

BOARD OF FIRE COMMISSIONERS

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

FIRE CHIEF

Charles A. Moore

DEPUTY DISTRICT ATTORNEY

David Watts-Vial



Notice of Meeting and Agenda

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

9:00 a.m.

Tuesday, January 17, 2017

**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 Downtown 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.

9:00 am *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 December 13 2016 meeting.
- B. Discussion and possible approval of 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 43 – Training Courses and Seminars" retroactive to July 1, 2016 to increase the training allowance from \$500 to \$750 per fiscal year.
- C. Discussion and possible approval of an "Amendment to Agreement" amending 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, Article 13 – Salaries, and Appendix A – Salary" to include and recognize the position of Fire Mechanic/Logistics Assistant within the bargaining unit represented by I.A.F.F. Local 3895 retroactively to November 14, 2016, and to clarify an inclusion date of November 1, 2015 for the Fire Officer in Charge of Strategic and Volunteer Services.

*5. I.A.F.F. Local 3895 Report to include a video from the 2016 Fire Ops 101 Event

*6. Fire Chief Report:

- A. Report and discussion related to fire district operations
- B. Career Statistics and Report for October 2016
- C. Volunteer Statistics and Report for October 2016

7. Discussion and possible approval of a salary range for the existing position of Fire Division Chief and to approve a job specification when assigned as an EMS and Training Fire Division Chief.
8. Discussion and possible action to create a Deputy Fire Chief position to include job specification, salary range and benefits and authorization to negotiate an employment agreement to be brought back to the Board for ratification.
9. Discussion and possible approval of an amendment to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore.
- *10. 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).
- *11. 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

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

TUESDAY

9:00 a.m.

DECEMBER 13, 2016

PRESENT:

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

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

The Board convened at 9:03 a.m. in regular session in the Health District Board Room, Building B – 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

16-148F AGENDA ITEM 3 Public Comment.

There was no response to the call for public comment.

CONSENT ITEMS

16-149F 4A Approval of minutes from the November 15, 2016 meeting.

16-150F 4B Accept a personal monetary donation in the amount of \$900 from Vaughn Hartung in support of the Truckee Meadows Fire Protection District's inaugural firefighter recognition event and to express appreciation for the thoughtful contribution.

16-151F 4C Approve a change of the third party administrator for the Districts Health Savings account and flexible Benefit Plan, from Discovery Benefits to American Fidelity for the 2017 Health Benefits Program for District employees.

There was no response to the call for public comment.

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

**16-152F AGENDA ITEM 5 Presentation – EMS Advisory Board update
presented by Christina Conti**

Christina Conti, Emergency Medical Services (EMS) Program Manager, introduced EMS Program Coordinator Brittany Dayton; EMS Statistician Heather Kerwin and Office Support Specialist Jacqueline Lawson. She conducted a PowerPoint presentation which included the following slides: 1) EMS Oversight Program; 2) Inter-Local Agreement; 3) Authority of ILA; 4) EMS Advisory Board; 5) Organizational Chart; 6) FY 2015-2016 Accomplishments; 7) FY 2015-2016 Annual Report; 8) Data Report Highlights; 9) Regional EMS Five Year Strategic Plan; 10) Development Process; 11) Mission Statement; 12) Vision Statement; 13) Regional Values; 14) Overview; 15) Goal 1; 16) Goal 2; 17) Goal 3; 18) Goal 4; 19) Goal 5; 20) Goal 6; 21) Revision Process; 22) FY 2016-2017 Strategic Planning Projects; 23) Questions?.

Commissioner Berkbigler pointed out one of the FY 2016-2017 Strategic Planning Projects, specifically the jurisdictional fire response measurement, included the expected completion date of March 31, 2007 rather than March 31, 2017. Ms. Conti acknowledged the error and noted another error in the spelling of Brittany Dayton's name. Commissioner Berkbigler commended Ms. Conti on the report.

Commissioner Hartung asked if the median response times were for the "best effort" areas, or if they included the entire service area. Ms. Conti responded the figures represented the entire service area. She noted there were not any "best effort" areas anymore. She indicated the response times could be broken down further if there was special interest in a specific area.

Chair Jung voiced her appreciation for the report.

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

* * * * *

Chief Moore stated he would combine Agenda Items 6 and 7 since the items were related. He introduced Felicia O'Carroll and Dan Carter from EideBailly, LLP. He indicated he was pleased with the Truckee Meadows Fire Protection District's (TMFPD's) financial position, which he felt was due to the Board's guidance, the District's relationship with the International Association of Firefighters (IAFF), Local 3895 and administrative staff's commitment to good stewardship.

Chief Moore read Agenda Items 6 and 7 into the record. He declared Agenda Item 6 would be the Board's last official action for the Sierra Fire Protection District (SFPD) due to the consolidation of the TMFPD and the SFPD.

Chief Moore reported the TMFPD's general fund revenues were \$26,630,645 and its expenses were \$24,435,890, which resulted in a net position of \$2,194,755. He stated the greatest news was the general fund balance for Fiscal Year

2015-16 was \$10,619,291, which represented an ending fund balance of almost 48 percent. He noted the fund balance reflected the anticipation of a growing region and the additional capital projects that would need to be completed. He said he wanted to use some of the fund balance for the betterment of salaries and benefits, and would consider additional firefighters and staff positions to handle the increased service load as more people moved into the Region. He remarked on some of TMFPD's future needs such as a project in Hidden Valley, the eventual replacement of Station No. 17 in Spanish Springs and the ever-present need to replace rolling stock. He spoke about the goal of balancing the number of engine companies in the North and in the South. He stated a recommendation for an additional two-company station in Sun Valley would be coming forward. He noted \$4 million had been transferred from Capital Projects for the construction of the new Station No. 14.

Chief Moore summarized the financial statements for SFPD. Its general fund balance at the end of the year was \$2,096,972, which was an increase of 15 percent from the previous year. He noted total fund expenditures were \$6,849,555, of which \$6,681,780 was paid to TMFPD for administration and operation services. He stated the total expenditures were under budget by \$699,337, or by about 10 percent. He explained the ending fund balance was transferred to TMFPD at the end of the fiscal year.

