulance services in accordance with this Agreement, and REMSA agrees to support such license applications for uses consistent with this Agreement.

2.3 No Party shall be obligated to reimburse any other Party on account of any action taken or aid rendered hereunder, for any use of material or personnel hereunder or, except where caused by the negligent act or omission of the other party, for any damage to equipment incurred

¹ As used in this Agreement, the term "ALS" shall mean the Advanced Life Support level as defined in NAC 450B under "Advanced Medical Care" and the term "Franchise Service Area" shall have the meaning ascribed to it in the Franchise Agreement.

in the course of rendering use of their equipment or personnel for response to incidents included in this Agreement. Nothing in this clause shall prohibit a Party that provides EMS services from billing the patient(s) that received emergency medical care. TMFPD shall not directly or indirectly charge for calls that are cancelled or for which the patient refuses medical services.

2.4 TMFPD shall comply with the all applicable state federal and local laws and regulations applicable to medical care and patient services provided by TMFPD under this Agreement.

2.5 If REMSA calls upon TMFPD to respond under this Agreement, REMSA shall release TMFPD from emergency duties at the scene as soon as practicable, unless patient care and/or transport of a patient has been initiated by TMFPD as authorized by Section 1.

2.6 During the term of the Franchise Agreement, TMFPD shall not purchase, lease, certify, nor put into operation within the REMSA Franchise Service Area any ambulance(s) in excess of the currently existing TMFPD Ambulances authorized hereunder, without REMSA's express prior consent, which REMSA may grant or deny in REMSA's sole and absolute discretion.

2.7 TMFPD may not dual respond with an ambulance or use an ambulance as a primary response vehicle to known EMS calls without the consent of REMSA.

2.8 TMFPD Ambulances may not be used in conjunction with special events standby services provided by the TMFPD and/or for the purpose of fulfilling the "dedicated advanced life support ambulance" requirements under NRS 450B.650 through 450B.700.

Section 3. REMSA Franchise; TMFPD Limitations. TMFPD acknowledges that REMSA holds exclusive franchise rights under the Franchise Agreement to provide emergency and non-emergency ground ambulance transport with the REMSA Franchise Service Area. As a material inducement to REMSA to consent to the limited rights granted in this Agreement, TMFPD agrees: i) to provide support as a mutual aid resource as directed by REMSA and not impair or interfere with REMSA's rights under the Franchise Agreement, including exclusive rights of patient transport; ii) to not operate, directly or indirectly, or permit the operation or use of, any ambulance owned or operated by the TMFPD in violation of this Agreement or the Franchise Agreement; and iii) to not engage in or provide, directly or indirectly, community paramedicine services (as defined in NRS Chapter 450B) within the REMSA Franchise Service Area.

Section 4. Contact Designation. The Parties shall each designate an individual from their organization who will be responsible for periodically reviewing this Agreement and undertaking other planning issues considered essential in maintaining a cooperative mutual aid response system.

Section 5. Effective Date. This Agreement shall become effective upon the approval of the governing boards of the District Board of Health and EMS Advisory Board, and as to each party, upon the approval of REMSA and the TMFPD Board of Fire Commissioners.

Section 6. Termination.

6.1 This Agreement shall continue in effect until terminated. This Agreement may be terminated by either Party with or without cause upon thirty (30) days written notice to the other party. Any notice of termination under this Section 6 shall be sent by certified mail to the TMFPD Chief and CEO of REMSA, with copies to the Washoe County Health District EMS Oversight Program.

6.2 TMFPD reasonably believes that funds can be obtained sufficiently to make all payments during the term of this Agreement. Without limiting the foregoing, if TMFPD does not allocate funds to continue the functions performed by TMFPD under this Agreement, this Agreement shall automatically terminate when appropriated funds are exhausted, without penalty, charge or sanction to TMFPD.

Section 7. Entire Agreement; Counterparts. This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, oral and written, between the Parties with respect to such subject matter. This Agreement may be amended only by a written instrument executed by the Parties or their successors in interest. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

Section 8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada without reference or regard to conflict of laws principles.

Section 9. Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.

Section 10. Hold Harmless. Each party ("Releasing Party") hereby releases and holds the other party harmless from, and shall be solely responsible for, any claims, liabilities, or actions to the extent arising from or caused by the acts or omissions of the Releasing Party, its employees, agents or representatives in connection with the performance of rights or obligations under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written below.

Regional Emergency Medical Services Authority	Truckee Meadows Fire Protection District
By: _____	By: _____
Name: Dean Dow	Name: _____
Title: Chief Executive Officer	Title: _____
Dated: _____	Dated: _____



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 21, 2016

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

DATE: June 10, 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 approval of a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks establishing a new "Omega" protocol for 9-1-1 Calls. (All Commission Districts)

SUMMARY

Discussion and possible approval of a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks. This MOU establishes a new "Omega" protocol for 9-1-1 calls when it is established that a non-emergency condition exists and does not require transport or immediate emergency treatment.

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

PREVIOUS ACTION

No previous action.

BACKGROUND

This is a program intended to appropriately identify certain 9-1-1 calls as non-emergency - not requiring immediate emergency medical care or transport. When such a determination is made, the District will discontinue its response, if a response has been initiated. The non-emergency call will be deferred to a Registered Nurse Navigator who will coordinate the needs of the caller. Over a two and one-half year study process, a response protocol has been established between the aforementioned EMS response agencies.

The goal of the program is control the frequency of emergency responses to those 9-1-1 callers not requiring emergency care thereby developing more efficiency and increasing available time of the District's emergency response resources.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends approval of a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks establishing a new “Omega” protocol for 9-1-1 Calls.

POSSIBLE MOTION

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

“I move to approve a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks establishing a new “Omega” protocol for 9-1-1 Calls.”

