

**BOARD OF FIRE COMMISSIONERS**

Bob Lucey, Chair  
Marsha Berkbiger, 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, July 18, 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. 9<sup>th</sup> 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](http://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, 2<sup>nd</sup> 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](http://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. 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).

5. Consent Items: FOR POSSIBLE ACTION

A. Approval of minutes from the June 20, 2017 meeting.

B. Discussion and possible approval of a Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department.

C. Notice of Cancellation of the August 15, 2017 meeting.

\*6. I.A.F.F. Local 3895 Report

7. Presentation on District use of Drones – Presented by Battalion Chief Mike Heikka. FOR POSSIBLE ACTION

8. Discussion and possible direction to staff on the Fire Chief Report to include the following items related to fire district operations: FOR POSSIBLE ACTION

1. Update on Recent Wildfire activity

2. Update on Verdi Fire Protection

3. Update on the Volunteer Program to include TMFPD's support of Gerlach

9. Discussion, approval and authorization of the District's support of the Board of County Commissioners consideration of a County-wide ban on Target shooting, except at dedicated shooting ranges, for the duration of fire season. FOR POSSIBLE ACTION

10. Recommendation that the Board of Fire Commissioners ratify Fiscal Year 2017 reimbursements from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums in the amount of \$230,890.81. FOR POSSIBLE ACTION
11. Recommendation to approve change orders for additional work in the amount of \$38,870.57 for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV from Houston Smith Construction as defined in Attachments. FOR POSSIBLE ACTION
12. Recommendation to approve extra work authorizations in the amount of \$21,480 for Civil Design services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in the following attachments: Extra Work Authorization dated May 10, 2017 and the Proposal for Construction Staking dated March 15, 2017. FOR POSSIBLE ACTION
13. Approve the purchase of one hundred thirty-five (135) Self Contained Breathing Apparatus and associated equipment from MES in the amount of \$842,275.19. FOR POSSIBLE ACTION
14. Discussion and possible approval to create six additional full-time Firefighter/Paramedic positions. FOR POSSIBLE ACTION
15. Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the chief's contract based on the evaluation to include possible changes to compensation and benefits. FOR POSSIBLE ACTION
- \*16. 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).
17. Possible Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.
- \*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.

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

TUESDAY

9:00 a.m.

JUNE 20, 2017

PRESENT:

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

**Jan Galassini, Chief Deputy County Clerk**  
**Paul Lipparelli, Legal Counsel**  
**Charles Moore, Fire Chief**

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

**17-095F      AGENDA ITEM 3 Public Comment.**

Mr. Roger Puccinelli stated his Verdi home burned down last August and he realized how vulnerable the older community was. He indicated prior to the recent changes made by the Truckee Meadows Fire Protection District (TMFPD) the community had a good volunteer fire department with a fire truck, tanker, portable pumps and a full time fire station located at Boomtown. He requested a new investigation related to his home fire due to response times and damage that occurred. He noted access to water was an issue in the area. He stated Verdi residents were concerned more homes could be lost because of the lack of water access and excessive response times. He hoped there was money available in the budget to improve the protection of homes, pets, wildlife, personal property and lives in the Verdi area by adding additional firefighters and equipment. He said Verdi residents needed and deserved improved protection and assurances that the Board was behind their efforts to reduce vulnerability and ease fire concerns.

Ms. Lisa Nash stated she was a resident of Gerlach and a member of the volunteer fire department. She thanked the Board for the proclamation, which reinstated the volunteer fire department. She noted it meant so much to the community and residents. She stated there were rumors the volunteer fire department was being disbanded. She said there was no concrete information about the department closing but she heard rumors that volunteers did not have adequate training. She indicated the volunteer fire department started last July with 17 volunteers and 12 members continued to be active. She noted there was an immense amount of experience and schooling amongst the volunteers and she indicated they participated in weekly trainings, including

**AGENDA ITEM #5A**

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wildland training. She said the volunteers were planning for the long term and wanted to ensure the County was behind them. The department responded to every call within the past year. She said they had built up a trust within the community that was previously lacking. She was concerned Gerlach would end up back in a situation where they had inadequate fire coverage. She stated Gerlach was starting to grow again; the communities of Empire and Gerlach were coming together. She noted Gerlach needed support and said the volunteers helped take care of elderly residents. She asked for information about the continuation of the volunteer fire department and wanted to be part of the conversations regarding its success.

Ms. Cameron Hall stated she was also a member of the Gerlach volunteer fire department. She wanted the community to be informed regarding changes to the volunteer department. She noted there were 120 people in the community and 10 percent of the residents were active volunteers. She asked the Board to realize Gerlach was unique and the volunteers needed to be recognized as an important part of the community. She wanted to ensure Gerlach was getting the support from the County that it needed.

Ms. Katherine Snedigar said she was happy for Gerlach because positive things were happening. She stated she lived in Warm Springs and it did not have a manned fire station. She indicated the volunteers were not reliable. She said previously there were professional firefighters from the Bureau of Land Management (BLM) who wanted to be involved with the volunteers but the professional firefighters were no longer involved. She was concerned about her home and safety being at risk due to the lack of resources. She wanted the County to provide adequate fire protection to her area.

Mr. Patrick Schickler stated he lived in the River Oak subdivision in Verdi. He said he was seeing significant growth in Verdi and the area was becoming more suburban than rural. He stated the growth in the area could double in size within the next five years if the rate of growth continued. He wanted information about the plans for the area and said so much of the area was being annexed into the City of Reno. He was concerned about replication of services between the City of Reno and the County. He was unclear why the County was purchasing new equipment for the area when the City of Reno was already fully equipped to service the area. He noted the TMFPD was responding in a reasonable amount of time but did not have the staffing or equipment to respond to the calls. He noted Verdi was a gateway community between Reno and Tahoe to the west. He said the volunteer program was 20 years old and needed to be updated for the size of the current community. He stated the area needed a plan for the future and it needed to include a strong volunteer fire station with experienced and committed members.

Mr. Michael Widmer stated he lived at 100 Hansen drive for 30 years. He was concerned about the lack of water sources in Verdi. He noted he had attended meetings but no feasible solutions were provided. He said the residents wanted a plan and to receive communications regarding the issue.

Mr. Jim Sievers stated he was a resident of Verdi. He said in June, Verdi and west Reno experienced fires in Belli Ranch, at River Belle homes and in the Garson Road area. He said the residents were grateful for the new tender at Station 351 in Verdi and they hoped the volunteer fire department would be fully operational soon. He indicated Station 35 was responsible for the areas of Verdi, Mogul, Juniper Ridge, Caughlin Ranch and Belli Ranch, and was manned with three to four firefighters depending on the day. He said the area had access to seven fire vehicles; three at Station 35 and four at Station 351. He mentioned that during the Garson Road fire, none of the trucks from station 351 were put into service and he was told it was due to lack of manpower to operate them. He expressed the fire season had begun with earnest and fortunately the area had not experienced any lightning strike brush fires. He asked the Board to act on the issues and continued to show leadership and focus resources on preventing fires from becoming a disaster in both Verdi and west Reno. He provided a handout, which was placed of file with the Clerk.

Mr. Ed Pitchford said he lived at 145 Hansen Drive Verdi. He thought the solution to the problem in the area serviced by Station 35 was additional work force. He was not optimistic that the volunteer program was going to help in the near future. He stated there were seven vehicles there but only four firefighters who could operate the equipment. He stated most of the time; two of the firefighters were supervisors. He said the issue was when the volunteers were called it would take them time to respond. He noted the first responder should be the water tender truck because there was no water in most of the areas. He recommended money be diverted from capital funds to hire additional staff to be placed at Station 35 or 351. He thought there was plenty of money in the budget to do that.

Mr. Gene Gardella said he was a long time resident of Verdi. He stated he served on the Verdi Community Advisory Board (CAB) for 10 years. He noted during that time the Mortensen-Garson annexation took place and the CAB dealt with the issues of having 3,000 houses built in the Verdi area. He indicated it was a very difficult time with significant negotiations but there was an opportunity to create change that could affect the community. He said when the financially tough time occurred; the Verdi CAB was consolidated into the west area of the Reno CAB. He noted the two CABs had completely different issues and eventually the entire CAB was dissolved. He encouraged the Board to reestablish a Verdi CAB. He stated many reoccurring issues could be solved through communications with a CAB. He said it was important to spend the money and find a way to reestablish the CAB so the issues could be resolved before they become more critical.

Ms. Brooke Brumfield said she was a Verdi resident, she thanked Commissioner Herman, and three of Chief Moore's staff members who were at a fire meeting recently. She thought it was important for a small town in a big County to get that type of attention and resources. She understood there was not a significant turnout for the reinstatement of the volunteer program. She stated her husband was one of the people who signed up for the program. She said her family was committed to doing everything they could and would open their home for the community to have educational

meetings. She noted at the meeting, the three TMFPD staff members were not provided a chance to present the plans that were in place. She thanked the Board for dedicating more staff to the area and a new water tender for station 35. She stated her husband was a wildland firefighter and she understood the amount of data required for decisions to be made. She also understood the County had no control over what the City of Reno did. She understood there were risks associated with living in Verdi. She said she would do whatever she could to support the TMFPD and the Board. She stated there were more people moving into the area. She said she read the County's Twitter tweets that stated Reno was lead for the Belli Ranch fire. She appreciated the communications.

Ms. Carly Borchard stated she spoke last month at the Board meeting expressing her concerns about the community's rapid growth. She shared a photo of the growth between Verdi, California and Verdi, Nevada, and stated the population was 3,000 residents. The map she displayed highlighted new developments that were being built or were in the plan to be built. She stated adequate fire services were necessary for a community this size. She said she grew up in Verdi and attended the Verdi Elementary School and she had seen the volunteer force. She grew up knowing them and attending barbeques with them and their families. The community was very strong with the presence of the volunteer fire department. She said she was as committed as others in the community were and the volunteers had the right people for a successful program. She encouraged the Board to help them. She thanked the Board for their efforts and for allowing discussions regarding reinstatement of the volunteer force.

Ms. Cathy Brandhorst spoke about matters of concern to herself.

Ms. Nancy Podewils-Baba stated she lived in Verdi for 21 years. She was concerned about the fire situation and the lack of cooperation between the different fire departments. She said she was at a meeting shortly after Chief Moore was hired and he talked about a regional fire program that would allow response from whoever was the closest and by as many trucks as were needed. She said she was horrified about a house fire so close to where she lived. She was relieved there was an extensive work force and equipment to get to the Garson Fire and the fire was contained in a short time. She was interested in knowing the status the effort to work cooperatively with other programs and the reinstatement of the volunteer program. She said fire was devastating and residents needed to do what they could so the wildlands and homes were protected. She asked the Board to continue to work toward an agreement.

**17-096F      AGENDA ITEM 4 Announcements/Reports**

Fire Chief Charles Moore addressed the public comment regarding Gerlach and the rumors about disbanding the volunteer department. He stated there were no plans to disband the department but there were plans to enhance its operation.

Commissioner Hartung stated he attended a Regional Emergency Medical Services Authority (REMSA) barbeque recently. He said it was well attended and a nice celebration with great stories told. He indicated it was important to acknowledge good

work and he was proud to have been involved in the celebration. He asked Chief Moore about the outlying areas and said it was mentioned earlier that Warm Springs had no fire protection. He was curious to know what the response times were to the outlying areas. He said people needed to understand no matter how many stations were in place, if a particular station was out on a call then help had to come from somewhere else. He said resources were moved around throughout the system to cover areas but it was difficult to have every area covered constantly.

Commissioner Berkbigler clarified the TMFPD was not responsible for Gerlach; Washoe County was responsible. She verified there was no plan to eliminate the Gerlach volunteer program.

#### **CONSENT ITEMS 5A THROUGH 5D**

- 17-097F**      **5A** Approval of minutes from the May 16, 2017 meeting.
- 17-098F**      **5B** Approval of three (3) separate 2017 Cooperative Agreements to include Corresponding Annual Operating Plans between Truckee Meadows Fire Protection District and the following agencies: North Lake Tahoe Fire Protection District, North Lyon County and the Bureau of Land Management, Carson City District Office, Winnemucca District Office, USDA Humboldt – Toiyabe National Forest Carson Ranger District.
- 17-099F**      **5C** 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.
- 17-100F**      **5D** Accept a cash donation in the amount of \$2,500 from Curtis and Liz Weishahn of Reno Nevada for use at Truckee Meadows Fire Station 36 and to express appreciation for their thoughtful contribution.

On the call for public comment, Ms. Cathy Brandhorst spoke about matters of concern to herself.

Commissioner Jung read Agenda Item 5D and thanked the donors. She read a letter, which was sent with the donation.

On motion by Commissioner Berkbigler, seconded by Commissioner Hartung, which motion duly carried, it was ordered that the Consent Agenda Items 5A through 5D be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5D are attached hereto and made a part of the minutes thereof.



**17-101F      AGENDA ITEM 6   I.A.F.F. Local 3895 Report**

Truckee Meadows Fire Protection District Paramedic Alex Doerr stated Kids Fire Camp was complete and it was another huge success. He stated 38 children attended the camp. He noted there were 21 male participants and 17 female participants. The campers were from all the districts; there were eight campers from Chair Lucey's District; six from Commissioner Berkbigler's District; two from Commissioner Jung's District, 13 from Commissioner Hartung's District, six from Commissioner Herman's District and three from outlying areas. He explained that was the most kids they had ever had and he hoped the attendance would continue to grow. He stated this was not like any other camp; the campers performed maneuvers such as firefighters did. He said the kids put out fires, worked in confined space trailers, and participated in team building events. He expressed the wonderful opportunity it was for the children. He said the kids were shy at the beginning but were noticeably different after the camp. He explained that every year they picked a camper who had "wowed" them. He stated the young man who was chosen had issues he would have to deal with the rest of his life, but he was able to get through everything at camp with no complaints and showed 100 percent participation. Mr. Doerr introduced Connor, Camper of the year. He said on behalf of the TMFPD and the IAFF, he thanked the Commissioners and Chief Moore for the financial contributions which made the camp possible.