Overall, Chief Moore was very pleased with the District's financial position.

Chair Jung noted the agenda did not include an update from the Truckee Meadows Firefighters Association, Local 3895.

Chief Moore responded the Local 3895 report and the Chief's report were intentionally left off the agenda.

See below for the actions taken on Agenda Items 6 and 7.

16-153F **AGENDA ITEM 6** Review and acceptance of the Sierra Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2016.

There was no public comment on this item.

On motion by Commissioner Berkbiger, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 6 be accepted.

16-154F **AGENDA ITEM 7** Review and acceptance of the Truckee Meadows Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2016.

There was no public comment on this item.

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

16-155F AGENDA ITEM 8 Announcements/Reports

Chief Moore did not have any announcements or reports.

Commissioner Hartung reported he participated in the Fire Ops 101 event. He remarked he had to hike in oversized pants and boots and said the event included a wildland section. He commented he was impressed with the event.

There were no Board member comments.

16-156F AGENDA ITEM 9 Public Comment.

There was no response to the call for public comment.

* * * * *

9:26 a.m. There being no further business to discuss, the meeting was adjourned without objection.

KITTY K. JUNG, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

*Minutes Prepared By:
Catherine Smith, Deputy County Clerk*



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: January 17, 2017

Fire Chief _____
Finance _____
Legal _____
Risk Mgt. _____
HR _____

DATE: December 28, 2016
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and possible approval of 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 43 "Training Courses and Seminars" retroactive to July 1, 2016 to increase the training allowance from \$500 to \$750 per fiscal year. (All Commission Districts).

SUMMARY

This item is for possible approval of 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 43 "Training Courses and Seminars" retroactive to July 1, 2016 to increase the training allowance from \$500 to \$750 per fiscal year.

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

PREVIOUS ACTION

On 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 Firefighters Association, IAFF Local 3895 for a four year term effective from July 1, 2014 until June 30, 2018.

BACKGROUND

The State of Nevada Administrative Code 450B.360 and 450.363 approved October 2014 and codified June 2016 now requires additional certifications for the initial application for and the renewal of a Paramedic Certification.

Due to the changes in certification and pursuant to Article 42.F, the Union requested negotiations. District Management and County Human Resources met with representatives of Local 3895. It was determined that some training standards have increased putting a larger financial burden on some employees. In response to this, the Parties negotiated the Amendment attached as Exhibit A which provides an increase in the training allowance from \$500 to \$750 per fiscal year retroactive to July 1, 2016.

FISCAL IMPACT

The increase in the training allowance from \$500 to \$750 per fiscal year has a potential budget impact of \$27,000 for FY16/17. There are sufficient funds in the FY16/17 general fund budget for the increase.

RECOMMENDATION

Staff recommends approval of 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 43 "Training Courses and Seminars" retroactive to July 1, 2016 to increase the training allowance from \$500 to \$750 per fiscal year.

POSSIBLE MOTION

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

"I move to approve 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 43 "Training Courses and Seminars" retroactive to July 1, 2016 to increase the training allowance from \$500 to \$750 per fiscal year."

AMENDMENT TO AGREEMENT

This Amendment to the 2014-2018 Collective Bargaining Agreement is entered into on the 17th day of January, 2017, by and between the Truckee Meadows Fire Protection District ("TMFPD") and Truckee Meadows Fire Fighters Association, International Association of Fire Fighters Local 3895 ("Union").

W I T N E S S E T H:

WHEREAS, the Union and TMFPD are parties to a Collective Bargaining Agreement ("CBA") entered on October 28, 2014 which expires on June 30, 2018; and,

WHEREAS, Article 42.F of that CBA recites that "[a]ny change in requirements for certification by the State or District shall cause this section to be renegotiated"; and,

WHEREAS, the Nevada Administrative Code at NAC 450B.360 and NAC 450.363 effective June 2016 requires additional certifications for the initial application for, and the renewal of, a Paramedic Certification; and,

WHEREAS, the Association requested negotiations pursuant to Article 42.F due to the changes in Paramedic Certification; and,

WHEREAS, Article 9 "Amendments" states that no provision of the CBA may be amended without the mutual agreement of the parties; and,

WHEREAS, in recognition of the changes to certification described herein, negotiations were conducted and the Parties reached an agreement whereby TMFPD agrees to increase the amount of reimbursement for which Union employees are eligible for training courses as provided for in Article 43.C.3, D and E, and,

WHEREAS, the Parties desire to resolve all issues arising from the State mandated changes to certification,

NOW THEREFORE, in consideration of the foregoing which is incorporated by this reference, the Parties do hereby mutually agree as follows:

1. The Parties agree the amount of reimbursement for training courses for which Union employees are eligible pursuant to Article 43.C.3, D and E shall be increased from \$500.00 to \$750.00 for the duration of the Collective Bargaining Agreement effective retroactively to July 1, 2016.

2. The Parties agree that this increase in reimbursement for training courses fulfills the duty to negotiate as described Article 42 of the CBA and is a complete resolution of all issues arising from the State mandated changes to Paramedic Certification.

3. There are no other changes to the CBA other than those described herein.

Signed this 17th day of January 2017 for the:

**International Association Firefighters,
Local 3895**

**Truckee Meadows Fire Protection District
Board of Fire Commissioners**

Ian Satterfield, President
18124 Wedge Parkway, Ste 143
Reno, Nevada 89511

Bob Lucey, Chair
P.O. Box 11130
Reno, Nevada 89520



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: January 17, 2017

Fire Chief _____
Finance _____
Legal _____
Risk Mgt. _____
HR _____

DATE: December 28, 2016

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

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

SUBJECT: Discussion and possible approval of an "Amendment to Agreement" amending 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, Article 13 – Salaries, and Appendix A – Salary" to include and recognize the position of Fire Mechanic/Logistics Assistant within the bargaining unit represented by I.A.F.F. Local 3895 retroactively to November 14, 2016, and to clarify an inclusion date of November 1, 2015 for the Fire Officer in Charge of Strategic and Volunteer Services. (All Commission Districts)

SUMMARY

This item is for possible approval of an "Amendment to Agreement" amending 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, Article 13 – Salaries, and Appendix A – Salary" to include and recognize the position of Fire Mechanic/Logistics Assistant within the bargaining unit represented by I.A.F.F. Local 3895 retroactively to November 14, 2016, and to clarify an inclusion date of November 1, 2015 for the Fire Officer in Charge of Strategic and Volunteer Services.