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (this "Agreement") is entered into effective as of _____, 2016 ("Effective Date") by and between the Regional Emergency Medical Services Authority, a Nevada nonprofit corporation ("REMSA"), the City of Reno, a municipal corporation ("Reno"), the City of Sparks, a municipal corporation ("Sparks") Truckee Meadows Fire Protection District, a fire district formed under NRS Chapter 474 ("Truckee Meadows"), and Sierra Fire Protection District, a fire district formed under NRS Chapter 474 ("Sierra Fire"). REMSA, Reno, Sparks, Truckee Meadows and Sierra Fire are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, REMSA holds an exclusive franchise pursuant to NRS 244.187 and 268.081 for emergency and non-emergency ground ambulance transport within certain portions of Washoe County pursuant to the Amended and Restated Franchise Agreement for Ambulance Service dated May 22, 2014 between REMSA and the Washoe County Health District ("Franchise Agreement"); and

WHEREAS, Reno, Sparks, Truckee Meadows and Sierra Fire operate fire departments (each a "Fire Department") within their respective jurisdictions that provide emergency response for fire, EMS, and rescue services;

WHEREAS, REMSA has developed a program for ambulance transport alternatives for low acuity patients pursuant to which patients initially calling in to the 9-1-1 system are ultimately transferred through an Omega protocol implemented in the REMSA Emergency Medical Dispatch ("EMD") process to the REMSA Nurse Health Line after being classified as non-emergent low acuity calls ("Omega Calls"), where a REMSA Emergency Communications Nurse ("ECN") will assess patients and determine the most appropriate care resource.

WHEREAS, the Parties desire to memorialize the framework for responding to and releasing from the scene of Omega Calls.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section 1. Omega Response and Release Procedures.

Upon the transfer of a 9-1-1 call by a REMSA EMD to the REMSA Nurse Health Line, the 9-1-1 call shall be deemed cancelled, the call shall be deemed an "Omega Call" and REMSA shall become the party legally responsible for the care of the sick or injured patient which is the subject of the Omega Call. The Parties agree that the following procedures shall apply to Omega Calls:

1. REMSA will not be required to immediately dispatch an ambulance to an Omega Call, and a REMSA ECN will be responsible for assessing the patient and

determining the most appropriate care resource, which may or may not include ambulance response.

2. Reno, Sparks, Truckee Meadows and Sierra Fire will not respond to or will cancel any Fire Department unit responding to the scene of an Omega Call if, prior to arriving on scene and making patient contact, they have been alerted that the call is an Omega Call.
3. If a Fire Department unit has arrived on scene and made patient contact prior to being alerted that the call is an Omega call, upon being alerted that the call is an Omega Call the Fire Department shall communicate with the ECN or REMSA EMD to confirm REMSA has determined that an alternative care pathway is medically appropriate according to standards established by the International Academy of Emergency Dispatch. Both REMSA and the responding Fire Department shall document these communications in their respective incident reports and REMSA shall provide the responding Fire Department with a copy of the recorded communication within five (5) days upon request, unless otherwise prohibited by law in which event REMSA shall provide the Fire Department with the specific legal authority that prohibits disclosure. Upon receiving such verbal confirmation from the ECN, the Fire Department shall either: i) release from the scene, and REMSA shall be legally responsible for the care of the sick or injured patient which is the subject of the Omega Call; or ii) if the Fire Department has a good faith, medical justification for disagreeing with the ECN determination based on articulable patient observations communicated by the Fire Department to the ECN, the Fire Department shall request the dispatch of an ambulance through Fire Department dispatch, REMSA shall dispatch an ambulance to the scene in accordance with the Franchise Agreement, and the Fire Department shall remain on scene until the arrival of the REMSA ambulance. In the event the ambulance requested by the Fire Department under the preceding sentence is responding on a Priority 3 basis, REMSA shall immediately send an in-service, non-divertible alternative medical resource and the Fire Department shall release from the scene upon earlier arrival of the REMSA ambulance or other REMSA resource. REMSA ambulance response time shall be measured from the time REMSA EMD receives the Fire Department request to dispatch an ambulance.
4. If at any time during the ECN assessment process REMSA determines that an ambulance response is required, REMSA shall dispatch a REMSA ambulance to the scene and notify the Fire Department that REMSA has dispatched an ambulance.

Section 2. Implementation Review. The parties shall meet and confer semi-annually, or upon the request of any party, to discuss any unforeseen deployment or operational issues encountered in implementing the Omega Call response procedures, including strategies to improve on-scene communications between the ECN and Fire Departments. The parties shall cooperate in good faith to attempt to informally resolve such disputes and determine a reasonable course of action satisfactory to the disputing parties and which furthers the goal of providing the public with a level of care most appropriate and cost-effective for their condition and eliminating unnecessary, non-emergency paramedic team responses on scene. If the parties are unable to resolve a dispute, the parties by mutual consent may confer with the Health District EMS Oversight Program as a third-party neutral to assist the parties in resolving the dispute.

Section 3. Effective Date. This Agreement shall become effective upon the approval of the governing boards of the District Board of Health and EMS Advisory Board, and as to each party, upon the approval of REMSA and the respective party's governing board.

Section 4. Termination. This Agreement may be terminated by mutual consent of all the Parties or any Party may unilaterally withdraw from the Agreement with or without cause upon thirty (30) days written notice to the other Parties or immediately if that Party's funding ability supporting the Agreement is withdrawn, limited or impaired. So long as REMSA is not a terminating party, the remaining Parties may continue the Agreement notwithstanding the withdrawal of one or more other Parties. Any notice of termination under this Section 4 shall be sent by certified mail to the Reno City Manager, Sparks City Manager, Washoe County Manager, and CEO of REMSA, with copies to the Fire Department Chief of each agency and the Washoe County Health District EMS Oversight Program.