Chair Lucey commended the Local 3895 for their work for the Kids Camp. He also thanked Commissioner's Berkbigler and Hartung for their contribution to the camp. He said the camp allowed kids to participate in advancement. He explained this was not just a camp for the kids; it was a life event for them.

Commissioner Jung congratulated Connor for being a super star at camp and thanked his parents for their support.

There was no public comment on this item.

**17-102F      AGENDA ITEM 7   New Employee Introduction**

Fire Chief Charles Moore asked the following employees to introduce themselves to the Board:

Matt Loughran, Division Chief  
Brett Lee, Fire Prevention Specialist

Commissioner Berkbigler thanked Mr. Loughran and Mr. Lee for joining the TMFPD team. She stated TMFPD had the best firefighters in the country and the Board was proud of all of them.

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

**AGENDA ITEM 8**

A. Discussion and possible direction to staff on the Fire Chief Report to include the following items related to fire district operations:

1. Addition of Response Resources
2. Volunteer Program Update
3. Update on Sun Valley Cleanup Event
4. Mutual and Automatic Aid Update
5. Verdi Fire Protection Services Update

B. Career Statistics and Report for April 2017

C. Volunteer Statistics and Report for April 2017

Fire Chief Charles Moore announced the addition of response resources and firefighters in the daily staffing rotation. He stated the Truckee Meadows Fire Protection District (TMFPD) budgeted \$750,000 to add overtime capacity for existing staff through the busy wildland season. He commented since Memorial Day there had been a brush fire every single day and noted the past Saturday there were three structure fires and one brush fire. He said they had been thoroughly engaged in brush fires whether they were in TMFPD jurisdiction or not. He stated the plan was to utilize the additional resources starting July 1st and possibly continuing through October, depending on the need. He indicated on a nominal day he would add one firefighter to Station 35 to operate the water tender and would add one rescue crewmember to Station 15. He noted the long-term goal was to add additional capacity to the north because most of the brush and structure fires occurred in the north. He explained during critical weather events, the crew at Station 15 would add a full engine or a full brush engine. He stated that would allow Station 14 to stay in place because the North Valleys would be covered. If there proved to be a measurable impact, he would attempt to make it a permanent resource in fiscal year 2018-19.

Chief Moore was excited to announce the volunteer program update. He said 37 new applicants were going through background checks and physicals. He indicated they were close to his goal of securing 100 volunteers. He said they had some volunteers who were interested in combat firefighting along with those who only wanted to perform support services. He stated they needed volunteers who were able to drive and operate water tenders as well as wildland firefighters. He noted they depended on Silver Lake and Lemmon Valley volunteer programs, as they were instrumental with the brush fires in the north. He stated he was absolutely committed to building the volunteer program and the Board had authorized the transition. He explained that when he took over the department, 12 or 13 volunteer agencies were in charge of the volunteers and none of the agencies were responsive. He stated with the volunteer transition plan, it was imperative to have control over training the volunteers and control over the process to respond to calls. He noted when the volunteer agencies were active, the Galena volunteer department responded to one call in a year and the Cold Springs volunteer department did not respond to any calls in one year. He explained that tens of thousands of dollars was spent to support those agencies. He was proud of the volunteers that were coming on board and thankful for the volunteers that stayed through the transition. He was proud of

the direction the volunteer program was going and although there was more work to be completed, they were making measurable progress.

Chief Moore stated on June 24th from 9:00 a.m. to 12:00 p.m. a cleanup was scheduled at the Sun Valley Scolari's Market. He said there would be six dumpsters available for residents to dispose of green waste. He stated this was a good way to get residents to clean up their yards. He understood it was difficult to get enough green waste in a residential dumpster and was pleased the event was occurring.

Chief Moore stated the County and the City of Sparks were extremely close to dispatching the closest unit for every call. He explained currently the automatic and mutual aid process involved two agencies sending resources to respond to each call, which was somewhat inefficient, particularly when the call did not need two resources. He stated the arrangement with the City of Sparks stated if the Sparks Fire Department was closer to the call than the TMFPD, they would respond. The TMFPD would respond when they were closer to the call. He noted the Sparks Fire Department had added paramedic capacity to their engines so the service levels would be the same. He said there was a technical problem with the software so they were still approximately a month away from the change.

Commissioner Hartung asked how this new process would affect the investigations of the causes of fires.

Chief Moore indicated the Fire Marshal of each jurisdiction would always maintain the authority for investigations in their jurisdictions.

Chief Moore provided an update regarding the automatic and mutual aid relationship with the City of Reno and he presented information about the TMFPD and the City of Sparks responding to the closest calls. He stated the City of Reno was more interested in regional conversations. He explained his goal was to have the closest units dispatched in all the TMFPD areas before his career ended.

Commissioner Hartung asked whether the City of Sparks had an agreement with the City of Reno with automatic vehicle location (AVL). Chief Moore replied there was no agreement.

Commissioner Berkgigler stated various fire departments participated in automatic aid and it worked well in Clark County. Chief Moore agreed.

Chair Lucey said the conversations about automatic aid continued. The Garson fire was a challenge because it occurred in an area that was once the County but had been recently annexed into the City. He said there was confusion about whose territory it was and he did not understand why automatic aid could not address those needs. He stated firefighters should not worry whether they were the closest to respond or not, they would respond if they were called.

Chief Moore stated he let Reno Fire Chief Cochran know that he was adding the City of Reno to the run stream whenever Reno could be second to a call. He said that could be in Hidden Valley, Verdi, Stead, or near Station 14. He said Chief Cochran did not object. He indicated the Reno Fire Department would be dispatched to structure fires whenever significant dispatch information stated there was a working fire. He noted if the fire turned out to not be significant, they could cancel the call for the Reno Fire Department to respond.

Chair Lucey thanked staff and the TMFPD firefighters who responded to an automatic aid call for a house fire on Overland Trail. The Reno Fire Department was the first responder but TMFPD was the next closest engine to respond. He urged the City of Reno to continue to work with the TMFPD regarding mutual and automatic aid.

Commissioner Berkgigler was concerned about the political problem regarding responding to calls. She stated if the County and Cities were going to work towards what was best for the community, then the agencies' top leaders needed to work together. She indicated the firefighters were not the problem; they would respond to any fire; it was the political problems that needed to be fixed.

Chief Moore provided an update regarding Verdi fire protection services. He said Commissioner Hartung requested some statistics on response times and he noted they were summarized in the staff report including statistics from 2013 to 2016. He stated maps were included, which indicated where the crews responded. He noted average response time was never a good statistic to use, but he said for all calls within Station 35, the average response time was 8 minutes and 44 seconds. He stated in 2011, the Board adopted the standards of cover for rural areas, which included Verdi and the response times adopted by the Board were met. He displayed a photo of the fire at the home of Mr. Puccinelli, who spoke during public comment. He stated he performed extensive investigations as to the response times and fire conditions upon arrival. He knew this was an emotional issue and he understood the passion from the Verdi community. His investigations concluded the response time was identical to the time described in the computer aided dispatch (CAD) report; 8 minutes and 33 seconds after the alert tone was received. The photo displayed was taken upon arrival when the hoses were being pulled out and the house was severely engulfed in flames. He stated these were the fire conditions from the front of the house and the fire started on the rear of the house on the deck. The fire investigator determined the fire was started from oily rags which were left on the deck and unfortunately the fire propagated it a vast way. He explained that Reno had a severe structure fire recently and the home was destroyed. He noted Reno Fire Department had far more resources than the TMFPD had. He said from experience this home would have been served by 4 engines and 2 ladder trucks and the area had hydrants. Unfortunately, the home was still lost. He explained his point was every structure fire was different. There were times when a fire could be confined to the room of origin and times when it could not. He said in the case of the house in the photo, when there was this much fire showing, the only thing that would allow them to suppress this fire in a timely way was a significant amount of water and that amount of water did not exist in the Verdi community. There were no municipal water distribution systems. He

stated they have had to rely on water tender shuttles. He said the river was not an option because the laws of physics did not allow them to draw water from a height of 70 feet. He added they could not utilize water in swimming pools because they could not access back yards to draw out the pool water. Water supply was an issue and would continue to be an issue. He thought the conversation with the Verdi community needed to focus on how to develop more water. He had talked to some fire protection engineers from the Truckee Meadows Water Authority (TMWA) and to some fire equipment dealers about what the District could purchase and a short term solution could be more fire pumps. He explained a fire of this kind; with this much heat would require about 1,500 gallons per minute of water application for approximately for 15 to 20 minutes. The best they could do with a water tender shuttle was about 500 gallons per minute. The TMWA informed Chief Moore the water main line was more than two miles away from Verdi. He indicated the expense for that would exceed \$5 million and residents would be required to hook into the water system. He stated development drove that type of infrastructure. Chair Lucey had asked for a community meeting with the Verdi community, which would be the second of such meetings. The meeting was scheduled for July 26th at the Washoe County Commission Chambers. He indicated staff would send out announcements to everyone they could within Verdi. He said many had heard him say the four things needed to put out a fire were firefighters; tools and equipment; access and water. When any one of those resources was excluded there would not be a successful outcome. He said he retained the services of former Chief of North Lake Tahoe Fire Protection District Mike Brown, the President of the State Chief's Association, who was an excellent analyst and speaker. Mr. Brown would be attending the meeting on July 26th. He provided a photo, which was placed on file with the Clerk.

On the call for public comment, Mr. Gene Gardella referred to a meeting in November regarding the house fire in the photo that was just displayed. He stated Chief Moore engaged the community to find out what issues they had. He said water was the issue at the top of the list along with a plan to pull resources, followed by ash can distribution and volunteer issues. He stated Chief Moore committed to incorporating the services of a professional organization to discuss water supply issues and additional resources. Mr. Gardella suggested the use of water cisterns as were utilized in the city of San Francisco when a significant earthquake occurred. He stated the community understood they would not have the same level of service as a place that had hydrants every two blocks. He stated the firm that was hired did not meet the requirements and the report that TMFPD paid for was inadequate. He said afterwards there was no further communication regarding the water issues. He stated there was a great deal of anger and dissatisfaction in the community that needed to be addressed.

Ms. Cathy Brandhorst spoke about matters of concern to herself.

Ms. Katherine Snedigar said she would like to have a water tender in Warm Springs. She complained if Warm Springs had a brush fire, there would not be a water truck to use to put the fire out. She accused the Board of selective protection of life and property in her community along with knowingly, willingly and intentionally putting lives and investments at risk. She said she had a house fire and the volunteers saved her

house. She noted the career firefighters could not find her house. She stated Station 17 took 45 minutes to get to the turn on Pyramid; not 8 minutes and 33 seconds. She questioned the Commissioners about their responsibility to protect the whole community. She was frustrated the County refused to provide fire protection to her community. She noted the Board approved a suburban development where houses were being built without a fire protection plan. She was angry because her community received protection from people with water trucks, not by a fire department.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 8 be accepted.

Chair Lucey stated due to time limitations, Agenda Items 14 and 16 would be pulled and heard at the next meeting.

**17-104F**     **AGENDA ITEM 9** Discussion and possible direction to staff regarding ownership of volunteer Station 351 in Verdi and possible improvements to Verdi fire protection services.

Chief Moore stated Commissioner Berkbigler requested this item. He said he reviewed the site where volunteer Station 351 and the old Verdi Schoolhouse were situated on one parcel. He had discussions with Director of Community Services Dave Solaro as well as with members of the Historical Society. He stated if there was a desire to rebuild the volunteer fire station it would not be possible on that lot because of the schoolhouse. He said if the lot was subdivided there would not be enough space to place individual wells and septic tanks. He noted if discussions led to a new or different firehouse in Verdi, it would have to be located on a different parcel.

Commissioner Berkbigler asked if Chief Moore knew of another piece of property in that area that he would consider.

Chief Moore stated he could start looking for other parcels that were for sale.

Commissioner Berkbigler stated it would be nice to have a volunteer station, but the problem in Verdi was Truckee Meadows Water Authority (TMWA) was not there and until TMWA reached Verdi, she did not believe there was an advantage to building a new fire station. She noted there was a fire station that was close. She was not comfortable with the concept of the choices listed in the staff report. She thought if the Board was going to make a choice, it should direct the Chief to consider another place to put a volunteer station in Verdi. However, she said that was not to be construed as a fire station but rather as a place for volunteers to meet and a place to house the fire trucks.

There was discussion about possibly moving the old Verdi Schoolhouse to a different location so the entire parcel could be utilized for a volunteer station. It was mentioned the old Glendale School was moved from its original location on Freeport

Boulevard. It was suggested to compare the cost of a cistern to a water tender or water truck that could fill a tender for use at Station 351.

Chair Lucey asked staff to consider all options for the Verdi Station 351. He stated the County needed to continue to support the station. He said the volunteers completed 120 hours of training as stated in the Chief's report.

Commissioner Hartung said it should be considered to prohibit target shooting in the County due to fire hazards.

On the call for public comment, Mr. Roger Puccinelli asked for the photo of his home fire to be displayed. He thanked Commissioner Berkgigler for her comments about not blaming the firefighters; he knew the problems were political. He referred to the photo of his home and said the part of the house which was shown to be on fire was the garage. The fire started in the back of the garage, not the house. He said the house was to the left and no flames were visible. He explained if an adequate water supply was available; his home could have been saved from the fire. He said his wife saw smoke when they were driving home so they pulled over and called 911. He was impressed with the firefighters that suppressed the fire from going into the canyon. He said the community was fortunate that the north side of the mountain was still green. He believed if the helicopter had not been dropping water on the fire, it would have grown. He wondered why it was not standard practice to dispatch the helicopter immediately to a structure fire, because it carried 500 gallons of water. He explained the water from the helicopter suppressed the downwind area of the fire. He stated it was an issue that it was 40 minutes before the City of Reno was dispatched to the incident. He said if they had been called immediately they would have been there sooner and his home could have been saved.