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

PREVIOUS ACTION

May 17, 2016, The Board of Fire Commissioner approved the creation of the Fire Mechanic/Logistics position.

November 17, 2015 The Board of Fire Commissioner 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 effective November 1, 2015..

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.

BACKGROUND

The position of Fire Mechanic/ Logistics Assistant was filled on November 14, 2016. Local 3895 requested the position be added to the bargaining unit. The Salary was established with the creation of the position, and is acceptable to Local 3895

The memorandum of Understanding proposes to recognize the position retroactively to November 14, 2016 and is attached as exhibit "A".

District Management and County Legal met with representatives of Local 3895. It was determined there is a sufficient community of interest in this position to recommend that it be added to the bargaining unit.

FISCAL IMPACT

The position of Fire Mechanic/Logistics Assistant to include a salary range was approved by the Board of Fire Commissioners on May 17, 2016 for the FY 16/17 budget.

RECOMMENDATION

Staff recommends approval of an "Amendment to Agreement" amending 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, Article 13 – Salaries, and Appendix A – Salary" to include and recognize the position of Fire Mechanic/Logistics Assistant within the bargaining unit represented by I.A.F.F. Local 3895 retroactively to November 14, 2016, and to clarify an inclusion date of November 1, 2015 for the Fire Officer in Charge of Strategic and Volunteer Services.

POSSIBLE MOTION

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

"I approve an "Amendment to Agreement" amending 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, Article 13 – Salaries, and Appendix A – Salary" to include and recognize the position of Fire Mechanic/Logistics Assistant within the bargaining unit represented by I.A.F.F. Local 3895 retroactively to November 14, 2016, and to clarify an inclusion date of November 1, 2015 for the Fire Officer in Charge of Strategic and Volunteer Services."

AMENDMENT OF AGREEMENT

This MEMORANDUM OF UNDERSTANDING (this "Agreement") is entered into this 19th day of July, 2016 ("Effective Date") by and between Truckee Meadows Fire Fighters Association- International Association of Firefighters Local 3895 ("UNION") and Truckee Meadows Fire Protection District (DISTRICT), a fire district formed under NRS Chapter 474 and are hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, the DISTRICT and UNION have entered into a Collective Bargaining agreement dated October 28, 2014, which agreement expires June 30, 2018 (LABOR AGREEMENT); and

WHEREAS, the DISTRICT created the position of "Fire Mechanic/Logistics Assistant" and provided for funding of the same; and,

WHEREAS, in an email dated November 28, 2016, the UNION requested that position be represented by the UNION; and,

WHEREAS, the DISTRICT finds that there is a sufficient community of interest in the position to merit representation by the DISTRICT; and,

WHEREAS, the Parties have mutually agreed to amend certain articles and provisions of the LABOR AGREEMENT to reflect the representation by the UNION of the new position as well as a negotiated salary range for the same, which amended provisions shall apply during the term of the LABOR AGREEMENT

NOW THEREFORE, the Parties hereby agree as follows:

ARTICLE 2 - RECOGNITION

Paragraph A. shall be amended to read as follows:

- A. The District hereby recognizes the Union as the exclusive bargaining agent for all non-supervisor, supervisory and emergency support services personnel engaged in fire prevention, suppression, and fire equipment/apparatus repair and maintenance in the Truckee Meadows Fire Protection District:

1. Firefighter

2. Firefighter/Paramedic
3. Fire Equipment Operator
4. Fire Captain - Suppression/Training
5. Fire Captain -Prevention
6. Fire Prevention Specialist I
7. Fire Prevention Specialist II
8. Fire Mechanic
9. Fire Officer in Charge of Strategic and Volunteer Services
10. Fire Mechanic/Logistics Assistant

Paragraph E shall be amended as follows:

E. ~~The This~~ Amendment to Article 2, adding Fire Officer in Charge of Strategic and Volunteer Services shall be effective November 1, 2015. The Amendment Adding Fire Mechanic/Logistics Assistant shall be effective November 14, 2016.

ARTICLE 13 - SALARIES

Paragraph A shall be amended to read as follows:

These pay rates shall be effective as of July 1, 2014 and are reflected in the salary schedule attached hereto as Appendix A and be reference incorporated herein. All posted documents shall be limited to hourly rates of compensation for all positions.

- 1 Firefighter
2. Firefighter/Paramedic
3. Fire Equipment Operator
4. Fire Captain - Suppression/Training
5. Fire Captain -Prevention
6. Fire Prevention Specialist I
7. Fire Prevention Specialist II
8. Fire Mechanic
9. Fire Officer in Charge of Strategic and Volunteer Services
10. Fire Mechanic/Logistics Assistant

APPENDIX A - SALARY SCHEDULE

Appendix A – Salary schedule is amended to include the following "Addendum"

Addendum

Fire Mechanic/logistics Assistant	Min.	n/a	n/a	20.53
(2080 Hours)	Max.	n/a	n/a	25.75
Regular PERS				

Signed this 17th day of January 2017 for the:

International Association Firefighters,
Local 3895

Truckee Meadows Fire Protection District
Board of Fire Commissioners

Ian Satterfield, President
President
18124 Wedge Parkway, Ste 143
Reno, Nevada 89511

Bob Lucey, Chairman
P.O. Box 11130
1001 E. 9th Street
Reno, Nevada 89520



MEMORANDUM

January 12, 2017

To: Board of Fire Commissioners
Truckee Meadows Fire Protection District

Fm: Charles A. Moore, Fire Chief

Re: Fire Chief's Report

As a result of extraordinary call demand, staff has not had the opportunity to complete statistical reports in time for the packet deadline.