Section 5. Severability. If any term or provision of this Agreement or the application thereof shall, to any extent, be held to be invalid or unenforceable, such term or provision shall be ineffective to the extent of such invalidity or unenforceability without invalidating or rendering unenforceable the remaining terms and provisions of this Agreement or the application of such terms and provisions to circumstances other than those as to which it is held invalid or unenforceable unless an essential purpose of this Agreement would be defeated by loss of the invalid or unenforceable provision.

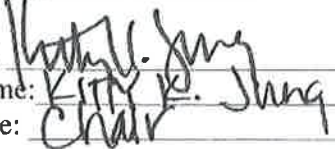

Section 6. Entire Agreement; Counterparts. This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, oral and written, between the Parties with respect to such subject matter. This Agreement may be amended only by a written instrument executed by the Parties or their successors in interest. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

Section 7. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is not intended to benefit, and shall not run to the benefit of or be enforceable by, any other person or entity other than the Parties and their permitted successors and assigns.

Section 8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written below.

Regional Emergency Medical Services Authority By: _____ Name: _____ Title: _____ Dated: _____	City of Reno By: _____ Name: _____ Title: _____ Dated: _____
City of Sparks By: _____ Name: _____ Title: _____ Dated: _____	Truckee Meadows Fire Protection District By: _____ Name: _____ Title: _____ Dated: _____
Sierra Fire Protection District By: _____ Name: _____ Title: _____ Dated: _____	
Approved: District Board of Health By:  Name: <u>Kathy K. Jung</u> Title: <u>Chair</u> Dated: <u>5.02.16</u>	Recommended: EMS Advisory Board By:  Name: <u>John Skayler</u> Title: <u>Chair - Ems Advisory Board</u> Dated: <u>4-29-16</u>



REMSA Proposed Implementation for Omega Response International Academies of Emergency Dispatch

May 20, 2016

The Omega protocol and associated response to approved Emergency Medical Dispatch determinants has been developed regionally through collaboration with all regional partners including Fire, EMS, Legal, and County EMS Oversight. This program has been developed to address low acuity, no priority responses as determined by the internationally approved Medical Priority Dispatch system and has been shown through a pilot study to provide significant cost savings to the health care system as well as the community.

Definition

The *Omega protocol* refers to a determinant code utilized by emergency medical dispatchers to classify a 9-1-1 call as “no priority” – a non-emergency condition which does not require transport or treatment at an emergency department. Based upon locally-defined and medical director-approved protocols, the emergency medical dispatcher refers an Omega call to alternative care, an Emergency Communication Nurse System certified registered nurse, for determination of a recommended level of care and a recommended location of care, such as, self-care at home, primary care appointment, or urgent care center.

Summary

After a two and half year process, REMSA and all regional partners are prepared for full implementation of the Nurse Health Line “*Omega Protocols*” on July 1, 2016. The launch date was set following approval on 4/7/16 by the Washoe County EMS Advisory Board and approval on 4/28/16 by the Washoe County District Board of Health.

During this extended pilot period, both the ambulance unit (transporting) and fire department first response unit (non-transporting) have continued to respond to the scene even when the 9-1-1 caller was referred to a Registered Nurse Navigator after the callers symptoms were classified as “no-acuity” (referred to as the Omega determinant code).

Full implementation means that the response by both the ambulance and fire department first response unit will be discontinued for Omega calls. The process included numerous educational presentations and communications to all three local fire department first response agencies (Sept 2013), a pilot study period to gather data on the impact of the Omega protocols (Jan 2014 – Dec 2014), broad dissemination of a white paper with pilot study results (Feb 2015), additional presentations to all EMS system stakeholders and government councils and boards (June 2015), operations meetings hosted by the health district to identify logistical and legal issues (Oct 2015), and finally, the development of a memorandum of understanding which memorializes the legal framework for responding to and releasing from the scene of Omega calls (March 2016).

Implementation Following the approval of the Omega agreement by the EMS Advisory Board on April 7, 2016 and the approval of the District Board of Health on April 28, 2016, REMSA is seeking final sign off on the agreement from the city councils as well as the Fire Board for Truckee Meadows and Sierra Fire Protections Districts. The agreement was written in collaboration with the Fire Chief as well as the City and County Attorney's with all final edits approved by all jurisdictions legal and fire representatives prior to the April 7th presentation to the EMS Advisory Board.

Representatives from all jurisdictions are represented on both the Advisory Board as well as the District Board of Health and legal counsel from each jurisdiction has approved the current version of the agreement.

The final step in the process is obtaining approval through signature from each city and county on the agreement. To date, the agreement has been signed by the Chair of the EMS Advisory Board (Manager Slaughter) as well as the Chair of the District Board of Health (Commissioner Jung).

Next Step Final approval and signature from the Cities of Reno and Sparks as well as Truckee Meadows and Sierra Fire Protection Districts indicating final acceptance of the agreement. Target date for implementation recommended by the Washoe County EMS Oversight team is July 1, 2016.

Attachments

- 1 Presentation: REMSA Adoption of Omega Protocols
- 2 Whitepaper: New Care and Referral Pathways for Non-Emergent 911 Callers
- 3 District Board of Health: Staff Report, April 28, 2016
- 4 Presentation: The Proposed Omega Process, presented by Brittany Dayton April 28, 2016

Minutes from the April 28, 2016 District Board of Health meeting outlining the history of the process as well as approval of the agreement should be available following the next meeting scheduled for May 26, 2016. They are currently in draft form and are awaiting approval.