Mr. Ed Pitchford stated he viewed the current site of Station 351 and said the standpipe across the street was used to fill the tankers. He also noted a canal was located next to Station 351, which was used to put out the Puccinelli's fire. He did not know of any plans by the Historical Society to renovate the property. He stated utilities were on the site and he recommended modular housing be placed on the property to create a fully operational station to back up Station 35. He said the closest back up station to Station 35 was 19 miles away in Stead. He stated there were five communities served by one station and they had the equipment but needed the work force to fully operate. He asked Chief Moore whether the 100 volunteers were ready to go. He explained the water tender needed to arrive to a fire sooner.

Mr. Rich Loverde stated he was a resident of Verdi for the past 12 years. He said he was an Architect, a contractor and a developer. He thought there were many possible solutions to providing a full time operation on the Station 351 property. He looked forward to the meeting on July 26 where there would be an open forum to discuss possibilities. He agreed with Commissioner Hartung about target shooting because he heard shots the afternoon of the Puccinelli's fire and later heard the helicopter. He stated this was not the first time a brush fire started because of target shooting. He noted there

were multiple indoor shooting facilities that people could utilize. He said the problem in Verdi was the annexation of the community and people did not know who to call in an emergency. He stated the issue needed to be resolved and mutual aid established.

Commissioner Herman stated there were not many rural fire stations that had fire hydrants to assist with water resources.

Commissioner Hartung moved to direct staff to research changes at Station 351 including the potential move of the Verdi Schoolhouse. Commissioner Jung seconded the motion, which duly carried on a vote of 5 to 0.

**BLOCK VOTE 10, 11, 12, 13 and 15**

**10:50 a.m.** Commissioner Berkbigler moved to approve the Block Vote but left the meeting prior to the vote.

**17-105F** **AGENDA ITEM 10** Discussion and possible approval of a Mutual Aid Agreement between Truckee Meadows Fire Protection District and the Regional Emergency Medical Services Authority.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried with Commissioner Berkbigler absent, it was ordered that Agenda Item 10 be approved.

**17-106F** **AGENDA ITEM 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.

On the call for public comment, Ms. Cathy Brandhorst spoke about matters of concern to herself.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried with Commissioner Berkbigler absent, it was ordered that Agenda Item 11 be approved.

**17-107F** **AGENDA ITEM 12** Discussion and possible action to approve the Truckee Meadows Fire Protection District to pay Workers' Compensation Heart and Lung Claims for the 1st and 2nd quarter of Fiscal Year 16/17 in the amount not to exceed \$142,623.29 per the Reno-TMFPD Interlocal Agreement and to authorize the execution of a resolution transferring \$325,000 from the Truckee Meadows Fire Protection District General Fund Contingency Account to the Workers' Compensation Fund and to use that transfer to augment the District's Fiscal Year 16/17 Workers'



Compensation Fund Budget in the amount of \$325,000 for the purpose of paying Workers' Compensation Heart and Lung claims to the City of Reno for FY16/17.

On the call for public comment, Ms. Cathy Brandhorst spoke about matters of concern to herself.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried with Commissioner Berkbigler absent, it was ordered that Agenda Item 12 be approved. The resolution for same is attached hereto and made a part of the minutes thereof.

**17-108F**      **AGENDA ITEM 13** Discussion and approval of the Property and Liability and Workers' Compensation Insurance Policy for the Truckee Meadows Fire Protection District with the Travelers Insurance to include Data and Security liability through AIG, Pollution Liability through Great American, and Excess Earthquake coverage through Houston Casualty for one year beginning July 1, 2017 for a total annual premium of \$1,167,884.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried with Commissioner Berkbigler absent, it was ordered that Agenda Item 13 be approved.

**17-109F**      **AGENDA ITEM 15** Recommendation to approve an Owner-CMAR Construction Agreement between Truckee Meadows Fire Protection District and CORE Construction, Inc. to provide Construction Manager At Risk (CMAR) construction services for the Truckee Meadows Fire Protection District – Station 14 with a total project cost of \$5,459,838.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried with Commissioner Berkbigler absent, it was ordered that Agenda Item 15 be approved.

**10:56 a.m.**      **Commissioner Berkbigler returned to the meeting.**

**17-110F**      **AGENDA ITEM 17** Announcements/Reports.

Commissioner Hartung asked Chief Moore to discuss the prohibition of target shooting in high fire risk areas with the Sheriff's Office and the Bureau of Land Management (BLM).

Commissioner Herman asked for the designated shooting area signs to be installed on Peavine Mountain.

Commissioner Berkbigler asked for action items on the agenda to be indicated "for possible action" as the Board of County Commissioner's agenda read. She thought restricting target practice was a good idea as the *Reno Gazette-Journal* stated a fire in Reno was started by illegal shooting.

Chair Lucey thought the general public had the misconception that a wet winter would decrease fire risk. He stated the area was always in danger of fires and he encouraged citizens to be cautious when target shooting or operating all-terrain vehicles (ATVs) as they created fire risks. He explained citizens needed to be aware the rivers and creeks were moving extremely swiftly and were dangerous.

**17-111F      AGENDA ITEM 19   Public Comment.**

Mr. Michael Widmer was called to speak but was not present.

Ms. Elizabeth Gambrell wanted to know about the enhanced plans that Chief Moore mentioned for Gerlach. She wondered why an audit was being performed and why TMFPD was involved with the audit. She stated the volunteer fire department was established in 1961 and the community raised funds for the equipment. She questioned the amount of training hours that were reported because she believed the training was underreported. She stated the volunteers were working hard to support the community of Gerlach.

Ms. Cathy Brandhorst spoke about matters of concern to herself.

Mr. Sam Dehne spoke regarding the amount of time he has spent at meetings, the *Reno Gazette-Journal*, and the Open Meeting Law.

**17-112F      AGENDA ITEM 18   Possible Closed Session pursuant to NRS 288.220  
for the purpose of discussing with management representatives labor  
matters and negotiations.**

**11:07 a.m.**   On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that the meeting recess to a closed session for the purpose of discussing with management representatives labor matters and negotiations pursuant to NRS 288.220.

Legal Counsel Paul Lipparelli indicated the meeting would recess until the completion of the closed session and Chair Lucey obliged.

\*   \*   \*   \*   \*   \*   \*   \*   \*   \*

**1:14 p.m.** There being no further business to discuss, the meeting was adjourned without objection from closed session.

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**BOB LUCEY**, Chair  
Truckee Meadows Fire  
Protection District

ATTEST:

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

*Minutes Prepared By:*  
*Doni Gassaway, Deputy County Clerk*



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** June 7, 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](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Discussion and possible approval of a Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department. (All Commission Districts)

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### SUMMARY

Discussion and possible approval of a Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department.

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

### PREVIOUS ACTION

On June 12, 2012 the Board of Fire Commissioners approved a (5) year Cooperative Agreements between Truckee Meadows Fire Protection District and Carson City Fire Department.

April 23, 2013 the Board of Fire Commissioners approved a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department.

### BACKGROUND

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

The Annual Operating Plans outlines common expectations, operating protocols, reimbursement rates and shared responsibilities, mutual and automatic aid parameters during wildland fires involving Truckee Meadows Fire Protection District and Carson City Fire Department.

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

**FISCAL IMPACT**

Should there be any costs related to exceeding the time threshold and or the need to enter into cost share agreements, there is sufficient budget authority within the approved 2017/18 budget.

**RECOMMENDATION**

Staff recommends that the Board approve a Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department.

**POSSIBLE MOTION**

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

*"I move to approve a Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and Carson City Fire Department."*

**Cooperative Agreement  
between  
Truckee Meadows Fire Protection District  
and  
Carson City on behalf of the Carson City Fire Department**

**\*\*0\*\***

In accordance with NRS 277.180, this Cooperative Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Truckee Meadows Fire Protection District (hereinafter the "TMFPD"), a fire district formed under NRS Chapter 474, and Carson City, a consolidated municipality, on behalf of the Carson City Fire Department (CCFD). At times herein the parties may be referred to as "agency" or "agencies." This Agreement is effective upon approval and execution by all agencies.

**RECITALS**

**WHEREAS**, each of the above-named entities maintains and operates fire/rescue organizations within their respective jurisdictions; and,

**WHEREAS**, on occasion each agency experiences fires or other emergencies of such a magnitude or simultaneous number that assistance of other fire response organizations would be beneficial in addressing the emergencies; and,

**WHEREAS**, it is deemed in the best interests of the public and citizens of the affected jurisdictions that TMFPD and CCFD provide both automatic aid and mutual aid to the other as set forth herein; and,

**WHEREAS**, the agencies hereto desire to enter into this cooperative agreement pursuant to NRS 277.180, to provide for the circumstances and procedures under which each agency will provide assistance, both Mutual Aid and Automatic Aid, in responding to fire and other emergencies when requested by the other party; and,

**NOW THEREFORE**, based upon the foregoing recitals which are incorporated by this reference, the agencies mutually agree to provide fire suppression equipment, facilities and personnel to each other under the following terms and conditions:

- 1. Definitions.** The following definitions shall have the meaning ascribed to them:
  - a. **Agency Representative** - This person serves as the point of contact for the responding or requesting agency and has been delegated authority to make decisions on matters affecting that agency's participation at the incident.
  - b. **Annual Operating Plan** - The parties will meet annually, to prepare an annual operating plan (AOP). This AOP will include current rates for use of the Department's equipment and personnel, list of principal personnel, and any other items identified in this agreement.
  - c. **Assistance by Hire** - Assistance by hire is the provision to provide fire suppression or support resources to the other party on a reimbursement basis. All reimbursement shall be based upon rates established in the AOP.
  - d. **Automatic Aid** - Automatic aid means both parties are automatically dispatched, without a specific request, to an incident occurring in a designated area.

- e. **Mutual Aid** - Mutual aid may be provided in the event of a specific request for assistance as set forth below.
  - f. **Requesting Agency** - The agency which experiences an incident in which assistance, whether mutual aid or automatic aid, is sought shall be known herein as the Requesting Agency.
  - g. **Responding Agency** - The agency providing assistance, whether through mutual aid or automatic aid, shall be known herein as the Responding Agency.
2. **Request for Mutual Aid.** When it is believed that mutual aid is necessary, a request for assistance shall be made by the most expedient manner possible. Both agencies shall provide a telephone number or telephone numbers to the other agency which should be used when requesting assistance from the Responding Agency. It is mutually agreed that either party may operate on the other parties' radio frequency.
3. **Mutual Aid Resource Determination.** The Battalion Chief for the Responding Agency shall determine whether it has sufficient resources' available to provide mutual aid and respond to the request for assistance. If the Responding Agency has resources available to respond to the request for assistance, the Responding Agency will furnish the Requesting Agency firefighting equipment, personnel and facilities. Neither agency is obligated to reduce the level of resources available in the responding jurisdiction below that deemed reasonably necessary to provide the residents of the Responding Agency's jurisdiction with fire suppression services.
4. **Automatic Aid.** The parameters of Automatic aid and the attendant response areas are set forth in the AOP. The AOP may be modified by mutual agreement of the Fire Chiefs for the parties provided that the revisions are signed by the Fire Chiefs or duly authorized designee and provided to the respective County Clerks before they are effective.
5. **Communications.** In both mutual and automatic aid situations, the operating frequency will be designated by the Requesting Agency's dispatch center. It will be identified at the same time the request for assistance is made by the Requesting Party. All communications will be to the requesting dispatch center on the designated frequency.
6. **Incident Management.** Any mutual or automatic aid extended under this Agreement is done with the express understanding that personnel of the Requesting Agency shall remain in charge at the incident for which aid is requested unless the command of an incident has been transferred to another agency or to an incident management team. Pursuant to this authority, the Requesting Agency, the agency which has command or the incident management team, may direct and supervise the personnel and equipment provided by the Responding Agency through the operation of this Agreement.
7. **Mutual/Automatic Aid.** Mutual aid and automatic aid shall be provided without expectation of reimbursement for the first (24) twenty-four hours from the time of response. All mutual or automatic aid provided beyond (24) twenty- four hours will be considered assistance by hire. If reimbursement is available as a result of a declaration of disaster, grant, and/or cost recovery, reimbursement for personnel, apparatus and support equipment shall cover the entire time of commitment, beginning from the time of initial dispatch from the Responding Party's home base, to the time of return to the home base. Events that are

cost recoverable and/or payable through State or Federal Funding, or from third parties determined responsible shall be reimbursable. All reimbursement shall be based upon rates established in the AOP.

- 8. Assistance by Hire.** Assistance by Hire is the provision of fire suppression resources, by one Agency to another, on a reimbursement basis. Except for mutual and automatic aid, all requests for fire suppression assistance shall be assistance by hire. Any resources provided by a Responding Agency, and not specifically ordered by the Requesting Agency, shall be considered a voluntary contribution. Agencies to this agreement will provide current Assistance by Hire rate schedules and updates when rates change. The rates will be posted and updated in the AOP.
- 9. Incident Management Teams.** Salary, benefits, overtime, and transportation for department personnel assigned to an Incident Management Team that is utilized by the Requesting Agency to manage their incident, through delegation of authority, will be considered assistance by hire.
- 10. Equipment.** The Responding Agency is responsible for the operation, service and maintenance of their equipment during incident operations on the jurisdiction of the Requesting Agency. The Requesting Agency shall be responsible to pay or reimburse for damages in excess of normal wear and tear, and shall replace or reimburse items lost, damaged or destroyed, except for damage that occurred as a result of negligence by the Responding Agency. Replacement or reimbursement to the Responding Agency by the Requesting Agency will occur within 90 days of receipt of an invoice documenting such equipment.
- 11. Incident Report.** Upon request, the Responding Agency to a mutual aid incident shall provide the Requesting Agency with an incident report within (20) twenty working days following completion of the incident.
- 12. Worker's Compensation.** For the limited purpose of the exclusive remedy set forth in NRS 616A020, both parties shall be deemed to employ jointly a person who is an employee of either party and sustains an injury by accident or occupational disease while participating in the matter for which assistance was requested. However, for the purpose of providing insurance benefits pursuant to NRS 616A through NRS 616D and NRS 617 each party shall provide such benefits to its own employees at its own expense. The parties waive any indemnification provision with respect to such industrial injuries or occupational diseases.
- 13. Independent Agencies.** The parties are associated with each other only for the purposes and to the extent set forth in this Agreement, and in respect to performance of services pursuant to this Agreement, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control, and direct performance of the incident under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer/employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.