I will summarize the District's operations at the podium.



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT MONTHLY REPORT

October 2016

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

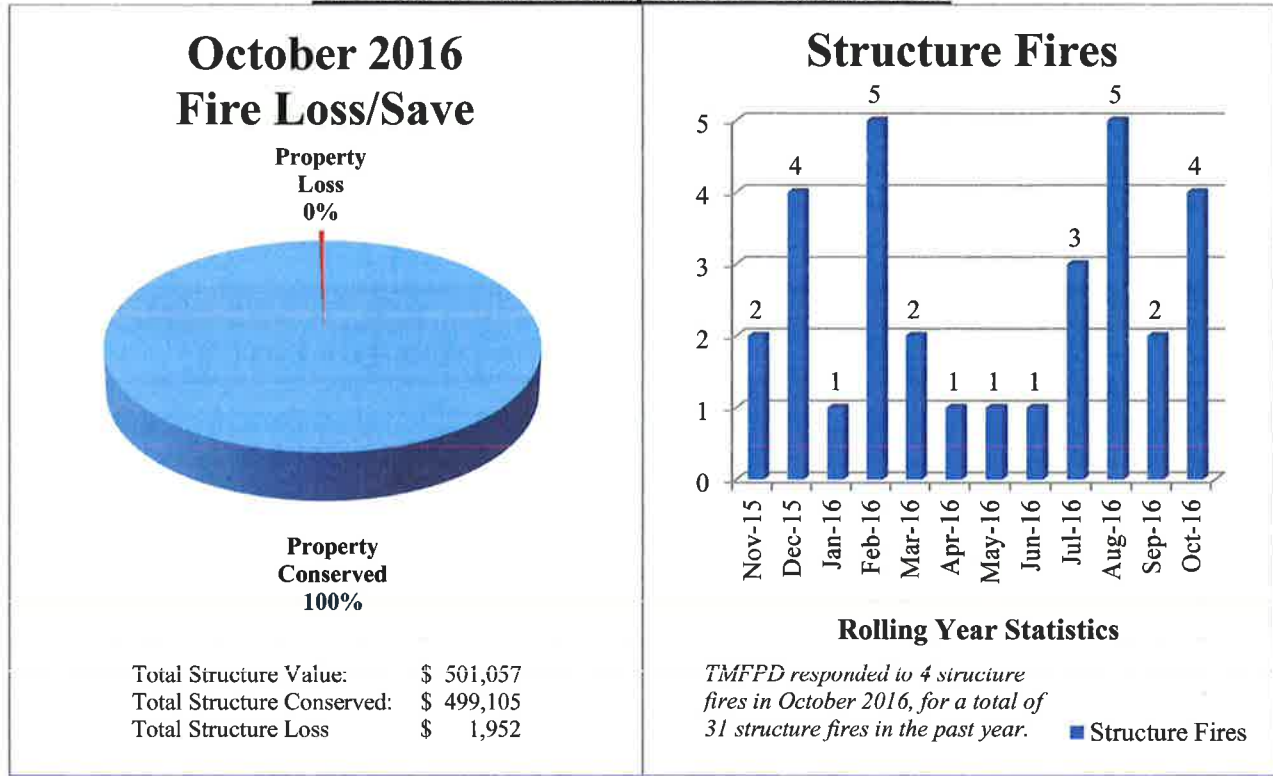
Monthly Call Volume by Station & Type													
INCIDENT TYPE	STATION/DISTRICT												
	13- Stead	14- Damonte Ranch	15- Sun Valley	16- E. Washoe Valley	17- Spanish Valley	18- Cold Springs	30- W. Washoe Valley	35- Verdi/Caughlin	36- Arrowcreek	37- Hidden Valley	39- Galena Forest	Other	TOTAL
Structure Fire		1	6	1	2	2		1					13
Wildland Fire	1		1		1	3	2	1	2	1		1	13
Vehicle/Trash/Other Fire	2	2	1	1	1	1		2	1		1		12
Emergency Medical Services	64	31	153	15	120	53	5	14	29	18	4	1	507
Motor Vehicle Accident	6	5	8	2	9	6	7	8	3	5	2	3	64
Rescue					2								2
Haz-Mat/Hazardous Condition	3	3	3			1	2	3		1			16
Public Assist	3	4	9	3	10	3		1	1				34
Good Intent Call	8	8	35	1	22	5	10	10	7	17	4		127
Activated Fire Alarm	3	6	3	2	4	1		2	4	3			28
Severe Weather Related			1										1
Other		2											2
OCTOBER 2016 TOTAL	90	62	220	25	171	75	26	42	47	45	11	5	819
OCTOBER 2015 TOTAL	87	50	214	30	132	62	28	32	52	36	10	5	738

In the month of October, 2016 the TMFPD responded to 819 incidents, for a cumulative total of 9,374 incidents in the past twelve months.

The statistics in this report do not include detailed information for the Little Valley Fire. The totality of the damage of that incident is still being assessed.