Attachment 1

Presentation: REMSA Adoption of Omega Protocols

REMSA Community Health Programs

Adoption of Omega Protocols



Nurse Health Line 858-1000

Registered Nurses provide 24/7 medical assessment & triage patients to appropriate health care or community service:

- Access
 - Non-emergency number
 - **Omega Protocol** via 9-1-1
- Protocol-driven Assessment
 - Emergency Communication Nurse System (ECNS)
- Recommended Level of Care & Recommended Location of Care
 - On-line Directory of Services



COMMUNITY HEALTH
PROGRAMS

Responding to our community's healthcare needs 2

Requirements to Adopt Omega Protocols

- ✓ REMSA's Medical Communications Center is an Accredited Center of Excellence (ACE) by the International Academies of Emergency Dispatch (IAED), since 2001
- ✓ REMSA's Nurse Health Line is the first ECNS center in the world to also achieve the Accredited Center of Excellence (ACE) by IAED in 2015

REMSA Call-taker Triage Calls by Determinant Codes

MPDS* Determinant	Priority
Echo	P1**
Delta	P1
Charlie	P1, P2
Bravo	P2, P3
Alpha	P3
Omega	No Priority

*Medical Priority Dispatch System (MPDS)

** Highest Acuity

4

Medical Priority Dispatch System (MPDS) Call Prioritization Categories

911 MPDS Call Classifications

Delta – ALS emergency response

Charlie – ALS non-emergency response

Bravo – BLS emergency response

Alpha – BLS non-emergency response

Omega – *Referral or alternate care*

Sample OMEGA Conditions

Conditions with No Priority Symptoms

- Earache
- Enema
- Gout
- Hemorrhoids
- Hiccups
- Itching
- Nervousness
- Cramps
- Deafness
- Sun burns or minor burns
- Animal bites to not dangerous location
- Boils
- Bumps
- Can't sleep
- Can't urinate
- Falls, minor
- Nose bleed
- Constipation
- Defecation
- Non-injury MVA
- Flu-like symptoms without priority symptoms
- Spider bites without priority symptoms

Emergency Medical Dispatcher (EMD) & Registered Nurse (RN) Confirm No Priority Symptoms

6

How the Omega Protocol works

Once EMD call-taker identifies that a 9-1-1 call is OMEGA with no priority symptoms:

- Caller consents to be referred to ECNS-qualified RN
- RN obtains additional information from the patient to determine the right medical care or community service
- RN provides a *recommended level of care* and *recommended location of care*
- RN serves as safety net to confirm initial EMD determination
- No public safety or ambulance response

Attachment 2

Whitepaper: New Care and Referral Pathways for Non-Emergent 911 Callers

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

Executive Summary

REMSA has initiated a trial implementation of Omega determinant codes by the International Academy of Emergency Dispatch (IAED). The purpose of this trial is to evaluate the safety, efficacy and use of these determinant codes in the REMSA ambulance system to identify appropriate calls to be further evaluated by a Registered Nurse certified as an Emergency Communications Nurse (ECN) at the REMSA Nurse Health Line (NHL) before an ambulance response is initiated. Omega determinants are assigned to 911 calls that do not require an immediate ambulance response. These Omega determinant codes represent the lowest acuity medical conditions that prompt an ambulance response by 911 callers in Washoe County, NV. The data in this evaluation period described in this document represents 911 calls received into REMSA's dispatch center between January 1, 2014 and December 23, 2014, approximately 12 months of calls. During this time, an automatic REMSA ambulance response was continued on all calls. A small percentage of the evaluations by the ECN resulted in differing determinations of the patient's condition from the initial determination by the REMSA Emergency Medical Dispatcher (EMD).

Omega calls are currently in use as a qualifier to be evaluated by an ECN prior to an ambulance response in the following locations within the United States:

- Louisville, KY
- Ft. Worth, TX
- Syosset, NY
- Salt Lake City, UT

Calls that received an Omega determinant upon initial coding by the EMD were sent to an ECN after an initial ambulance was dispatched without lights and sirens. Callers were then assessed by the ECN using a separate, but congruent, methodology to determine a more precise and appropriate care pathway for the patient. Calls where the ECN evaluation and the EMD evaluations resulted in differing determinant codes, and where the ECN recommended an ambulance response were further reviewed. The number of these calls over the 12 month evaluation period totaled 37 out of 765 total Omegas calls sent to the NHL (4.84%). This total number of calls represents an average of 3 per month, or 3.4% of average total Omega volume per month. However, is it important to know coding differences do not necessarily equate to improper protocol application or poor patient outcomes. REMSA reviewed all 37 calls in question.

REMSA concluded that 10 of the 37 were possibly coded incorrectly from the EMD (1.3% of total Omega calls sent to the NHL) and only one resulted in a recommendation of a lights and sirens response; the outcome of that specific call resulted in the patient refusing ambulance transport. In addition, a clinical review of the patient care reports revealed that no adverse patient outcomes were identified. It should be noted that the standard acceptable critical coding error rate defined by the IAED is 6%.

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

In conclusion, the data shows use of Omega determinants to identify calls that are evaluated by an ECN before an ambulance is dispatched is a safe and reliable method of reducing unnecessary and hazardous emergency responses to the lowest acuity medical complaints generated by 911 callers in Washoe County, NV.

Methodology

There are over 200 IAED approved Omega determinant codes. Of these, REMSA has approved 52 Omegas determinant codes for evaluation. A query was run from the TriTech CAD and LowCode data bases for the time period of January 1, 2014 through December 23, 2014. The query specifically looked for any 911 call coded as an OMEGA determinant¹ and sent to an ECN at REMSA's Nurse Health Line (NHL) for further evaluation and possible recommendation of an alternative care pathway. Of the calls sent to the NHL, calls where the ECN evaluation and the EMD evaluations resulted in differing determinant codes and where the ECN recommended an ambulance response were evaluated by REMSA's quality assurance staff and Medical Director as necessary.