- 14. Hold Harmless.** The parties will not waive and intend to assert available remedies and liability limitations set forth in Chapter 41 of the Nevada Revised Statutes. Contractual liability of both parties shall not be subject to punitive damages. To the fullest extent of Chapter 41 of the Nevada Revised Statutes, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. The indemnifying party shall not be liable to hold harmless any attorney's fees and costs for the indemnified party's chosen right to participate with legal counsel.
- 15. Third Party Beneficiaries.** This Agreement is not intended to create or be construed to create any right or action on the part of any person or entity not signatory to this Agreement, nor create the status of third party beneficiaries for any person or entity.
- 16. Integration and Modification.** This Agreement constitutes the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.
- 17. Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.
- 18. Assignment.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the proper written consent of the other party.
- 19. Public Records.** Pursuant to NRS Chapter 239, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.
- 20. Proper Authority.** The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to engage in the cooperative action set forth in this Agreement.
- 21. Governing law; Jurisdiction.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada.
- 22. Ratification; Term; Termination.** This agreement shall become effective upon ratification by appropriate legal action by the governing bodies of the parties as a condition precedent to its entry into force and shall remain in full force and effect for five years, unless terminated earlier by either party with or without cause, provided that a termination shall not be

effective until 90 days after a party has served written notice of termination to the other party. The parties reasonably believe that funds can be obtained sufficiently to meet all requirements of this Agreement during its term. If either party fails to allocate funds to continue the functions to be performed under this Agreement, this Agreement shall be terminated when any appropriated funds expire, without penalty, charge or sanction to that party, without regard for the 90 day period following termination of the agreement as described in this paragraph, and that party shall promptly inform the other of this occurrence.

**23. Amendment.** The parties may amend this agreement at any time by an endorsement made in writing and approved by the parties' respective governing boards.

**24. Notices.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally by hand, or by telephonic facsimile with simultaneous delivery by regular mail, or mailed certified mail, return receipt requested, postage repaid on the date posted, and addressed to the other party at the following addresses:

Truckee Meadows Fire Protection District

Charles A. Moore, Fire Chief  
P.O. Box 11130  
Reno, NV 89520-0027

Carson City Fire Department

Sean Slamon, Fire Chief  
777 So. Stewart Street  
Carson City, Nevada 89701

Any party may designate a different address or representative to receive notices provided that such designation is sent in writing to the other party in accordance with this paragraph.

**IN WITNESS WHEREOF**, the agencies hereto have caused this Cooperative Agreement to be executed as of the day and year herein below.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

**TRUCKEE MEADOWS FIRE  
PROTECTION DISTRICT**

\_\_\_\_\_  
BOB LUCEY, CHAIR  
Truckee Meadows Fire Protection District  
Board of Fire Commissioners

ATTEST:

\_\_\_\_\_  
Washoe County Clerk

**CARSON CITY FIRE  
DEPARTMENT**

\_\_\_\_\_  
BOB CROWELL  
Mayor of Carson City

ATTEST:

\_\_\_\_\_  
Carson City Clerk

**Annual Operating Plan  
between  
Truckee Meadows Fire Protection District  
and  
Carson City Fire Department**

**CARSON CITY FIRE DEPARTMENT**

**EQUIPMENT**

Equipment responding to an incident on an equipment resource order ("E" number) will be billed for hour worked as indicated on the Crew Time Report/Shift Ticket and will include travel time and personnel costs.

Structure Engine (Type 1 or 2) (Type 1 Staffed with 4, Type 2 staffed with 3)	\$418/hr
Brush Engine -Type 3 through Type 6 (Staffed with 2-3)	\$322/hr
Water Tender (Staffed with 2)	\$265/hr
Squad/Air Unit (Staffed with 2)	\$265/hr
Haz Mat Unit (No staffing -vehicle only)	\$245/hr
Ambulance (ALS) (Staffed with 2)	\$260/hr

**PERSONNEL**

Personnel responding to an incident on an overhead resource order ("O" number) will be billed on a portal to portal basis. Vehicles used by overhead personnel will be billed on a daily rate (calendar day) and do not include mileage. Portions of one day will count as a full day. The rate schedule for vehicles is listed below.

Chief Officer	\$92/hr
Captain	\$60/hr
Driver/Operator	\$54/hr
Firefighter/Paramedic	\$54/hr
Firefighter	\$49/hr
Investigator/Inspector	\$69/hr

**VEHICLES**

Sedan	\$45/day + \$.535/mile
Pickup (1/2 ton or smaller)	\$55/day + \$.535/mile

Van \$65/day + \$.535/mile  
Pickup (3/4 or larger) & SUV \$80/day + \$.535/mile

**CONTACT PERSONS AND PHONE NUMBERS**

Sean Slamon, Fire Chief  
(775) 283-7722  
(775) 842-1549 cell

**STATION LOCATIONS**

Station #51 -777 S. Stewart Street, 89701  
Station #52 -2600 College Parkway, 89706  
Station #53 -4649 Snyder Avenue, 89701  
Station #54 (Seasonal wildland station) -2222 W. College Parkway, 89703

**DUNS NUMBER**

782889851

**TAX ID NUMBER**

88-6000189

**MAILING ADDRESS**

Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701  
Phone: (775) 887-2210  
Fax: (775) 887-2209

**FREQUENCIES TO BE USED**

RX	TX	RX Tone	TX Tone	USE
154.4300	153.8450	71.9	71.9	Main
154.1450	154.1450	NIA	NIA	Tac 1
155.6850	155.6850	NIA	NIA	Tac 2

## **TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**

### **BILLING RATES**

All rates based on actual cost to the Fire Protection District. Billed rate will be at the actual cost and may be different than the rate quoted in this document.

### **APPARATUS RATES**

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

- |                             |              |
|-----------------------------|--------------|
| • Structure Engine - Type I | \$190.00/hr. |
| • Brush Engine - Type III   | \$170.00/hr. |
| • Water Tender              | \$170.00/hr. |
| • Patrol Truck – Type VI    | \$100.00/hr. |
| • Rescue                    | \$75.00/hr.  |
| • Heavy Rescue              | \$175.00/hr. |
| • Air Truck                 | \$150.00/hr. |
| • Fuel Truck                | \$75.00/hr.  |
| • Water Rescue Unit w/Boats | \$75.00/hr.  |
| • Hazmat Unit               | \$225.00/hr. |
| • Heavy Mechanic Truck      | \$125.00/hr. |

### **SUPPORT VEHICLE AND EQUIPMENT RATES**

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

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

#### **County or Fire District Owned Vehicles:**

- |                                |   |
|--------------------------------|---|
| • Command Vehicle              | \$96.00/day plus \$0.53.5 per mile          |
| • SUV/Pickup (½ ton and below) | \$86.00/day plus \$0.53.5 cents per mile    |
| • Pickup (¾ ton and above)     | \$96.00/day plus \$0.53.5 cents per mile    |
| • Polaris UTV<br>order)        | \$150.00/day (must be ordered via resource  |
| • Privately Owned Vehicle      | \$0.53.5 cents per mile                     |
| • Masticator<br>additional     | \$115.00/hr. plus fuel costs or \$44.00/hr. |
| • Ambulance                    | \$125.00/hr.                                |

## **PERSONNEL RATES**

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

<b>40 Hour Rate</b>	<b>Regular</b>	<b>OT</b>	<b>CB OT</b>
Chief	74.63		
Deputy Chief	TBD		
Division Chief	71.40	107.10	
Battalion Chief	59.66	89.49	125.21
<b>40 Hour Rate</b>	<b>Regular</b>	<b>OT</b>	<b>CB OT</b>
Logistics Chief Officer	45.61	68.41	95.72
Fire Marshal	56.28	84.42	107.72
Fire Prevention Specialist I	38.44	57.66	73.57
Fire Prevention Specialist II	38.44	57.66	73.57
Fleet Manager	56.28	84.42	107.72
Fire Mechanic	38.44	57.66	73.57
Fire Mechanic/Logistics Assistant	34.50	51.75	66.03
Training Captain	46.94	70.41	98.51

<b>56 Hour Rate</b>	<b>Regular</b>	<b>OT</b>	<b>CB OT</b>
Battalion Chief	42.62	63.93	89.45
Training Captain	30.48	45.72	63.97
Captain	30.48	45.72	63.97
Operator	27.16	40.73	56.99
Paramedic	25.62	38.43	53.77
Firefighter	23.05	34.58	48.38

## **BILLING ADDRESS**

Truckee Meadows Fire Protection District  
P.O. Box 11130  
1001 E. Ninth Street  
Reno, NV 89520-0027

## **CONTACT INFORMATION**

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

Cindy Vance, Chief Fiscal Officer  
(775) 326-6070

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

**DUNS NUMBER**

006811244

**TAX ID NUMBER**

EIN # 38-3856902

**STATION LOCATIONS****Career Stations**

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

**Volunteer Stations**

Station #221 – 11525 Red Rock Rd., Silver Lake  
Station #223 – 130 Nectar St., Lemmon Valley  
Station #225 – 400 Stampmill Dr., Wadsworth  
Station #227 – 3010 Lakeshore Blvd., Washoe Valley  
Station #229 – 6015 Ironwood Rd., Palomino Valley  
Station #301 – 345 Bellevue Rd., Washoe Valley  
Station #351 – 165 Bridge St., Verdi

**COMMUNICATION**

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



**IN WITNESS WHEREOF**, the parties hereto have caused this Annual Operating Plan between Carson City Fire Department and Truckee Meadows Fire Protection District to be executed as of the day and year herein below

Truckee Meadows Fire Protection District

\_\_\_\_\_  
Bob Lucey, Chair  
Truckee Meadows Fire Protection District  
Board of Fire Commissioners

\_\_\_\_\_  
Date

Carson City Fire Department

\_\_\_\_\_  
Sean Slamon, Fire Chief  
Carson City Fire Department

\_\_\_\_\_  
Date

ATTEST:

ATTEST:

\_\_\_\_\_  
Washoe County Clerk

\_\_\_\_\_  
Carson City Clerk

**BOARD OF FIRE COMMISSIONERS**

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

**FIRE CHIEF**

Charles A. Moore

**DEPUTY DISTRICT ATTORNEY**

David Watts-Vial



**NOTICE OF CANCELLATION**

for

the scheduled meeting on

**August 15, 2017 at 9am**

of the

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



## MEMORANDUM

July 12, 2017

To: Board of Fire Commissioners  
Truckee Meadows Fire Protection District

Fm: Charles A. Moore, Fire Chief

Re: **Fire Chief's Report**

Due to the volume of brush fire responses, statistical summaries are not available this month. Reports will be presented in September.

Attached is a tabulation of the current census of volunteers.

I will present information at the meeting on the following topics:

- Update on recent wildfire activity
- Update on Verdi fire protection and water resources
- Update on the volunteer program and TMPFD support of Gerlach.