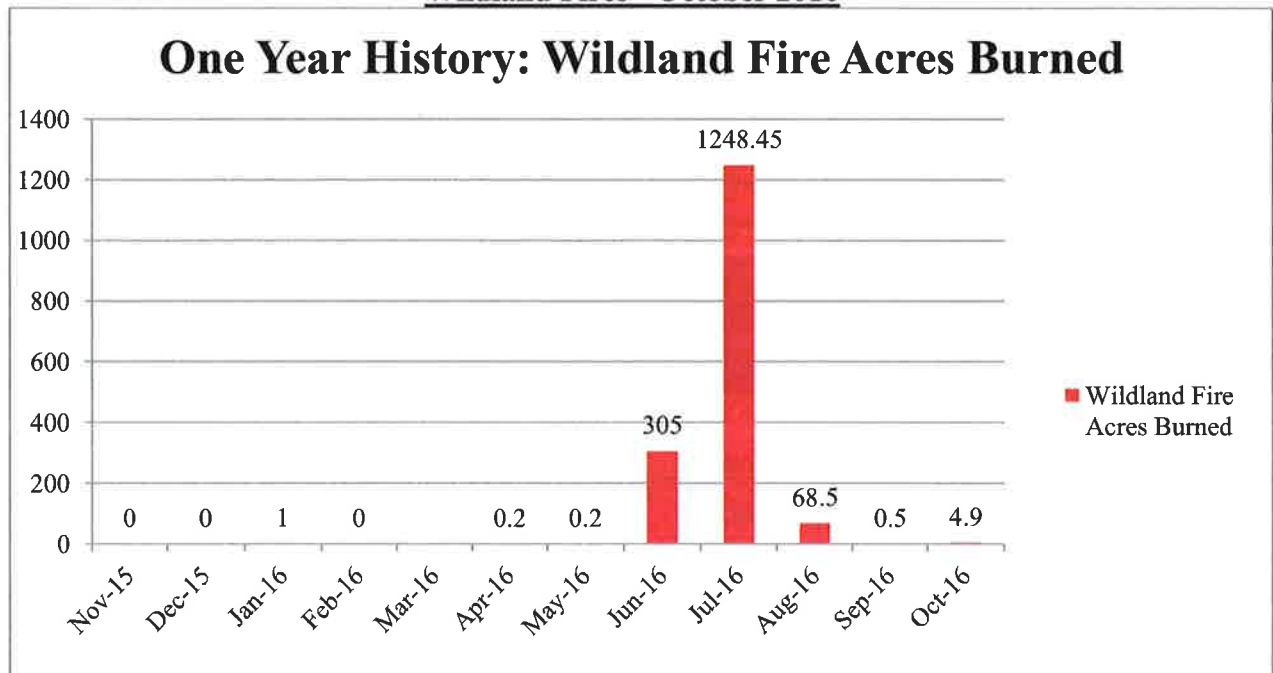
AGENDA ITEM #6B

Fire Loss to Value Comparison – October 2016



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

Wildland Fires - October 2016



In the month of October 2016, 4.9 acres were burned. As of October 30, 2016, 1628.75 acres burned in the past twelve months. This report does not include data for the Little Valley Fire.

Mutual Aid Given and Received - October 2016

Mutual Aid Given & Received by Department		
DEPARTMENT	AID GIVEN	AID RECEIVED
Bureau of Land Management	0	0
California Department of Forestry	1	0
Carson City FD	1	1
Eastfork FD	1	0
Nevada Division of Forestry	2	0
North Lake Tahoe FPD	0	2
North Lyon County FPD	0	0
Pyramid Lake Fire	2	0
Reno FD	12	1
Reno/Sparks Indian Colony	2	1
Sierra County, CA	0	0
Sparks FD	6	4
Storey County FPD	1	5
Truckee Fire, CA	0	0
US Forest Service	1	0
TOTAL	29	14

The TMFPD received aid 14 times from neighboring agencies and provided aid 29 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:

Wildland Fire – Station 30 (West Washoe Valley); Hwy 395 and Wiseman Rd Commission District (n/a) Mutual Aid Given to Eastfork Fire

On October 2nd at 14:20 hours, crews were dispatched to provide mutual aid to Eastfork Fire for a wildland fire in Gardnerville. Crews arrived and met with Incident Command, where they were assigned to work the edge of the river with other agencies to prevent the fire from crossing the over. Brush crews started to work on hot spots near the line to prevent any slop over. As the incident progressed and the IC could see the skill and experience of our TM crew, a 15-man hand crew, a brush crew from Incline, brush crews from Yerington, Antelope Valley, the Slide Mtn. Hand Crew, and a Yerington type 1 engine crew were assigned to assist TM along the river as well. A roadside briefing was conducted with all supervisors where the plan was discussed, and the firelines were tied in as needed, including dropping several hazard trees. All resources assigned to TM returned to the division staging area to complete paperwork, and TM crews were released and returned to District at 22:11 hours.

1 TM Brush Engine responded to this incident, and South Valley Volunteers provided coverage.

**Structure Fire – Station 17 (Spanish Springs); 555 Main Street, Gerlach Nevada
Commission District 5
Automatic Aid to Gerlach**

On October 2nd at 14:29 hours, crews responded to a structure fire in Gerlach. TM Crews arrived on scene and assisted with overhaul of water and checking for extension.

1 TM Engine, 1 TM Safety Officer, 2 TM Battalion Chiefs, and 3 TM personnel responded to this incident.

**Possible Gas Leak – Station 14 (Damonte Ranch); 8870 Western Skies Drive
Commission District 2**

On October 3rd at 9:49 hours, crews were dispatched to a propane tank that had been knocked over. Upon arrival, they found that a large garbage truck had struck a residential propane tank and knocked the tank off of the concrete apron. The crew, using their monitors and detectors, determined that no gas was leaking from the tank. The scene was released to the homeowner and a propane utility company was called to respond and correct the mounting issue.

1 TM Engine and 3 TM personnel responded to this incident.

**Vehicle Fire (fatality) – District 16 (East Washoe Valley); 5925 Eastlake Blvd.
Commission District 2
2 in/2 out Required
Rescue Required
Mutual Aid to NDF**

On October 3rd at 21:08 hours, crews responded to a vehicle fire behind the Park Ranger's residence at Washoe Lake State Park. Two camp hosts (brothers) had been living in their separate vehicles behind the residence. One vehicle was a cab over camper on a pick-up truck that was reported to be on fire with an unresponsive victim inside. The incident was quickly upgraded for additional resources. Crews arrived on scene to find the camper fully involved and threatening the residence and another trailer. The conditions of the fire prevented rescue and most probably survival of the victim prior to the arrival of E16. The fire was extinguished and the victim was located inside beyond a state of resuscitation. Crews remained on scene to assist Law Enforcement and the medical examiner with investigating the cause and victim recovery. The fatality was not fire related. Rather, it appears a natural death may have occurred resulting in a collapse which triggered combustible products to make contact with a propane heater.