Satisfaction surveys are mailed monthly. The NHL patient satisfaction surveys measure how well the nurse explained care options, if all questions were answered, and if the nurse gave adequate information to the caller. Each caller is also asked if they would utilize our service in the future.

Outcomes

1029 calls were coded as a REMSA-approved Omega determinant. Of those 1029 calls coded as Omega determinants, 765 were routed to the ECN (see Figure 1). There are 5 reasons an OMEGA determinant may **not** be transferred to the ECN:

1. *NHL is Busy,*
2. *Public Assist,*
3. *Caller Refused NHL,*
4. *Healthcare Professional on Scene,*
5. *The CAD Omega notification system was disabled.*

¹ From the REMSA Medical Director's list of 52 approved Omega determinants

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

OMEGA Determinant - EMD Call Routing

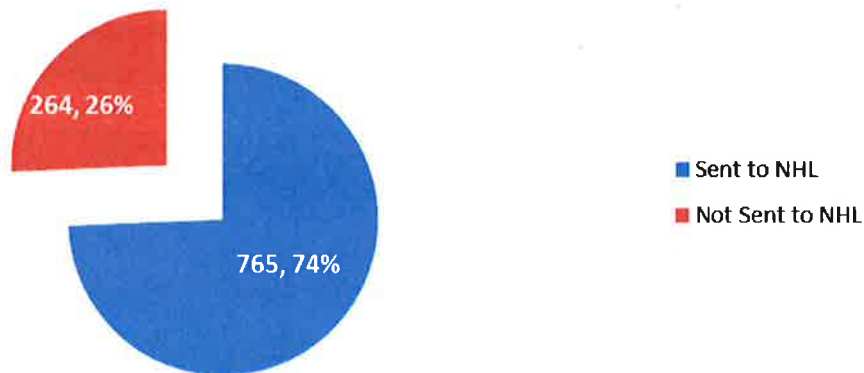


Figure 1

Of the 37 Omega calls sent to the NHL that resulted in a different final coding, 10 (1.3% of total calls sent to the NHL) were determined to have been incorrectly coded by the EMD². REMSA further reviewed EMD coding differences to identify possible trends. No trends in difficulty with any particular EMD protocol or individual performance were identified. The remaining 27 calls were correctly coded by the EMD.

It should be noted during the evaluation period, REMSA continued to dispatch an emergency ambulance prior to the completion of the ECN evaluation. The ECN's final recommendation was likely influenced knowing an emergency response had already been initiated. REMSA believes some ECNs may have selected "Ambulance Response" knowing an ambulance was enroute or because the ambulance arrived on scene during the ECN phone assessment.

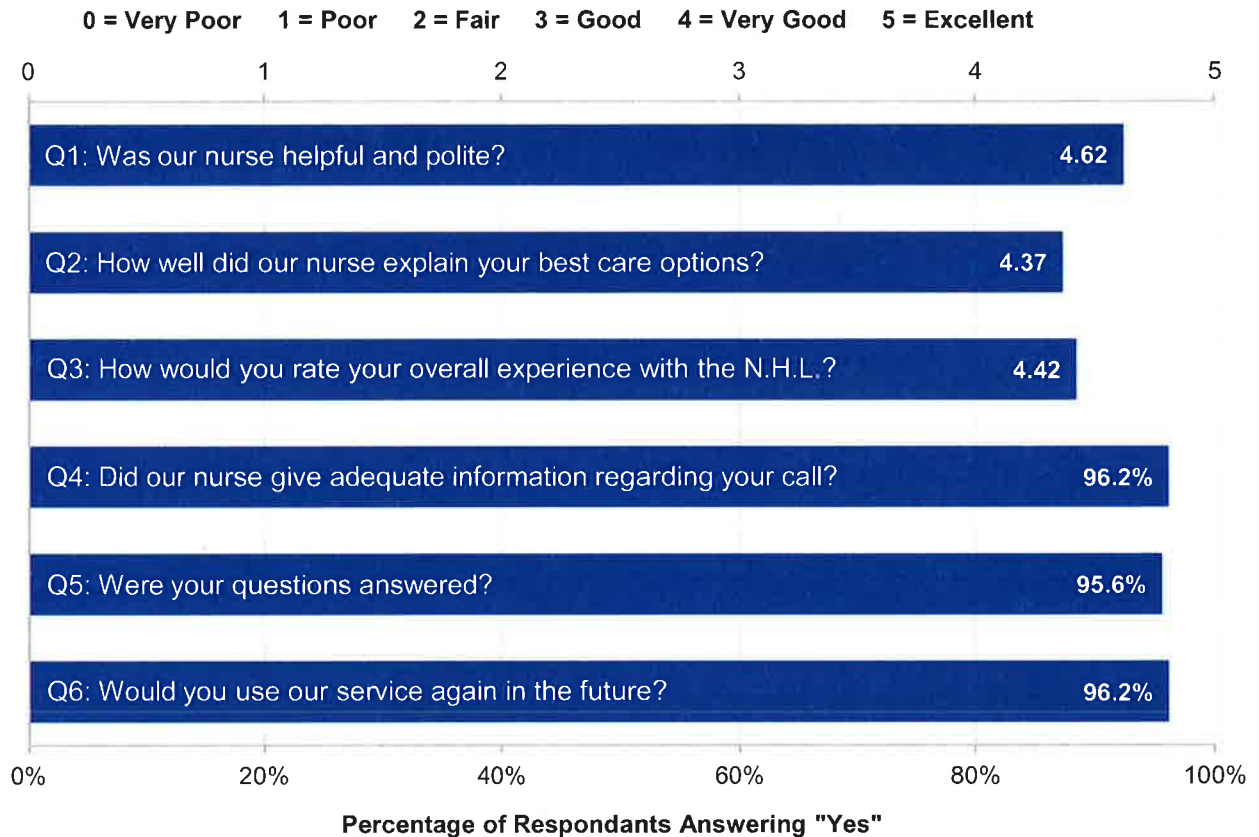
Monthly surveys depict high satisfaction. The survey captures data on the following questions:

1. *Was our nurse helpful and polite?*
2. *How well did our nurse explain your best care options?*
3. *How would you rate your overall experience with the NHL?*
4. *Did our nurse give adequate information regarding your call?*
5. *Were your questions answered?*
6. *Would you use our services again in the future?*

² NOTE: REMSA's 911 EMD center is a Medical Priority Dispatch System "Accredited Center of Excellence". As such we are held to a strict quality standard of correct determinant coding of $\geq 94\%$. The error rate noted above for the OMEGA determinants during the review period equates to a correct coding rate of 98.7%

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14



Surveys Returned for Patients Served by the REMSA Nurse Health Line July 2014 - December 2014 n = 579

Conclusion

REMSA captured 1029 calls to 911 that met the IAED requirements and REMSA medical director approval for classification of an Omega determinant. Of these 1029 calls, 765 were sent to the REMSA NHL for further evaluation of appropriate medical care pathways. Of these 765 calls, 37 total calls were coded differently from the EMD by the ECN and resulted in a recommendation of an ambulance response by the ECN. All 37 calls were reviewed for accuracy of initial coding and patient outcome information. It was found that 10 of these calls were inaccurately coded upon initial EMD questioning and none of the reviewed calls resulted in poor patient outcomes.

Satisfaction scores show that the callers were happy with the service, got the information that they needed regarding their care, had their questions answered, and would use the NHL again.

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

REMSA has concluded that the use of Omega determinant codes to identify appropriate calls to be evaluated by a qualified ECN before an ambulance response is initiated is safe and effective. It is recommended REMSA discontinue the current practice of dispatching an ambulance to Omega determinant-coded calls prior to the ECN evaluation. This recommendation is consistent with current IAED recommended use of Omega determinants in ambulance systems where ECNS protocols are in use (see appendix A). It should be noted at any time the caller requests an ambulance, one will be dispatched.

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

Appendix A

Taken from http://www.emergencydispatch.org/about_ecns

The International Academies of Emergency Dispatch's® (IAED™) certified Emergency Communication Nurse System™ (ECNS™) is a comprehensive nurse triage system comprised of over 200 protocols. It is designed to be implemented within an Emergency Medical Services (EMS) communication center and used alongside the IAED's Medical Priority Dispatch System™ (MPDS®), which was developed over 33 years ago. Not every emergency call needs a lights-and-siren response. In fact, not every call even needs a COLD ambulance response. ECNS, when used with the MPDS Protocol and Priority Dispatch Corp.'s™ internationally-recognized gold-standard dispatch and QI software—ProQA® and AQUA®—can provide optimal **ALTERNATIVE CARE** for vetted low-acuity, or OMEGA, Determinant Codes, giving EMS systems new options to care for patients and their communities. Responses to OMEGA determinates are locally defined based on MPDS-approved codes.

ECNS is considered IAED's "Fourth Pillar of Care" along with Emergency Medical Dispatch™, Emergency Fire Dispatch™, and Emergency Police Dispatch™. Accreditation as a Center of Excellence is an integral part of superior care standards with current medical accreditation required before a center can use the ECNS protocol. Other prerequisites for ECNS include implementing ProQA dispatch software and AQUA quality improvement software.

The overall ECNS progress is comprehensive, yet simple. First, a call comes into the communication center and ProQA is launched by the Emergency Medical Dispatcher™ (EMD). If, after EMD questioning, the patient is assigned a pre-determined and locally-defined "low code" (OMEGA Code), the call is transferred to the Emergency Communication Nurse (ECN) desk. This desk is staffed by an experienced, specially-trained, and ECNS-certified Registered Nurse who uses LowCode™ software developed by Priority Solutions Inc. (PSI), which seamlessly integrates with ProQA, to assess the patient. For numerous reasons it is imperative that the ECN be co-located within the communication center. After verifying there are no priority symptoms, additional information is gathered such as co-morbid conditions, medications, and allergies. An ECNS symptom-based protocol is then selected and additional assessment conducted.

Based on the caller's answers, a Recommended Care Level is achieved, which includes tiered response levels from Send an Ambulance Now to Self-Care Instructions. From here a second tier disposition is available which is customer definable. This tier represents resources available in the customer's community e.g. urgent care centers, primary care physicians. Users can engage a third tier disposition called a directory of services which will identify a specific list of health care resources near the patient.

Priority Solutions Inc.'s LowCode software has been in use for over fourteen years throughout the world and more than two million calls have been processed without an untoward incident.

The ECNS has been designed to specifically meet the following two goals:

1. Appropriately manage and support caller access to an increasingly burdened healthcare system by better allocating resources to meet their non-emergent, non-life-threatening health situations.
2. Help EMS communication centers, ambulance services, and all EMS providers optimize their resources and outcomes by sending, when necessary, the
 - right personnel, to the
 - right place, at the
 - right time, with the
 - right equipment, using the
 - right resources, to get the
 - right care, in the most clinically appropriate way; thereby facilitating the

Review of REMSA approved OMEGA Determinant Calls

1-1-14 through 12-23-14

- right cost, to patients, providers, and payers.