AGENDA ITEM #8

# Aspen Fire 315 Acres 7/10/2017

 Buildings  GeoMAC Perimeter

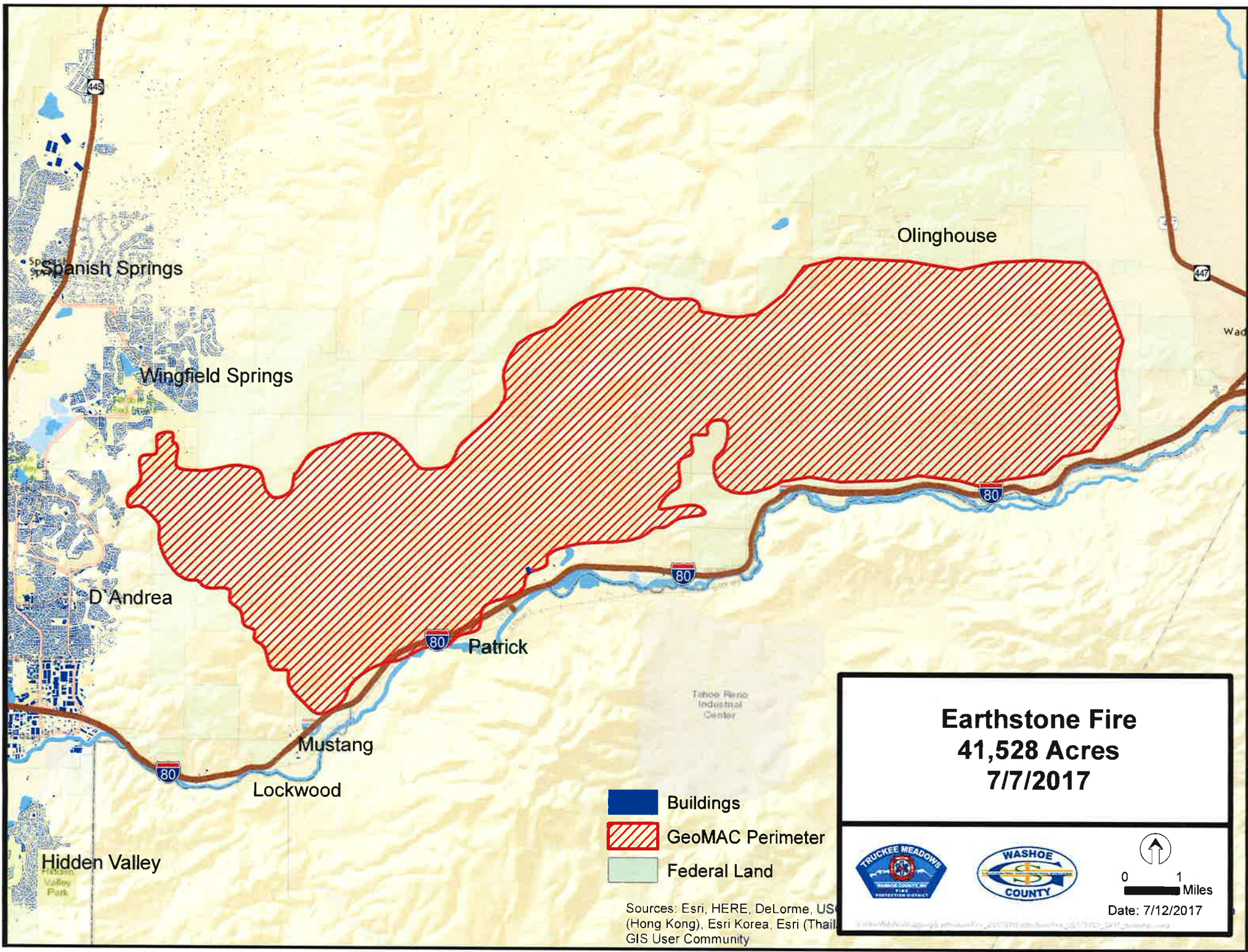


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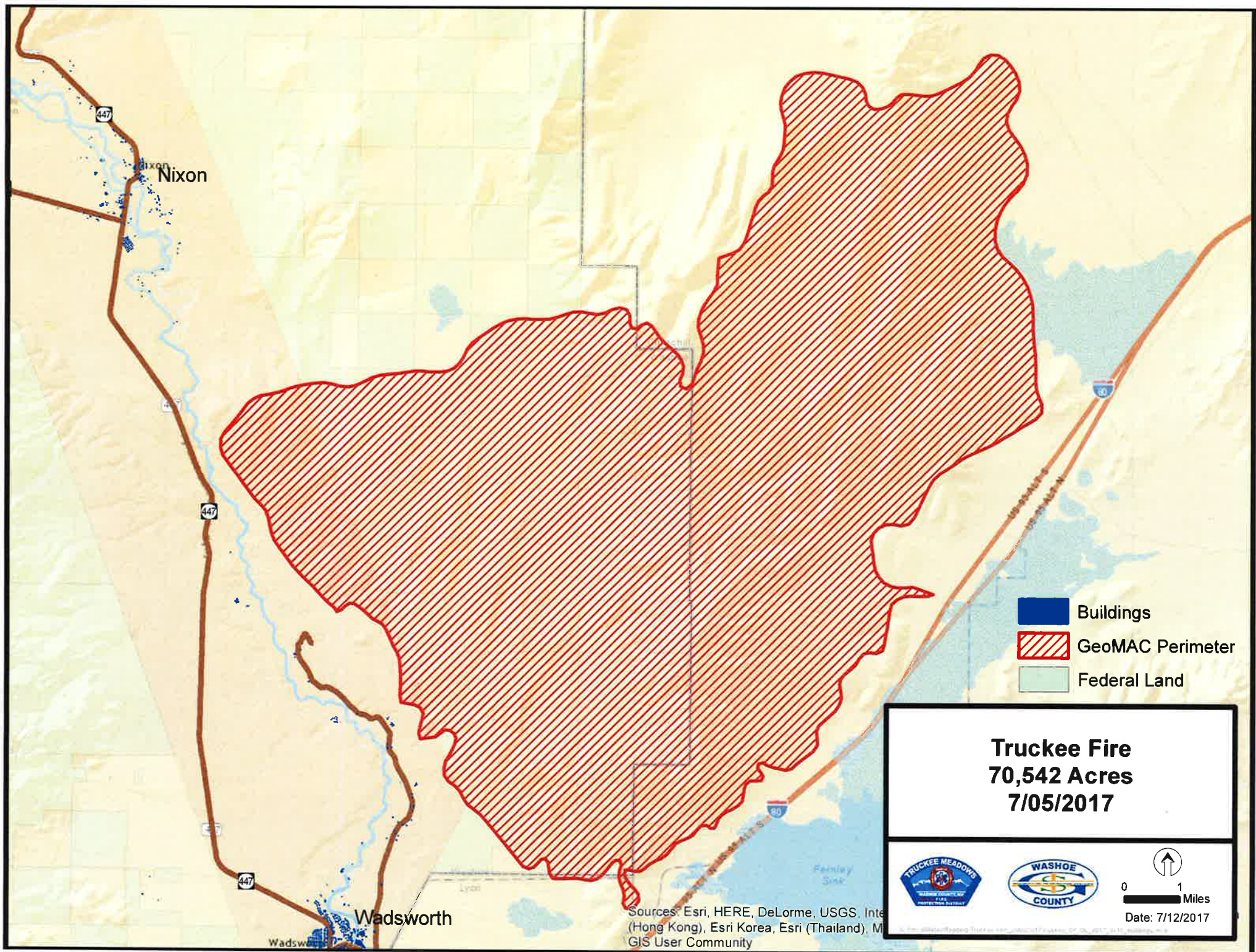
Date: 7/12/2017

Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

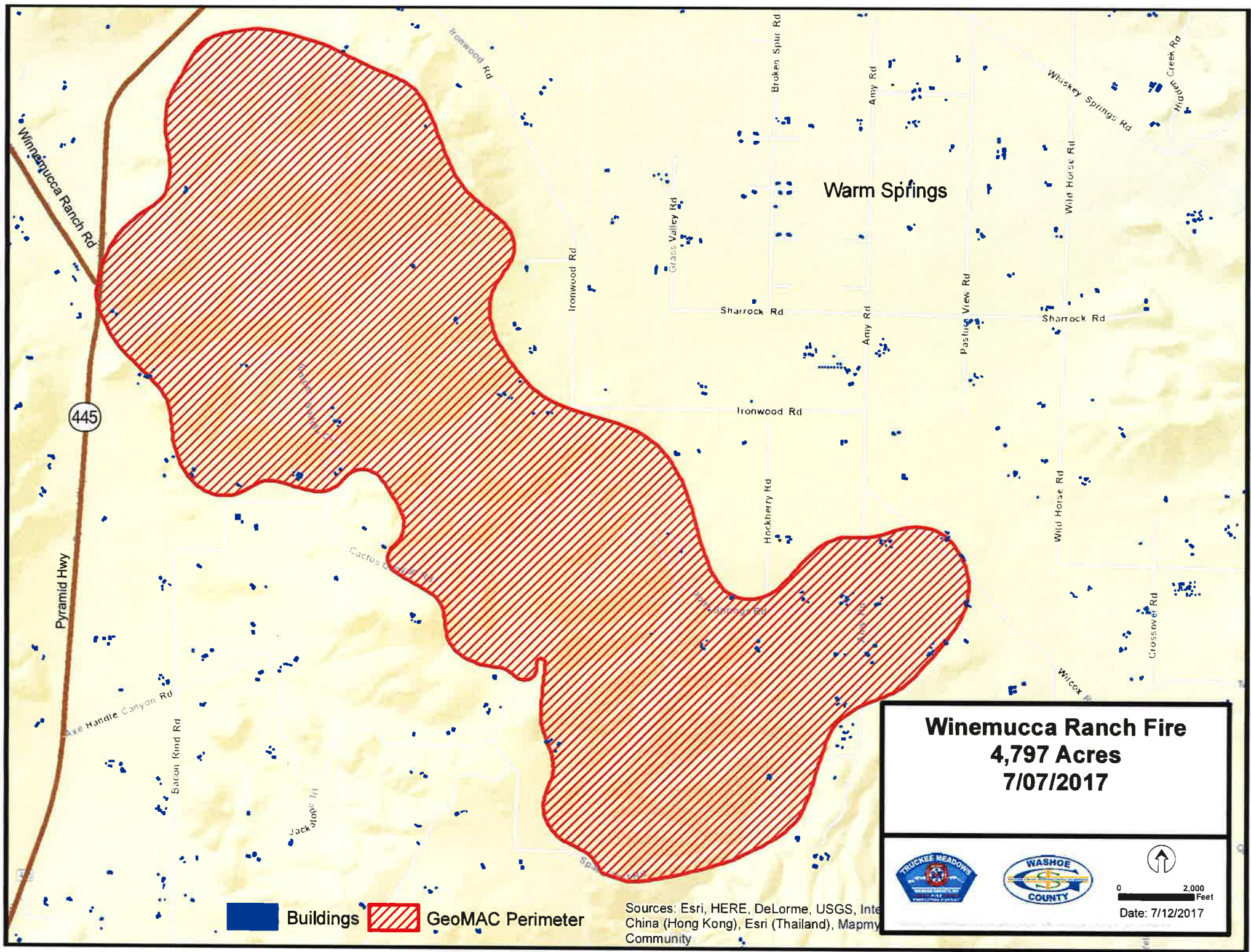












Warm Springs

**Winemucca Ranch Fire**  
**4,797 Acres**  
**7/07/2017**



0 2,000 Feet

Date: 7/12/2017

Buildings GeoMAC Perimeter

Sources: Esri, HERE, DeLorme, USGS, Intel, China (Hong Kong), Esri (Thailand), Mapmy Community



## Truckee Meadows Fire Protection District

### Status Summary Volunteer Program July 2017

Stations	Operational Volunteers	Support Volunteers	Recruitment Onboarding Process
North Valleys			
Lemmon Valley 223	7	1	7
Silver Lake 221	5	3	6
Palomino Valley Auxiliary 229	3	7	5
Verdi 351	6	0	7
South Valleys 227/301	14	6	6
Gerlach 242*	8	1	1
Red Rock 240*	8	3	2
Administrative Office		3	2
<b>Totals</b>	<b>51</b>	<b>24</b>	<b>36</b>

*\*District Volunteers at Washoe County Fire Services Station*

### Status Summary Reserve Program July 2017

Reserves	Operational Volunteers	Recruitment Onboarding Process
	5	6





# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2016

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 5, 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](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Discussion, approval and authorization of the District's support of the Board of County Commissioners consideration of a County-wide ban on Target shooting, except at dedicated shooting ranges, for the duration of fire season. (All Commission Districts)

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### SUMMARY

Discussion, approval and authorization of the District's support of the Board of County Commissioners consideration of a County-wide ban on Target shooting, except at dedicated shooting ranges, for the duration of fire season..

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

### PREVIOUS ACTION

None

### BACKGROUND

TMFPD, and adjoining jurisdictions, have experienced an increase in target shooting related fires in May and June of 2017. The condition of our fuels, weather and wind along with the ability for target shooting to cause fires, makes it extremely dangerous to the community. A County-wide ban on target shooting, except at dedicated shooting ranges, for the duration of fire season, could prevent future wildfires that could threaten residents and their properties within our community.

### FISCAL IMPACT

There is no fiscal impact with this staff report.

### RECOMMENDATION

Staff recommends approval and authorization of the District's support of the Board of County Commissioners consideration of a County-wide ban on Target shooting, except at dedicated shooting ranges, for the duration of fire season.

### POSSIBLE MOTION

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

*"I move to approve and authorize the District's support of the Board of County Commissioners consideration of a County-wide ban on Target shooting, except at dedicated shooting ranges, for the duration of fire season."*



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 10, 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](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Recommendation that the Board of Fire Commissioners ratify Fiscal Year 2017 reimbursements from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums in the amount of \$230,890.81. (All Commission Districts)

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### SUMMARY

Recommendation that the Board of Fire Commissioners ratify Fiscal Year 2017 reimbursements from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums in the amount of \$230,890.81.

**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.

June 21, 2016, 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 and that all such reimbursement requests will be brought before the Board of Fire Commissioners at least annually for their subsequent review and ratification.

### **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.

Legal counsel for the Trust advised that the Board of County Commissioners (BCC) may grant approval in advance for quarterly reimbursement to TMFPD from the OPEB Trust as directed by the Comptroller's office, with subsequent ratification by the Board of County Commissioners. District staff seeks advance approval from the Board of Fire Commissioners for quarterly requests for reimbursement from the Trust to the District's General Fund.

### **FISCAL IMPACT**

Quarterly reimbursement from the OPEB Trust to TMPPD totaling \$230,890.81 was used to offset retiree insurance premiums for a net zero impact to the FY17 budget.

### **RECOMMENDATION**

Recommendation that the Board of Fire Commissioners ratify Fiscal Year 2017 quarterly reimbursements from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the total annual net cost of retiree health insurance premiums in the amount of \$230,890.81.

### **POSSIBLE MOTION**

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

*"I move to ratify Fiscal Year 2017 reimbursements from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums in the amount of \$230,890.81."*



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 10, 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](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Recommendation to approve change orders for additional work in the amount of \$38,870.57 for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV from Houston Smith Construction as defined in Attachments. (Commission District 2)

### SUMMARY

Recommendation to approve change orders for additional work in the amount of \$38,870.57 for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV from Houston Smith Construction as defined in Attachments.

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

### PREVIOUS ACTION

May 17, 2016, the Board of Fire Commissioners approved the District's FY 16/17 Budget and adopted the Capital Improvements Plan for Fiscal Year 2017 which included the remodel of Galena Station #39.

July 19, 2016, the Board of Fire Commissioners awarded a bid for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV to the lowest responsive and responsible bidder, Houston Smith Construction, in the amount of \$210,000.

### BACKGROUND

During the review of District facilities, staff confirmed that to better accommodate the career crew at Station 39, the station needs a remodel. Washoe County Capital Projects staff prepared bid documents for the project. Bids were received from four (4) general contractors and Houston Smith Construction, the apparent low bidder with a bid of \$210,000, was awarded the bid.