3 TM Engines, 1 TM Water Tender, 1 TM Battalion Chief, and 1 Carson City Fire Engine responded to this incident.

**MVA with Extrication – Station 17 (Spanish Springs); 5200 Wilcox Ranch
Road Commission District 4
Rescue Required**

On October 10th at 12:12.58 hours, crews responded to a single vehicle rollover accident with occupant trapped underneath the vehicle. Crews performed a rapid extrication, freeing the occupant. The occupant was transported to Renown Main by REMSA.

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

**MVA with Extrication – Station 18 (Cold Springs); White Lake Parkway
Commissioner District 5
Rescue Required
Automatic Aid Provided to Reno**

On October 10th at 14:23 hours, crews responded to a 3 vehicle head-on type collision. Three trapped occupants were freed by extrication. One pediatric trauma transported to Renown Main by Careflight. Two other injuries were transported by REMSA after extrication.

2 TM engines, 1 Battalion Chief, 1 Training Captain, and 8 TM personnel responded to this incident.

**Wildland Fire – Station 14 (Damonte Ranch); Little Valley, Washoe Valley
Commissioner District 2
Mutual Aid to NDF from RFD, SFD, SCFPD, NLTFPD, TDFPD, CLCFPD, USFS, BLM,
AND CAL OES**

On October 14th at 01:38 hours, crews responded to an escaped prescribed burn that originated outside of the TM boundary, but was blown into the District during winds gusting in excess of 80+ MPH. Evacuations were ordered and advised through reverse 911 along with door to door notifications by WCSO and TM crews. A sustained crown fire quickly moved into the Wildland Urban Interface area and burned 23 homes, 17 outbuildings, and a total of 2,291 acres.

Total ordered resources were in excess of 170 engines, 115 overhead personnel, 16 hand crews, and approximately 940 total personnel.

**Wildland Fire – Station 36 (Galena Forest); Mt Rose Hwy at Edmonton
Commissioner District 2
Mutual Aid received from Reno, Carson City, Sparks, and NLTFPD**

On October 14th at 07:44 hours, crews responded to a reported wildland fire at the intersection of Mt. Rose Hwy and Edmonton drive. The fire was spreading at a rapid rate and two immediate need strike teams were requested through dispatch. Resources that were enroute to the Little

Valley incident were diverted to the Rolling Hills fire. Evacuations of the Galena Country Estates area and the Monte Rosa subdivisions were ordered and advised through reverse 911 along with door to door notifications by WCSO. The forward progression of the fire was stopped near Deer Valley Lane. No structures were lost and two firefighter injuries were reported. Once the fire was contained resources were released back to the Little Valley Fire.

4 TM Engines, 5 TM Brush Engines and 2 Water Tenders responded to this incident.

**Structure Fire – Station 15 (Sun Valley); 5491 Sidehill Drive
Commissioner District 3
Automatic Aid from SFD**

On October 30th at 21:54 hours, crews responded to a structure fire in Sun Valley. Upon arrival, smoke was visible coming out of the front door. All residents were outside the structure. Fire was reported to be in the bedroom. Units made entry and found a bed smoldering, along with a little bit of extension up the wall. Fire had been knocked down by homeowner with a garden hose. Fire was contained to the room of origin with some smoke damage through the rest of the structure.

5 TM Engines, 1 Battalion Chief, 1 Safety Officer, and 12 TM personnel responded to this incident.

Training

- EMS – Cardiac Emergencies
- EMS – Advanced Airway Management
- Monthly TRIAD HazMat Training
- EVOC Annual refresher
- Joint EMS Training with REMSA
- Flu Vaccination Training
- Joint Water Rescue Training with RFD
- CPR Testing for District
- Structure Fire Evolutions off of Mt. Rose Highway
- Water Supply Training

Accomplishments

- Supported Type 1 and Type 3 Incident Management Team for Little Valley Fire
- Assisted with the Burn Area Emergency Response Team
- Evaluated the private property that was damaged during the Little Valley Fire
- Annual Ladder Testing
- Hosting TMCC EMT Student Ride a long program
- Fire Prevention Event – Hunsberger Elementary
- Ladder testing of all District ladders
- Ordered 14 new EKG's
- Ordered 11 chest compression devices



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: January 17, 2016

Fire Chief _____
Finance _____
Legal _____
Risk Mgt. _____
HR _____

DATE: December 28, 2016
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and possible approval of a salary range for the existing position of Fire Division Chief and to approve a job specification when assigned as an EMS and Training Fire Division Chief. (All Commission Districts)

SUMMARY

This item is discussion and possible approval of a salary range for the existing position of Fire Division Chief and to approve a job specification when assigned as an EMS and Training Fire Division Chief.

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

PREVIOUS ACTION

None

BACKGROUND

A reorganization of management staff is in progress. The existing position of Fire Division Chief was vacated in September 2016 and the salary for the position was imbedded in an employment contract.

The District Strategic Plan contemplated a Chief Officer to head up the District's EMS and Training programs. Staff wants to establish a salary range of \$111,311 – \$126,942 for Fire Division Chief and make changes to the existing job specification to include specific duties related to management of the EMS and Training programs.

It is the District and Chief Officers Association's intent to include this position within the Chief Officer Association Collective Bargaining Agreement; therefore, all benefits are currently outlined and approved.

FISCAL IMPACT

As the position of Fire Division Chief currently exists within the FY 16/17 Budget, and the suggested salary range is below the previous salary range, there are no negative fiscal impacts to the District.

RECOMMENDATION

Staff recommends the approval of a salary range for the existing position of Fire Division Chief and to approve a job specification when assigned as an EMS and Training Fire Division Chief.

POSSIBLE MOTION

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

"I move to approve a salary range for the existing position of Fire Division Chief and to approve a job specification when assigned as an EMS and Training Fire Division Chief."