Key Points:

- ECNS currently has user centers in 5 countries on 4 continents
- More than 1,000 clinicians trained throughout the world
- ECNS currently has over 200 protocols—each containing a clinical rationale along with a reference list for additional information

Benefits of ECNS:

- Effective and standardized clinical assessment and assignment of appropriate Recommended Care Levels
- Safely manages the growing demands on healthcare providers
- Reduces the demand on ambulance transportation services
- Reduces unnecessary ER visits and wait times
- Numerous integration efforts completed with third party software
- Brings appropriate care closer to patients while being responsive to their needs
- Establishes efficient and effective use of EMS and community provider resources
- ECNS is considered “The Fourth Pillar” of the International Academies of Emergency Dispatch, along with EMD, EFD, and EPD, and is regulated by its Standards Council
- Established Quality Assurance/Quality Improvement process, with the software integration availability of AQUA Evolution
- Data-driven approach with proven safety and efficacy with over 14 years of QA/QI data

Attachment 3

Staff Report: District Board of Health, April 28, 2016

Staff Report
Board Meeting Date: April 28, 2016

TO: District Board of Health

FROM: Brittany Dayton, EMS Coordinator
775-326-6043, bdayton@washoecounty.us

SUBJECT: Presentation, discussion and possible approval of the use of IAED Omega determinant codes and REMSA's alternative response process within the REMSA Franchise area.

SUMMARY

Omeegas are 911 calls that are classified through the Emergency Medical Dispatch (EMD) process as non-emergent low acuity calls that can be referred to the Nurse Health Line (NHL) for assessment and evaluation by an Emergency Communications Nurse (ECN) to determine the most appropriate care resource, other than an ambulance response.

Attached is a draft MOU for possible approval that outlines the agreement for an alternative response and release process for Omega calls within the REMSA Franchise area. The draft MOU was accepted by the EMS Advisory Board on April 7, 2016 and the Board directed staff to present to the District Board of Health (DBOH) for possible approval.

PREVIOUS ACTION

REMSA presented to the EMS Advisory Board on June 4, 2015. The presentation reviewed the proposed use of the IAED Omega determinants codes and the procedure of referring these callers to the Nurse Health Line prior to dispatching an ambulance. The EMS Advisory Board directed EMS staff to work with regional partners to develop a comprehensive process for handling Omega calls.

EMS staff presented to the DBOH concerning Omeegas on October 22, 2015. The members of DBOH determined it was necessary to table the item until the EMS Advisory Board had an opportunity to discuss the topic and provide direction.

EMS staff then presented to the EMS Advisory Board on October 23, 2015. Members of the board voted unanimously to continue the item until the legal issue is resolved.

EMS staff presented an update to the EMS Advisory Board on January 7, 2016, which included the outcome of the meeting held with the legal representatives of the EMS agencies; developing an MOU between REMSA and the jurisdictions.

EMS staff presented the final draft MOU to the EMS Advisory Board on April 7, 2016 and the Board accepted the presentation and directed staff to present to the DBOH for possible approval. During the presentation Fire partners confirmed agreement with the MOU and moving forward with the process.

BACKGROUND

In 2011 the International Academy of Emergency Dispatch (IAED) included Omegas as part of the fourth pillar of the Academy when used in the ENC system. The IAED Omega determinant is designed to identify patients who may safely be transferred to alternative care resources. These non-emergent low acuity calls do not need an ambulance response; however, if at any time a patient requests an ambulance, one will be dispatched.

The IAED has approved 200 Omega determinant codes; however, REMSA's Medical Director, Dr. Brad Lee, has initially approved 52 of the 200 for our region. The 52 selected Omega determinants have been discussed with the regional fire partners' Medical Directors and a consensus was reached on the use of these 52 Omega determinants codes.

REMSA presented to the EMS Advisory Board on June 4, 2015. The presentation reviewed the proposed use of the IAED Omega determinants codes and the procedure of referring these callers to the Nurse Health Line prior to dispatching an ambulance. The EMS Advisory Board directed EMS staff to work with regional partners to develop a comprehensive process for handling Omega calls.

At the direction of the EMS Advisory Board, EMS staff scheduled a meeting to discuss the Omega protocols for REMSA's Franchise service area. The initial meeting was held on June 30, 2015 with regional agencies including REMSA, City of Reno, City of Sparks, Truckee Meadows Fire Protection District, North Lake Tahoe Fire Protect District and Pyramid Lake Fire Rescue. During the meeting, several items were discussed to include review of EMD process to ensure accurate determination of Omega calls, communication challenges, and the most effective methods for implementing an Omega protocol in the REMSA franchise service area.

On July 21, 2015 the region met to review a draft policy and release form developed by one of the partners. During this meeting it was requested that Health District EMS staff develop a universal form for all fire agencies if a crew arrives on-scene of an Omega call, since REMSA would not be dispatching an ambulance. The group also set a target implementation date of October 1, 2015 to allow for meetings with legal, training of crews and the approval of the EMS Advisory Board and DBOH.

EMS staff reached out to other regions to learn about other agencies' responses to Omega calls and used that information to develop recommendations for our region. In separate meetings with both fire and District Attorney's Office representatives, the recommendation of a verbal release first and a form second was supported. However, each regional agency's legal personnel would need to have a final review and approval of the process and release form prior to regional implementation.

An additional meeting was held on September 16, 2015. EMS staff presented the recommendations to the regional partners in attendance and they supported the practice of verbal or written release from the scene. The group made several revisions to the draft release form to simplify the process. Finally, it was decided that the implementation date should be changed to November 1, 2015 to allow additional time for legal review and approval, and training of personnel.

EMS staff scheduled a meeting on Friday, October 16, 2015 to discuss possible next steps for implementation. During this meeting the region agreed to a tiered implementation response plan for Omegas.

EMS staff then presented to the EMS Advisory Board on October 23, 2015. Members of the Board voted unanimously to continue the item until the legal issue is resolved.