Additional work is necessary to complete the project. The additional work includes:

- \$9,398.80 for additional costs to update the contract for current materials cost due to the delay in the timing of the project.
- \$11,685.00 for all hookups for the mobile housing
- \$3,472.00 for walkway between mobile house and apparatus man door
- \$5,512.96 for kitchen updates and keyed locks to bedroom wardrobes
- \$5,770.80 for updated windows
- \$720.00 for tankless water heater
- \$2,311.01 to update front door and install security lock

### **FISCAL IMPACT**

The approved FY17/18 budget includes sufficient funding for the addition work to complete the remodel of Galena Station #39.

### **RECOMMENDATION**

Staff recommends of approval of change orders for additional work in the amount of \$38,870.57 for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV from Houston Smith Construction as defined in Attachments.

### **POSSIBLE MOTION**

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

*"I move to approve change orders for additional work in the amount of \$38,870.57 for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV from Houston Smith Construction as defined in Attachments."*



4010 DRAKE WAY CARSON CITY, NV 89704  
PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

April 28, 2017

**Change Order 1**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Orders:**

We are proposing the following change orders for the remodel of TMFPD Fire Station 39.

Original contract price \$210,000.00

Updated proposed contract price: \$219,398.80

**Net contract increase of \$9398.80**

Mobile housing on site: All hookups for mobile to include all electrical and plumbing as discussed at site meeting. **\$11,685.00**

**Total change order increase: \$21083.80**

Owner's Agent (print name)

Owner's Agent Signature

Date

\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)



4010 DRAKE WAY CARSON CITY, NV 89704  
PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

May 3, 2017

**Change Order 2**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Order:**

We are proposing the following change order for the remodel of TMFPD Fire Station 39.

Prep base walk off pad from temporary housing unit to apparatus man door to create level walking surface using type II base. Approximately 20 x 80 area at entrance side of mobile unit and approximately 8 feet wide walk off to apparatus man door.

Change order: \$3100.00  
Profit & overhead: \$372.00  
**Total change order: \$3,472.00**

Owner's Agent (print name)

Owner's Agent Signature

Date

\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)



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PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

June 27, 2017

**Change Order 3**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Order:**

We are proposing the following change order for the remodel of TMFPD Fire Station 39.

Additional kitchen cabinet reconfiguration to include peninsula and full height pantry per revised floor plan. **\$3640.13**

Office desk option with laminate top and bank of drawers to match kitchen. **\$504.00**

Add keyed locks to each bedroom wardrobe. **\$450.00**

Change order: \$4,594.13  
Profit & overhead: \$918.83  
**Total change order: \$5,512.96**

Owner's Agent (print name)

Owner's Agent Signature

Date

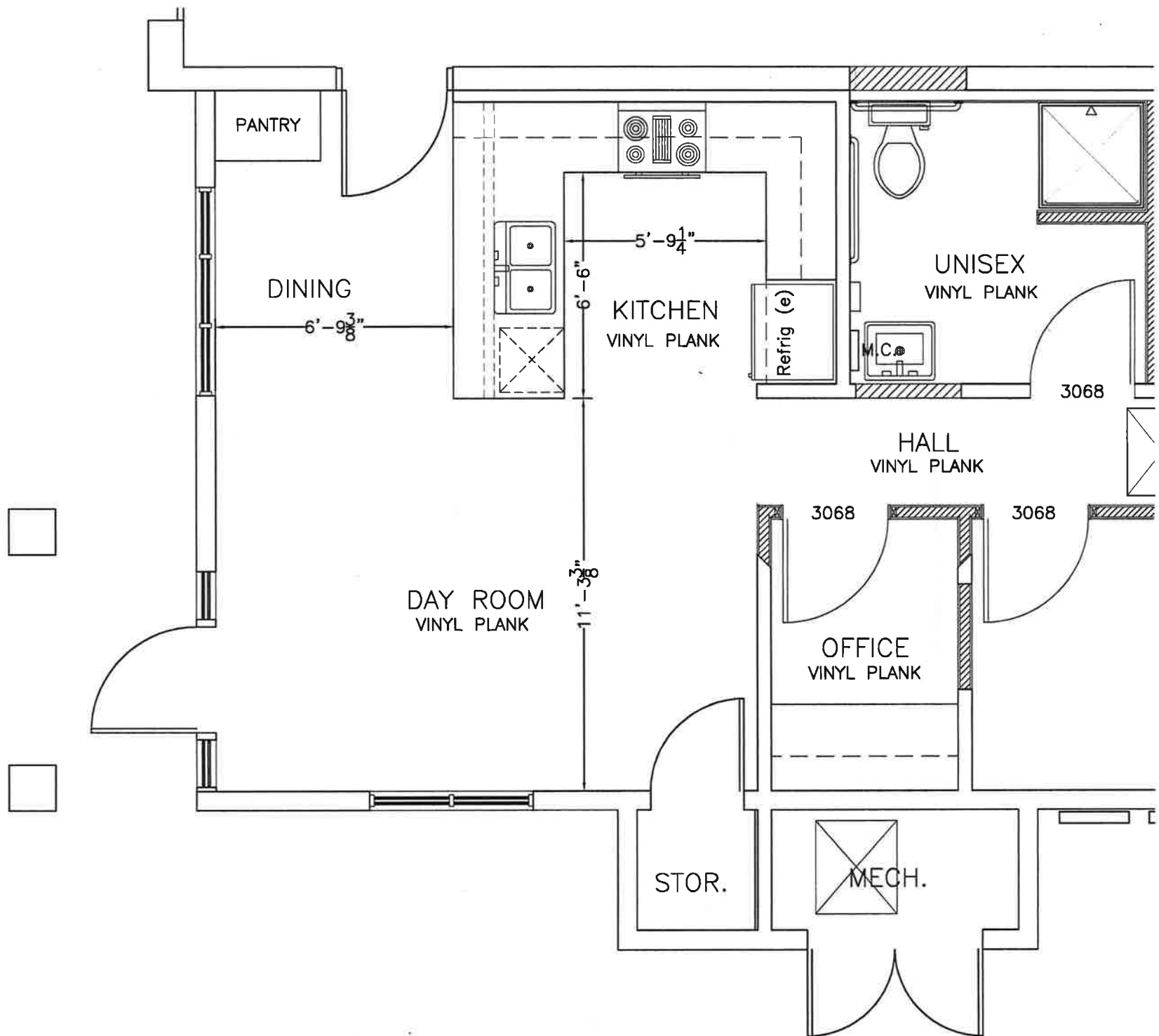
\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)







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PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

June 27, 2017

**Change Order 4**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Order:**

We are proposing the following change order for the remodel of TMFPD Fire Station 39.

Supply and install 7 new Milgard Ultra series fiberglass windows. Exterior color to be cinnamon.  
Interior color to be almond.

<b>Deduct for original window installation</b>	<b>\$(1,020.00)</b>
<b>Change order:</b>	<b>\$ 5,829.00</b>
<b>Net Change Order:</b>	<b>\$ 4,809.00</b>
<b>Profit &amp; overhead:</b>	<b>\$ 961.80</b>
<b>Total change order:</b>	<b>\$ 5,770.80</b>

Owner's Agent (print name)

Owner's Agent Signature

Date

\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)



4010 DRAKE WAY CARSON CITY, NV 89704  
PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

---

June 27, 2017

**Change Order 5**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Order:**

We are proposing the following change order for the remodel of TMFPD Fire Station 39.

Supply and installation of on demand tankless hot water heater.     **\$600.00**

Change order:     \$600.00  
Profit & overhead: \$120.00  
**Total change order: \$720.00**

---

Owner's Agent (print name)

Owner's Agent Signature

Date

\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)



4010 DRAKE WAY CARSON CITY, NV 89704  
PHONE 775-849-1802 FACSIMILE 775-546-6255  
NV LICENSE 70322 LIMIT \$700,000.00  
NV LICENSE 61088 LIMIT \$50,000.00  
NV LICENSE 61089 LIMIT \$50,000.00

June 27, 2017

**Change Order 6**

TMFPD Fire Station 39 Remodel  
4000 Joy Lake Rd.  
PO# 5500021497

**Change Order:**

We are proposing the following change order for the remodel of TMFPD Fire Station 39.

Supply and install Smooth Star textured fiberglass reinforced front door with Kaba E-Plex2000 security lock- per attached specifications.

Change order: \$1925.84  
Profit & overhead: \$385.17  
**Total change order: \$2,311.01**

Owner's Agent (print name)

Owner's Agent Signature

Date

\*This change order approves the itemized change orders, as listed above.\*

Respectfully Submitted,

Rollin Smith  
President

The costs are based on current pricing of construction materials. The market is extremely volatile and continued price escalation is anticipated. If you have any questions or require further information please contact me at (775-750-0203)

## Smooth-Star Door System Specifications

DOOR PANELS	<p>Faces: 1/16-inch minimum thickness, proprietary fiberglass-reinforced thermoset composite, surface lightly textured, accepts most exterior and interior paints. Door edges: machinable kiln-dried pine, primed, lock edge reinforced with engineered lumber core, lockset area reinforced with solid blocking for hardware backup.</p> <p>Door bottom edge: moisture- and decay-resistant composite.</p> <p>Core: foamed-in-place polyurethane, density 1.9 pcf minimum. Except where certification does not permit, standard factory sizes may be end trimmed in shop or field to suit replacement door size requirements.</p>
OPTIONAL FACTORY-GLAZED GLASS OR GLASS INSERTS	<p>Factory-glazed: perimeter moldings flush with skin and made as integral part of skin. Glass minimum 1/8-inch tempered, two panes with sealed airspace between typically 3/8-inch to 1/2-inch. Options for grooved, etched, Low-E, or grille between glass (GBG). Optional removable wood grilles. Optional permanent external lite dividers.</p> <p>Inserts (lites): perimeter frames in raised-molding patterns, molded from composite, wood-grained in natural hardwood patterns, paintable, screw-fastened to doors, screw holes concealed with grained plugs in matching material. Tested to withstand high service temperatures resulting from exposure behind storm doors or dark finishes. Glass minimum 1/8-inch tempered, two panes with sealed airspace between, airspace typically 1/4-inch to 3/4-inch. Options for leaded decorative glass panel or wrought iron grille in air space between tempered glass panes with brass, brushed nickel or black nickel coming finishes. Wrought iron grille available in matte black only. Options for grooved, etched, Low-E, grille between glass (GBG), or mini-blinds. Optional removable wood grilles. Optional permanent external lite dividers.</p>
OPTIONAL DECORATIVE PANELS	Molded from proprietary fiberglass-reinforced composite, surface lightly textured, accepts most exterior and interior paints, fastened with very high bond tape.
GASKETING, WEATHERSTRIPPING	Jacketed thermoset open-cell foam, press-fit in kerfs at jamb stops in frames. Extruded thermoplastic elastomer, finned and chambered design, press-fit into bottom kerf of doors. Corner pads at bottom margin corners from jacketed thermoset open-cell foam.
HINGES, STRIKES, MULTI-POINT LOCKING SYSTEM	Steel, with a variety of finishes. Screws plated and finished to match hardware. Standard hinge size 4 x 4 x .098 inches. Strikes are proprietary adjustable type, permitting in-out adjustment of door in frame, up to 3/16 inch. Multi-point locking system is available in manual shootbolt or tongue versions.
FRAMES	Milled from 5/4 kiln-dried pine, profiled with 1/2-inch stop, standard depth 4-9/16 inches. Other frame depths available to match wall constructions. Exterior casing brickmould in WM180 pattern available. Optional frames in exterior grade red oak with matching brickmould. Optional rot resistant jambs.
SILL, SWING-IN, SWING OUT, SIDELITE OPTIONS	<p>Wide range of sill options: fixed threshold, adjustable threshold, and public access available in bronze, mill, satin nickel and brass finishes.</p> <p>Double-door models: double door available with both leaves active and locking astragal available.</p> <p>Sidelite options: flush-glazed or lite insert models, with embossed panel &amp; glass moldings, in 10 inch, 12-inch and 14-inch widths. Sidelite systems available with mullions separating doors from sidelites, and continuous sills and frame head, or as separately framed and cased units joined together.</p>
TRANSOM OPTIONS	Transom frames, either rectangular, elliptical or half round, match door frames and have matching exterior brickmould. Transom frames in primed pine or clear northern red oak to match door frame option. Clear, Low-E, or etched insulated glass. Options for leaded decorative glass panel or wrought iron grille in air space between tempered glass panes with brass, brushed nickel or black nickel coming finishes. Wrought iron grille available in matte black only.

BEYOND SECURITY

KABA

E-Plex<sup>®</sup>  
2000



Electronic pushbutton lock eliminates problems and costs associated with issuing, controlling and collecting keys and cards. Verifies exterior access while allowing free egress.

E-Plex 2000 locks are powered by three AA batteries that load into a slide-up battery tray in the outside housing, which eliminates wires through the door and allows for continuous operation up to 100,000 cycles.

## Features

### *No Wires*

Requires no wiring to or through the door—eliminates risk of damage from pinched wires that can result in costly callbacks

### *Locking Device Options*

- Cylindrical: Cylindrical latch with 3-hour UL/ULC fire rating
- Rim Exit Device: Compatible with most leading brands of Exit Devices (Exit Device and mounting hardware not included)
- American Standard Mortise: With 1 5/8" (32 mm) face plate; with and without deadbolt, auto deadbolt also available

### *Number of Codes*

Multiple Users—100 Codes

### *Handing*

Non-handed; pre-assembled for left-hand door installations—easily changed in the field

### *Audit Trail*

The most recent 1,000 Events are recorded in memory, including the use of mechanical key override. Software is required to view audit Events.