CLASS SPECIFICATION

FIRE DIVISION CHIEF EMS and TRAINING

Class Code:
Date Est: 12/16
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

DEFINITION

Under direction of the Deputy Fire Chief, the Division Chief-EMS/Training is responsible for the safe and efficient operations of the Emergency Medical Services and the Training Divisions of the District. Provides professional, technical, administrative and supervisory support for all EMS and Fire Training operations. Position may be required to respond to complex fire, rescue, multi-causality and hazardous materials incidents and perform at the Command level within the incident command system.

EXPERIENCE AND TRAINING REQUIREMENTS

Seven years of professional, full-time firefighting experience; AND five years of experience as a certified Paramedic or Registered Nurse in a pre-hospital setting; AND four years of supervisory experience at the rank of Captain or higher; AND a Bachelor's degree from an accredited college or university in Management, Public Administration, Business Administration, Health Administration, or a closely related field; OR an equivalent combination of education and experience that would likely provide the required knowledge and abilities of the essential functions of the position.

LICENSE OR CERTIFICATE

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

Must be certified as a Paramedic by the National Registry of Emergency Medical Technicians or the State of Nevada OR current state licensure as a Registered Nurse. All certifications/licenses must be maintained for continued employment.

Incident Command System 100, 200, 300. Incident Command System 400 must be completed within one year of appointment.

All external applicants will be required to pass a thorough medical examination prior to appointment and for continuing employment.

All external applicants will be required to undergo a background investigation prior to being considered for employment.

SUPERVISION EXERCISED

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

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

Possesses authority to respond to complex incidents and participate in the incident as assigned. Develops and implements policies and procedures directing Medical Rescue, Pre-hospital care, Quality Assurance, EMS/Fire Administration, Public Health Care programs, Infection control, EMS Training programs, Personnel Development and other EMS/Training activities.

Develops and establishes goals, objectives, policies and best practices for the division assigned; oversees and evaluates skills and training activities; develops, recommends and implements changes in service delivery; oversees the development, updating and maintenance of the division's policies and best practices.

Develops and coordinates fire and EMS related training exercises, plans and programs with the Operations Division and other regional agencies to ensure career and volunteer personnel compliance with policies standards and best practices.

Conducts studies and analysis of divisional operations; identifies areas for improvement and develops training accordingly; stays current on recent developments, literature and programs related to fire and emergency medical services.

Assist the Deputy Fire Chief with formulation of budget(s) by recommending expenditures, monitoring budget(s), coordinating purchases for commodities and capital equipment for the division. Ensures the district is fully outfitted with medications, supplies and equipment. Exercises direct control and supervision over security and inventory of medications and narcotics.

Participates in the development and planning for recruitment and promotional processes and staff development programs.

May serve as Department Safety Officer and Infectious Control Officer or oversees delegated responsibility

Attends and participates in County Health District meetings, professional, community, inter-agency or statewide meetings; stays abreast of new trends and innovations in the field of fire suppression, EMS and rescue operations.

Oversees the District's QA/QI program to ensure continual improvement of service delivery and advanced life support therapies.

Coordinates with Operations Division Chief to integrate volunteer fire departments into the response system as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Policies and procedures of the Truckee Meadows Fire Protection District.

Principles and practices of skilled paramedic pre-hospital care.

Current best practices, developments and trends in the fire service including fire suppression and emergency medical services.

Principals, practices, methods and techniques of fire suppression, including structural and wildland suppression, triage and management of multi-casualty incidents.

Principles of medical disaster planning and theories of emergency management.

Working knowledge of human resource practices and the ability to manage both volunteer and career personnel.

Health Department operation and services.

Infection control practices and procedures.

Principles and practices of program development and administration.

Principles and practices in developing and implementing career and volunteer training programs.

Principles and practices of budget preparation and administration.

Principles of employee supervision; performance evaluation, selection, and training.

Ability to:

Function within the Incident Command system on a wide variety of emergency incidents.

Plan, organize, direct and coordinate the work of staff.

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

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

Respond to emergency situations as needed.

Prepare budget recommendations and assist in determining the needs of the District and community in areas of suppression and emergency medical services.

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Exercise sound and independent judgment.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb.

Corrected hearing and vision to normal range, per DMV requirements.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

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

Salary Range Comparison 12.2016

	CARSON CITY		SPARKS			TMFPD		NLTFPD	
	Deputy Fire Chief	Battalion Chief	Battalion Chief	Fire Chief	Battalion Chief	Division Chief* EMS & TR	Deputy	BC & Div Chief	Assistant Chief
Min Salary	\$88,648	\$94,063	\$86,224	\$168,708	\$101,192	\$111,311	\$140,198	\$105,000	\$115,000
Max Salary	\$141,837	\$116,854	\$110,015		\$115,402	\$126,942	\$165,776	\$149,500	\$169,050
CBA?	NO	COA	COA	No	COA	COA	NO		

* Previous Div Chief - \$146,390



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: January 17, 2016

Fire Chief _____
Finance _____
Legal _____
Risk Mgt. _____
HR _____

DATE: December 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: Discussion and possible action to create a Deputy Fire Chief position to include job specification, salary range and benefits and authorization to negotiate an employment agreement to be brought back to the Board for ratification. (All Commission Districts)

SUMMARY

Discussion and possible action to create a Deputy Fire Chief position to include job specification, salary range and benefits and authorization to negotiate an employment agreement to be brought back to the Board for ratification.

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

PREVIOUS ACTION

None

BACKGROUND

A reorganization of management is in progress. The position of Division Chief was vacated in September 2016. That position of Division Chief previously functioned as the Deputy Chief such that the position acted in the capacity of Fire Chief, when assigned.

The District Strategic Plan contemplates this position as manager of Operations ensuring that emergency response readiness is maintained and that there is additional capacity to support command functions in complex or catastrophic incidents. Staff recommends a salary range of \$140,198 - \$165,776 for an executive level position that includes duties related to complex planning and emergency response and to assist in implementation of a succession plan for continuity of staff positions in all subordinate ranks.

For the reason that the Deputy Chief will act as the Fire Chief as assigned, it will be a non-represented position. Staff is requesting authorization to negotiate an employment agreement and benefit package. The job specification will be referred to PERS for a determination of classification into regular or police-fire. The position will be assigned to a 40 hour work week.