EMS staff met with legal representatives on December 9, 2015 to discuss the concerns related to the proposed alternative response process for Omegas. During this meeting the legal representatives agreed to work together to write an agreement/Memorandum of Understanding (MOU) for Omega calls. They also requested staff to do some additional research and analysis on Omegas, and hold an additional meeting with legal and operational staff from the EMS agencies.

EMS staff presented an update to the EMS Advisory Board on January 7, 2016, which included the outcome of the meeting held with the legal representatives of the EMS agencies; developing an MOU between REMSA and the jurisdictions.

EMS staff coordinated and facilitated a meeting on March 3, 2016 with the legal and operational representatives of the regional EMS agencies. Several adjustments were made to the Omega MOU. At the end of the meeting the only remaining item for discussion was language in Section 1, number 3 concerning Omega calls where an ambulance is sent and Fire is on-scene.

REMSA's legal representative sent a revised MOU to the group on the afternoon of March 3, 2016. Further feedback was provided and a final draft of the MOU was sent to the legal and operational personnel for review on March 30, 2016.

On April 7, 2016 the EMS Advisory Board accepted EMS staff's presentation and directed staff to present to the DBOH for possible approval.

The alternative response and release process for Omega calls within the REMSA Franchise area is addressed in Section 1 of the MOU and includes the following steps:

- Upon the transfer of a 911 call by a REMSA EMD to the REMSA Nurse Health Line, the 9-1-1 call shall be deemed cancelled and deemed an Omega call.
- REMSA will not immediately dispatch an ambulance to an Omega Call, and a REMSA ECN will be responsible for assessing the patient and determining the most appropriate care resource.
- Reno, Sparks, Truckee Meadows and Sierra Fire will not respond to or will cancel if, prior to arriving on scene and making patient contact, they have been alerted that the call is an Omega Call.
- If a Fire Department unit has arrived on scene and made patient contact prior to being alerted that the call is an Omega call, upon being alerted that the call is an Omega Call the Fire Department shall communicate with the ECN or REMSA EMD to confirm REMSA has determined that an alternative care pathway is medically appropriate according to standards established by the International Academy of Emergency Dispatch.
 - Both REMSA and the responding Fire Department shall document these communications.
 - Upon receiving such verbal confirmation from the ECN, the Fire Department shall either: i) release from the scene, and REMSA shall be legally responsible for the care of the sick or injured patient which is the subject of the Omega Call; or ii) if the Fire Department disagrees with the ECN determination based on articulable patient observations, the Fire Department shall request the dispatch of an ambulance.

- In the event the ambulance requested by the Fire Department under the preceding sentence is responding on a Priority 3 basis, REMSA shall immediately send an in-service, non-divertible alternative medical resource and the Fire Department shall release from the scene upon earlier arrival of the REMSA ambulance or other REMSA resource.

FISCAL IMPACT

There is no additional fiscal impact should the Board accept a presentation on the proposed use of the IAED Omega determinant codes within the REMSA Franchise area.

RECOMMENDATION

EMS staff recommends the Board approve the use of IAED Omega determinant codes and REMSA's alternative response process within the REMSA Franchise area, effective July 1, 2016 to allow for training of dispatchers and responders.

POSSIBLE MOTION

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

"I move to approve the use of IAED Omega determinant codes and REMSA's alternative response process within the REMSA Franchise area, effective July 1, 2016."

Attachment 4

Presentation: The Proposed Omega Process, Presented by Brittany Dayton, April 28, 2016

The Proposed Omega Process

SECOND TIER TRIAGE IN 911 CENTERS FOR LOW-ACUITY CALLS



What is an Omega?

A 911 call classified through the Emergency Medical Dispatch process as non-emergent low acuity call able to be referred to a Nurse Health Line for assessment and evaluation.

Proposed Omega Implementation for REMSA's Response Area

- ▶ Pending DBOH approval, REMSA will no longer immediately dispatch ambulances to Omega calls.
- ▶ Fire will cancel if notified the call is an Omega and they have not made patient contact.
- ▶ If the fire agencies arrive on scene, the crew will release from scene by verbal release from the ECN or REMSA dispatcher and/or utilizing the Omega form if desired.
 - ▶ If Fire crew assesses patient and determines Omega is not an appropriate determinant, a non-divertable resource will be requested and dispatched.

PSAP transfers
medical call →
REMSA EMDs
the call → low
acuity criteria
met → EMD
transfers call
to an ECN

Emergency
Communication Nurse
(ECN) specialists are
Registered Nurses with
acute care
experience, specially
trained and certified as
EMDs and then as ECNs
in the use of over 200
ECNS protocols.



- ▶ The RN is housed within the REMSA dispatch center, working in concert with the EMD and within the EMS system.

[illegible]

SUBJECT INFO		CASE SUMMARY
Name: Conrad Fixaz		Algorithm: Ankle Injury
Sex: Male	Age: 44 years	Level of care: Seek Face to Face Care within 1-4 Hours
Address: 110 S Regent Str, Salt Lake City, Utah, 84111		Point of care: 1000 - Urgent Care Center
Reason: ankle injury		Recommended service:

InstaCare, 389 South 900 East, Salt Lake City, Utah, 84102

☒ Urgent Care
☐ Pathology
☐ Radiology

Firstmed Urgent Care, 441 S. Redwood Road, Salt Lake City, Utah, 84104

Approvals & Next Steps

- ❖ EMSAB acceptance and recommendation to present to DBOH: 4/7/16
- ❖ DBOH possible approval of Omega protocols: 4/28/16
- ❖ City Council and Board of Fire Commissioners presentation by Fire/REMSA and approval: TBD
- ❖ Full Implementation: 7/1/16 recommended