### *Programming*

Lock is easily programmed via keypad without removing lock from the door or with optional Microsoft® Excel®-based software

### *Key Override (Optional)*

- Optional Key-in-Lever cylinder in Schlage "C" Keyway with black Kaba cap
- Small format—Best and equivalent (6 or 7-pin length)

### *Operation Modes*

- PIN access
- Passage—can be toggled on/off or can be pre-programmed to re-lock after a certain number of hours
- Lockout

### *Authority Levels*

Five different levels allow who has access to specific lock functions, including: Service Codes—programmed for one-time access or "come-and-go" access for 1 to 24 hours

#### *Key Override Options*

Key-in-Lever Cylinder	Kaba 1539 6-pin cylinder—Schlage “C” Keyway
Interchangeable Core	Small format—Best and equivalent (6 or 7-pin length); cylinder not included

#### *Installation*

Ease of Installation	No wiring to or through the door—no risk of pinched wires
Door Preparation	Cylindrical and Exit Trim—ASA 161 (easily installs on door preparation with three additional through bore holes; wood or metal doors) Mortise—ASA 86 door preparation with three additional through bore holes
Door Thickness	Cylindrical Model: 1 $\frac{3}{8}$ " (35 mm) to 2 $\frac{1}{2}$ " (64 mm); pre-assembled to accommodate doors 1 $\frac{5}{8}$ " (41 mm) to 2" (50 mm) Exit Trim and Mortise Models: 1 $\frac{3}{4}$ " (44 mm) to 2 $\frac{1}{4}$ " (57 mm); pre-assembled to accommodate doors 1 $\frac{3}{4}$ " (44 mm) to 2 $\frac{1}{8}$ " (54 mm)
Items Supplied Include	Cylindrical and Mortise—Lock assembly, installation manual, template, quick reference guide, operations manual, and required hardware Exit Trim—Lock assembly, installation manual, template, quick reference guide, operations manual, and required hardware. Exit Device and mounting hardware not included
Additional Items Supplied with Key-in-Lever Cylinder Model Only	Includes Universal Kaba 1539 6-pin cylinder, two nickel silver keys, and Schlage “C” Keyway.
Accessibility Standard	Americans with Disabilities Act (ADA)
Fire Rating	UL 10C fire rated
Durability	ANSI/BHMA Grade 1 Certified (A156.25, A156.2, A156.13, A156.3)
Environmental	Indoor/Outdoor approved; -31 °F (-35 °C) to 151 °F (66 °C); Windstorm approved/certified

#### *Warranty*

Warranty	3-year warranty from date of installation; built-in warranty counter in lock memory
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# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 7, 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](mailto:cmoore@tmfpd.us)

**SUBJECT:** Recommendation to approve extra work authorizations in the amount of \$21,480 for Civil Design services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in the following attachments: Extra Work Authorization dated May 10, 2017 and the Proposal for Construction Staking dated March 15, 2017. (Commission District 2)

### SUMMARY

Staff is requesting approval of extra work authorizations in the amount of \$21,480 for Civil Design services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in the following attachments: Extra Work Authorization dated May 10, 2017 and the Proposal for Construction Staking dated March 15, 2017.

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

### PREVIOUS ACTION

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.

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.

June 21, 2016, the Board approved the Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services for the station 14 project.

January 24, 2017, the Board of Commissioners reversed the Board of Adjustment's denial of Special Use Permit Case Number SB16-010 (Truckee Meadows Fire Protection District, Station Number 14) which requested approval of a special use permit for the construction and operation of a new fire station. February 21, 2017, the Board approved extra work authorizations in the amount of \$40,350 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. and to authorize future Extra Work Authorization not to exceed 10% of the current approved contract."



## **BACKGROUND**

The District purchased land near the intersection of Foothill Road and South Virginia Street for the replacement of an inadequate fire station. The Board has approved architectural/engineering services to be provided by TSK for this project. The District with the assistance of Washoe County Community Service Department has awarded the Construction Manager-at-Risk (CMAR) bid to develop the final design of Station 14 to CORE Construction. This Agreement with CFA, Inc. is to provide civil design services on the final CMAR package and provide construction staking. 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 \$175,450 for the preparation of the special use permits for Station 14, Station 39, and Station 37 as well as final designs and the parcel map for Station 14. If approved, this new agreement would take the total amount for these projects for this vendor to \$196,930. These extra work authorizations are a 12% increase over the previously approved agreement. Therefore, this item is being presented to the Board for approval.

## **FISCAL IMPACT**

These extra work authorizations will increase fiscal year 2018 costs for the Station #14 project by \$21,480. The current cost changes have been included in the District's Capital Improvements Program which was approved by the Board during the fiscal year 2018 budget process.

## **RECOMMENDATION**

It is recommended that the Board of Fire Commissioners approve extra work authorizations in the amount of \$21,480 for Civil Design services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in the following attachments: Extra Work Authorization dated May 10, 2017 and the Proposal for Construction Staking dated March 15, 2017.

## **POSSIBLE MOTION**

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

*"I move to approve extra work authorizations in the amount of \$21,480 for Civil Design services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in the following attachments: Extra Work Authorization dated May 10, 2017 and the Proposal for Construction Staking dated March 15, 2017."*



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PLANNERS • LANDSCAPE ARCHITECTS

## EXTRA WORK AUTHORIZATION

PROJECT NO.:

15023.01

DATE:

May 10, 2017

**Client:** Washoe County

**Project Name:** TMFPD Station #14 – Special Use Permit (SUP) and Final Design (CMAR)

**Agreement (contract) Date:** 12/22/2015 – PO 5500020607

### DESCRIPTION OF WORK

#### Task 1

Complete site revision to include new NV Energy design to eliminate vault and move feed location north on Foothill Road. Update trench patch location, T-pad location and conduit locations. Coordinate electrical design changes with Electrical Engineer and Traffic Engineer so all plans are cohesive. Fee: \$1,500

#### Task 2

Revise sidewalk for ADA connection between residential portion of building and apparatus bays. Update site and grading plans to add new sidewalk and remove previously connected sidewalk, and adjust pedestrian ramp grades at public parking lot. Fee: \$1,500

#### Task 3

Update Section Details and recommendations for Foothill Widening per updated Geotechnical Report. Fee: \$500

#### Task 4

Perform Value Engineering Revisions, participate in Constructability Review meetings, and implement changes, as requested by Washoe County and TMFPD, per discussions with CORE Construction. Assemble and distribute "RFP" drawing set. Make corrections for RFI's, revise and distribute "Addendum #1" drawing set. Update, assemble, and distribute Conformed Drawings after issuance of Building Permit. Coordinate all plan changes with all sub-consultants and Architect for all sets above (RFP, Addendum #1, Conformed). Fee: \$5,000

### TOTAL FEE

Task C2D – Additional VE, Constructability and Bid Document Changes .....\$ 8,500

**Total \$ 8,500**

In witness whereof, the parties hereto have accepted, made and executed this agreement for work upon the terms, conditions and provisions stated above, the day and year first written above.

**CFA, Inc.**

By: 

Title: Director of Engineering

Date: 5-10-2017

**Client:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

X:\Projects\15023.01\Admin\Proposals & Contracts\2017-05-09 EWA\TMFPD 14-EWA 5-10-17.docx



**ENGINEERS ■ LAND SURVEYORS**  
**PLANNERS ■ LANDSCAPE ARCHITECTS**

March 15, 2017

VIA E-mail: [wwardell@washoecounty.us](mailto:wwardell@washoecounty.us)

Bill Wardell-Project Coordinator-Capital Projects  
Washoe County Community Services  
1001 E. Ninth Street, Building A  
Reno, NV 89520

**RE: PROPOSAL FOR CONSTRUCTION STAKING-TRUCKEE MEADOWS FIRE PROTECTION DISTRICT-STATION #14,  
FOOTHILL ROAD, RENO, NV**

Dear Bill,

We have prepared this proposal based on a review of the plans and our experience on similar projects. Your decision to retain CFA as the surveyors for the construction staking will ensure that this project will progress smoothly and efficiently. There is a definite advantage to using surveyors who were actively involved in the design of the project and are closely integrated with the project engineers. The following outlines our scope of services and associated fee to perform this staking. CFA will provide one set of stakes for the items listed below.

**TASK A – ROUGH GRADING**

- Stake the sawcuts as shown on Sheet C2.0 of the plan set.
- Stake the building pads for the Apparatus Bay and Main Building and set benchmarks around the perimeter of the site.
- Slope stakes on the north and east side of the site, detention pond and swales as shown on Sheet C4.0.
- The entranceways and parking areas will be staked at 50-foot intervals along with grade breaks, radius points and beginning and ends of curves.
- Provide pad certification letters upon completion of the finished pads.

**TASK B – UTILITIES**

Utilities will be staked with two stakes per manhole and one stake per lateral and angle point. Staking will be provided for the following items:

- Sanitary sewer and sand oil interceptor.
- Storm Drain (does not include staking of roof drains).
- Water, gas and meter boxes.
- Light standards and electric boxes.

**TASK C – FINISH GRADE**

- The final building/gridlines for both buildings will be staked at an offset as agreed upon with your superintendent.
- The curb along Foothill and Broken Hill Road, entranceways, parking areas will be staked at 50-foot intervals on tangent and 25-foot intervals in curves, along with radius points, beginning and ending points of curves, grade breaks and islands.
- Trash Enclosures, stairs and select sidewalk staking.
- Foundation certificates will be issued for the horizontal and vertical location of the buildings.

**TASK D – OFFICE SUPPORT**

CFA will provide the necessary office support and calculations to assist our survey crews in the field.

**TASK E – GRADING AND DRAINAGE CERTIFICATE**

Once construction is complete, CFA's inspector will verify that the grading and drainage is in compliance with the approved grading plan that was submitted to Washoe County. A Grading and Drainage Certificate will be issued stating that the grading and drainage are in compliance with the approved plan.

**FEE**

CFA will perform the services outlined above for the following fee:

Tasks A – E.....\$12,980

This quote is based on paying our field personnel Prevailing Wage Rates for Washoe County. We have reviewed the addendums and this quote is based accordingly. We will work with your superintendent to schedule the staking. This quote is also based on CFA supplying the staking in half-day increments or more. Any additional staking, re-staking or time to meet minimum ½ day mobilization will be provided on a time and materials basis.

Thank you for allowing us the opportunity to provide this proposal to you. We look forward to working with you on this project. If you have any questions, please feel free to call me at 775-856-7072.

Sincerely,



Robert O. LaRiviere, P.L.S.  
President



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2016

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 5, 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](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Approve the purchase of one hundred thirty-five (135) Self Contained Breathing Apparatus and associated equipment from MES in the amount of \$842,275.19. (All Commission Districts)

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### SUMMARY

Approve the purchase of one hundred thirty-five (135) Self Contained Breathing Apparatus and associated equipment from MES in the amount of \$842,275.19

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

### PREVIOUS ACTION

None

### BACKGROUND

Currently TMFPD utilizes 3 different styles of Scott Safety SCBA's: The AP-50 bell style, AP-50 HUD style and the AP-75. These currently range in age from ten to fifteen years old. Due to increase of repairs on our current SCBA's, the district has seen an increase in costs with parts and man hours for labor. For example a new HUD driver kit is approximately \$750 for each unit and a new main electrical cable for an AP-75 is approximately \$365 per unit. Over the last few years we had to replace numerous main cables and HUD drivers due to failures. We have also had to upgrade our testing equipment to meet the new standards for the new Scott X-3 SCBA causing delays and additional parts as the new testing software is designed for the new X-3 SCBA even though it is compatible with our current SCBA's.

With this purchase Truckee Meadows Fire Protection District (TMFPD) will become compliant with the 2013 NFPA 1981 Standard on Open Circuit Self Contained Breathing Apparatus (SCBA) for Emergency Services. In addition TMFPD will also upgrade to the new higher temperature rating face piece and obtain lighter weight SCBA cylinders.

This purchase enables TMFPD the transition into one standard SCBA for the entire district as we continue to phase out the existing models over the next few years as the current SCBA cylinders reach the end of their shelf life.

### FISCAL IMPACT

This purchase is exempt from competitive bidding per NRS 332.115.3(a)(b): The purchase of personal safety equipment for use by a response agency or any other local governmental agency is not subject to the requirements of this chapter for competitive bidding, as determined by the governing body or its

authorized representative, if (a) The personal safety equipment will be used by personnel of the response agency or other local governmental agency in preventing, responding to or providing services of recovery or relief in connection with emergencies, acts of terrorism or other natural or man-made disasters in which the health, safety or welfare of those personnel may be compromised, impaired or otherwise threatened; and (b) The cost of the personal safety equipment is comparable to the cost of similar personal safety equipment that is available for purchase by the public.

Although the purchase was exempt from the bidding process, looking to complete due diligence the District reached out to several vendors and requested quotes for this equipment. Three vendors, including MES, Ross Equipment and Cascade Fire Equipment all returned with quotes. MES's quote returned at the lowest rate. The District has purchased from MES in the past and feels confident that in addition to being the lowest quote, they can provide the equipment in a timely fashion

The approved FY17/18 budget includes sufficient funding for the purchase of these SCBA Cylinders and associated equipment.

### **RECOMMENDATION**

Staff recommends approval of the purchase of one hundred thirty-five (135) Self Contained Breathing Apparatus and associated equipment from MES in the amount of \$842,275.19.