FISCAL IMPACT

Funds for the Deputy Chief position were allocated and budgeted for (as Division Chief) in the current fiscal year budget.

RECOMMENDATION

Staff recommends approval to create a Deputy Fire Chief position to include job specification, salary range and benefits and authorization to negotiate an employment agreement to be brought back to the Board for ratification.

POSSIBLE MOTION

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

"I move to approve the creation of a Deputy Fire Chief position to include job specification, salary range and benefits and authorization to negotiate an employment agreement to be brought back to the Board for ratification."



CLASS SPECIFICATION

FIRE DEPUTY CHIEF

Class Code: 17150
Date Est: 11/2011
Last Rev:
Last Title Chg:
FLSA: exempt
Probation:

DEFINITION

Under the direction of the Fire Chief, plans, supervises and coordinates the activities of the District and performs highly complex administrative duties as required. Provides highly responsible and complex staff assistance to the Fire Chief and performs as Acting Fire Chief when assigned, including responding to complex fire, rescue, multi-causality and hazardous materials incidents and perform at the Command Level within the incident command system.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and ten 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 five years of supervisory responsibility; OR an equivalent combination of education and experience that would likely provide the required knowledge and abilities of the essential functions of the position.

LICENSE OR CERTIFICATE

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

Possession of a valid Hazardous Materials Incident Commander Certificate at the time of application.

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

Incident Command System 100, 200, 300; Incident Command System 400 must be completed within one year of appointment.

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

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

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

SUPERVISION EXERCISED

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

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

Serves as acting Fire Chief when assigned.

Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures; allocates resources accordingly as it relates to the needs of Operations and/or Support Division.

May command District operations resources on significant and complex incidents.

Assists with Labor/Management relations activities as assigned.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s).

Oversees maintenance records, documentation of compliance such as SCBA fit testing, Class B Drivers, Hose and Pump test records.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation.

Coordinates District's fire communications radio system including policies and procedures. Assigns and delegates personnel accurately conduct fire investigations to determine cause and origin.

Oversee and delegate pre-fire planning activities to appropriate personnel.

May serve as Strike Team Leader or other certified and qualified overhead position.

Ensures the district is fully outfitted with necessary supplies, equipment, and tools. Prepares or reviews specifications for purchase of equipment and apparatus.

Directs the preparation of purchase orders, requests for proposals, and other purchasing mechanisms within assigned responsibility.

Plans the conduct of periodic equipment and apparatus testing including ladders, SCBA, pumps, and hose.

Directs, approves and oversees the development of strategic and long-range training plans.

Ensures volunteer and career personnel, equipment and apparatus, and communications systems meet requirements for effective operation.

Develops long-term replacement plans for apparatus.

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Current best practices, developments and trends in the fire service including fire suppression, prevention and labor/management relations.

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

Principals, practices, methods and techniques of fire suppression, including wildland suppression, prevention and investigation.

Methods and principles of fire suppression, fire investigation and fire prevention.

Labor laws and the ability to manage both volunteer and career personnel.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Function as Incident Commander on a wide variety of complex incidents.

Plan, organize, direct and coordinate the work of staff.

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

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

Respond to emergency situations as needed.

Assist with the preparation and administration of large and complex budgets.

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a typical office environment and use standard office equipment such as - computer, telephone, fax, copier and two way radio.

Ability to maintain physical ability and stamina to meet the position tasks and responsibilities which may include vigorous and sustained activities in a variety of environmental conditions when assigned as Incident Commander.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

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

Employee must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

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

Salary Range Comparison 12.2016

	CARSON CITY		SPARKS			TMFPD		NLTFPD	
	Deputy Fire Chief	Battalion Chief	Battalion Chief	Fire Chief	Battalion Chief	Division Chief* EMS & TR	Deputy	BC & Div Chief	Assistant Chief
Min Salary	\$88,648	\$94,063	\$86,224	\$168,708	\$101,192	\$111,311	\$140,198	\$105,000	\$115,000
Max Salary	\$141,837	\$116,854	\$110,015		\$115,402	\$126,942	\$165,776	\$149,500	\$169,050
CBA?	NO	COA	COA	No	COA	COA	NO		

* Previous Div Chief - \$146,390



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: January 17, 2017

Fire Chief _____
Finance _____
Legal _____
Risk Mgt. _____
HR _____

DATE: January 3, 2017

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 an amendment to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore. (All Commission Districts)

SUMMARY

This item is discussion and possible approval of an amendment to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore.

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

PREVIOUS ACTION

On July 19, 2016 the Board approved an annual 360 performance evaluation with direction to staff to perform an analysis of salaries of other regional Fire Chiefs to determine what a fair and balanced salary would be.

On November 15, 2016 The Board directed Washoe "County Human Resource Department to work directly with Chief Moore and bring back recommendations in regards to an increased salary commensurate with his tasks and duties."

BACKGROUND

After the TMFPD Fire Chief's performance evaluation on July 19, 2016 the Board directed the use of staff time to compare the TMFPD Fire Chief's salary to that of other regional Fire Chiefs so as to determine a salary adjustment. The Board noted a gap between the TM Fire Chief's salary and the salaries of neighboring fire departments and expressed its desire to adjust compensation in line with neighboring jurisdictions.

Washoe County Human Resources prepared a salary and benefit comparison and data was presented to the Board on November 15, 2016.

The Board directed Washoe County Human Resources to work directly with the Fire Chief to recommend a commensurate salary. Those meetings and discussions concluded with a recommendation for a new annual salary at a base rate of \$178,500 applied retroactively to the employee's previous work anniversary of April 2, 2016.

FISCAL IMPACT

There are sufficient funds within the current fiscal year budget to accommodate a change in salary.

RECOMMENDATION

It is recommended the Board approve an amendment to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore

POSSIBLE MOTION

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

"I move to approval of an amendment to the existing employment contract to reflect a new annual salary, at a base rate of \$178,500, effective retroactively to April 2, 2016 for Truckee Meadows Fire Protection District Chief, Charles A. Moore"