### **POSSIBLE MOTION**

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

*"I move to approve the purchase of one hundred thirty-five (135) Self Contained Breathing Apparatus and associated equipment from MES in the amount of \$842,275.19."*



2330 West University Drive  
Unit #10  
Tempe, AZ 85281

## Quote

**Date** 6/5/2017  
**Quote #** QT1083629  
**Expires** 8/18/2017  
**Sales Rep** Richardson, Barry J  
**PO #**  
**Shipping Method** FedEx Ground

### Bill To

Truckee Meadows Fire Protection  
1001 E. 9th ST BLDG D 2nd FL  
Reno NV 89512

### Ship To

ATTN Brian Paquette  
Truckee Meadows Fire  
1001 E. 9th ST. Bldg. D, 2nd Floor  
Reno NV 89512

Item	Part #	Description	QTY	Unit Sale Pr.	Amount
Scott X3	Scott X331502...	Scott X3315022200302 Scott X3 Scott Safety Air-Pak X3. 5500 PSIG, Backframe, Shoulder Quick Disconnect Regulator, PASS, Dual EBSS Buddy Breather, Pak-Tracker, CGA Threads. Please note this part number DOES NOT include Cylinder or Facepiece.	135	5,607.17	756,967.95
200969-01		CYL&VALV,CGA,CARB,45/5500 ASSY Scott Safety 45 Minute 5500 PSIG Cylinder, CGA Threads, valve Assembly	88	1,054.13	92,763.44
200969-01		CYL&VALV,CGA,CARB,45/5500 ASSY Scott Safety 45 Minute 5500 PSIG Cylinder, CGA Threads, valve Assembly	87	0.00	0.00
201215-02		AV-3000 HT (M), KVL R Scott Safety AV3000HT High Temp Facepiece, Size Medium.	63	262.60	16,543.80
201215-02		AV-3000 HT (M), KVL R Scott Safety AV3000HT High Temp Facepiece, Size Medium.	62	0.00	0.00
Used Airpak Credit		TMFPD Scott Air Pak Trade in Credit.	1	(24,000.00)	(24,000.00)

**Subtotal** 842,275.19  
**Shipping Cost (FedEx Ground)** 0.00  
**Total** \$842,275.19

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1083629



PH: 801-566-2437 | FX: 801-565-0671 | [receptionist@rossequip.com](mailto:receptionist@rossequip.com)

Date \_\_\_\_\_




**CASCADE FIRE  
EQUIPMENT COMPANY**

P.O. BOX 4248 • MEDFORD, OREGON 97501  
 (800) 654-7049 • (541) 779-0394 • Fax (541) 779-8847  
[sales@cascadefire.com](mailto:sales@cascadefire.com) • [www.cascadefire.com](http://www.cascadefire.com)

# QUOTE

ACCOUNT 0002198

SHIP TO TRUCKEE MEADOWS FIRE PROT DIST  
 PO BOX 11130  
 RENO NV

DATE	QUOTE NO.	SALESPERSON	TAKEN BY	PAY TYPE
05/25/17	072170	3	Todd	Net 30

LINE	QTY	UNIT	PROD	DESCRIPTION	UNIT PRICE	EXT PRICE
1	135	EA	X331502220302	X3 A/P 5.5 PSI STD HARNESS QD REG DUAL EBSS PASS	8280.000	1117800.00
2	175	EA	SC200969-01	CYL&VALV, CGA CARB, 45/5500	1630.000	285250.00
3	125	EA	SC201215-05	AV3000 HT MASK W/COMM BRACKET	395.000	49375.00
4	60	EA	M1234	BUYBACK AP 75	50.000	3000.00

TOTAL FREIGHT	TOTAL TAX	TOTAL
0.00	0.00	1455425.00



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** July 10, 2017  
**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners  
**FROM:** Alex Kukulus, Battalion Chief  
**THROUGH:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Discussion and possible approval to create six additional full-time Firefighter/Paramedic positions. (All Commission Districts)

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### SUMMARY

Discussion and possible approval to create six additional full-time Firefighter/Paramedic positions.

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

### PREVIOUS ACTION

On November 22, 2016 the TMFPD Fire Board approved a similar request for the addition of three positions at that time. Since then, the District has had several vacancies occur in addition to those that were anticipated last year. The District is also conducting a trial period of additional staffing in Sun Valley and Verdi, which could lead to additional future full-time positions.

### BACKGROUND

The District is currently conducting a recruitment to establish a list for the position of Firefighter/Paramedic. There are currently five (5) vacant positions within the District, but the District anticipates several additional vacancies in the coming months due to the possibility of promotions and/or retirements, in addition to the potential permanent staffing of additional apparatus and/or positions. Although these vacancies are anticipated, they cannot be filled until the current position control numbers are vacated. When the District fills vacancies with new Firefighters, they must be trained through a comprehensive training program or academy. This training requires a great deal of planning, resources, and expense, so it is advantageous for the District to minimize the number of new recruit academies that it conducts. This training process also takes approximately four months, so the lead time on getting new firefighters on the line is lengthy. By authorizing additional positions, the District can hire ahead of the anticipated vacancies so that the new employees are trained and ready for assignments at the time the currently filled positions become vacant.

Due to the anticipated future vacancies, the District is seeking Board approval to create six new full-time Firefighter/Paramedic positions (for a total of 11 vacancies, including the 5 existing vacancies). As personnel retire and/or promote, internal personnel may fill any promotions, and the six newly

authorized positions would be drawn down from to fill the vacancies without the need for additional hiring and conducting a training academy at that time.

The District currently requires 36 personnel for each shift (eleven three person crews, plus one Safety/Training Officer, and two Battalion Chiefs). However, the District currently has 2 additional “floater” firefighters assigned to each shift (37<sup>th</sup> & 38<sup>th</sup> person), who are used to fill daily vacancies due to vacation, sick leave, etc. This request for 6 additional Firefighter/Paramedics would cause there to be up to 4 “floater” firefighters on each shift (40 personnel/shift). The result of adding these floaters to each shift, would be a corresponding reduction in overtime needed to fill daily vacancies as they occur. However, at this time due to a large number of vacancies due to long term workers comp injuries and projected retirements, it is not anticipated that the District will actually have four floaters per shift because they will be assigned to vacancies upon their completion of probationary training.

### **FISCAL IMPACT**

The fiscal impact of hiring six (6) additional Firefighters/Paramedics including salary and benefits is \$1.3 Million. This cost would be offset by a corresponding reduction in overtime, particularly mandatory overtime, and anticipated near future retirements making the fiscal effect negligible. There are currently 4 vacancies allowed per day in operational staffing and only 2 floaters per shift to cover for these vacancies. These 6 additional Firefighters/Paramedics will provide 2 additional floaters for each of the 3 shifts to cover for the daily vacancies instead of paying overtime and prepare the District for anticipated retirements. Therefore, the costs of hiring the additional staff would be offset by a reduction in overtime costs and future position vacancies.

However, TMFPD would see cost savings by hiring the 6 additional Firefighter/Paramedics due to a reduction in staff planning, resources and expense if the District would have to establish another comprehensive training program or academy to hire this staff when the anticipated promotions and retirements occur. Each training program or academy for new hires costs the District an estimated minimum cost of \$15,000.

### **RECOMMENDATION**

Recommendation is for the approval to create six additional full-time Firefighter/Paramedic positions.

### **POSSIBLE MOTION**

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

*“Move to approve the creation of six additional full-time Firefighter/Paramedic positions.”*



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: July 18, 2017

Fire Chief \_\_\_\_\_  
Finance \_\_\_\_\_  
Legal \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_

**DATE:** June 2, 2017

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

**FROM:** Dena Wiggins, Human Resources Administrator  
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**THROUGH:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)

**SUBJECT:** Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the chief's contract based on the evaluation to include possible changes to compensation and benefits. (All Commission Districts)

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### SUMMARY

This item is the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the chief's contract based on the evaluation to include possible changes to compensation and benefits. The annual performance evaluation is a requirement as stated in the Employment Agreement.

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

### PREVIOUS ACTION

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

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

January 17, 2017, The Board of Fire Commissioners approved Amendment No. 2 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.

March 21, 2017, the Board approved a list of evaluators for a 360 evaluation of the Fire Chief and directed that the evaluation be distributed.

**AGENDA ITEM # 15**

## **BACKGROUND**

This item is the annual performance evaluation of the Truckee Meadows Fire Protection District Fire Chief Charles Moore for the period of April, 2016 through April, 2017. A 360 evaluation was prepared by the TMFPD Human Resources Administrator and distributed to the list evaluators

The Fire Chief's Employment Agreement section 7 addressing evaluations for the Fire Chief are copied here for the Board's reference.

### **"7. EVALUATIONS**

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

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

The evaluation is attached to this staff report.

The Fire Chief's input on priorities for the following year are:

- A. Complete a revised Standards of Cover Plan. The plan will identify current service levels and a plan for future improvements related to growth.
- B. Complete Station 14 development and sale of existing property.
- C. Identify options and a development plan for Station 37 Hidden Valley
- D. Continue development of volunteer census and skills.
- E. Complete a facilities master plan that identifies plans for relocation and/or development of stations to meet the demands of future growth.
- F. Continue plans for succession and applicant pools for new positions
- G. Complete acquisition of new rolling stock to meet short term service needs.
- H. Total policy revisions and development of best practice manual.
- I. Increase critical training in key areas for both operational and supervisory skills.

## **FISCAL IMPACT**

There is no fiscal impact to this item.

**RECOMMENDATION**

It is recommended the Board discusses and approves an annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the chief's contract based on the evaluation to include possible changes to compensation and benefits.

**POSSIBLE MOTION**

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

*"I move to approve an annual performance evaluation for the Truckee Meadows Fire Protection District Fire Chief including... .."*

**360 Degree Performance Survey Results**

**for**

**Charles A. Moore, Fire Chief  
Truckee Meadows Fire Protection District**

**July 18, 2017**



## 2017 Annual Feedback Survey- TMFPD Fire Chief Charles Moore

**How long have you worked with this employee?**

Answer Options	Response Percent	Response Count
Less than 1 year	11.1%	2
1-2 years	16.7%	3
2-3 years	72.2%	13
<b>answered question</b>		<b>18</b>
<b>skipped question</b>		<b>0</b>

**What is your relationship to this employee?**

Answer Options	Response Percent	Response Count
Supervisor	0.0%	0
Employee	35.3%	6
Volunteer	11.8%	2
Peer	41.2%	7
Customer	11.8%	2
Other (please specify)		1
<b>answered question</b>		<b>17</b>
<b>skipped question</b>		<b>1</b>

**LEADERSHIP: Select the appropriate rating for each skill.**

Answer Options	Exceeds Requirements	Meets Requirements	Needs Improvement	N/A	Response Count
Innovation	9	8	0	0	17
Effective verbal communication	13	4	0	0	17
Ability to develop creative solutions	13	4	0	0	17
Commitment to community service	16	1	0	0	17
Demonstrates organizational commitment	14	3	0	0	17
Demonstrates the drive and energy to achieve	13	4	0	0	17
Fosters a climate of cooperation	15	2	0	0	17
Ability to motivate employees	11	5	0	1	17
Ability to motivate volunteers	6	10	1	0	17
Accessibility to employees, volunteers	12	1	1	2	16
Addresses difficult issues	13	3	0	0	16
Ability to make difficult decisions regarding employees	11	2	1	3	17
Dedication to providing the highest quality customer	15	1	0	0	16
Comments: Provide details of Success and/or Needs Improvement in this category.					8
<b>answered question</b>					<b>17</b>
<b>skipped question</b>					<b>1</b>

**PROBLEM-SOLVING & DECISION-MAKING : Select the appropriate rating for each skill**

Answer Options	Exceeds Requirements	Meets Requirements	Needs Improvement	N/A	Response Count
Identifies issues	10	7	0	0	17
Communicates issues	9	8	0	0	17
Ability to develop creative solutions and problem solving	13	4	0	0	17
Engages others in finding solutions	14	3	0	0	17
Reviews decisions and revises plans if necessary	12	5	0	0	17
Explains rationale behind decisions	10	6	0	0	16
Ability to make unpopular decisions and communicate	10	6	1	0	17
Comfortable with change/uncertainty, shows flexibility,	13	4	0	0	17
Comments: Provide details of Success and/or Needs Improvement in this category.					7
<b>answered question</b>					<b>17</b>
<b>skipped question</b>					<b>1</b>

## 2017 Annual Feedback Survey- TMFPD Fire Chief Charles Moore

**COMMUNITY RELATIONS: Select the appropriate rating for each skill.**

Answer Options	Exceeds Requirements	Meets Requirements	Needs Improvement	N/A	Response Count
Represents the Fire District in a positive manner	16	1	0	0	17
Provides information and education on issues	14	3	0	0	17
Works closely with the community to address issues	14	2	0	0	16
Is an advocate for the Fire District	16	1	0	0	17
Seeks community input	11	3	1	1	16
Is accessible to community members to address issues	14	2	0	0	16
Seeks to improve/enhance service delivery to community	14	2	0	0	16
Provides forums for community to inform/engage	12	3	0	0	15
Meets community expectations for fire and fire based	14	2	1	0	17
Provides community outreach and fire prevention	8	7	0	1	16
Comments: Provide details of Success and/or Needs Improvement in this category.					10
<i>answered question</i>					17
<i>skipped question</i>					1

**BOARD RELATIONS: Select the appropriate rating for each skill.**

Answer Options	Exceeds Requirements	Meets Requirements	Needs Improvement	N/A	Response Count
Provides information and education on issues	11	4	0	2	17
Develops balanced assessment of policy options	11	2	0	4	17
Demonstrates dedication to the Fire District	15	1	0	1	17
Is an advocate for the Fire District	15	1	0	1	17
Seeks Board direction regarding issues and challenges	11	4	0	2	17
Demonstrates fiscal responsibility	11	4	0	1	16
Effectively communicates with individual board members	13	2	0	2	17
Demonstrates understanding between policy versus	12	2	0	3	17
Is accessible to Board Members	11	2	0	4	17
Comments: Provide details of Success and/or Needs Improvement in this category.					5
<i>answered question</i>					17
<i>skipped question</i>					1

**PROFESSIONAL KNOWLEDGE: Select the appropriate rating for each skill.**

Answer Options	Exceeds Requirements	Meets Requirements	Needs Improvement	N/A	Response Count
Has current knowledge of national trends and advances	10	6	0	1	17
Comments: Provide details of Success and/or Needs Improvement in this category.					3
Demonstrates thorough knowledge of current fire and	10	6	0	0	16
Comments: Provide details of Success and/or Needs Improvement in this category.					1
Demonstrates commitment to enhance professional	11	5	0	1	17
Comments: Provide details of Success and/or Needs Improvement in this category.					2
<i>answered question</i>					17
<i>skipped question</i>					1