

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

Nathan J. Edwards



Notice of Meeting and Agenda

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

9:00 a.m.

Tuesday, April 28, 2020

No members of the public will be allowed in the BCC Chambers due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate. This meeting will be held by teleconference only.

The meeting will be televised live and replayed on Washoe Channel. <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> and also on Youtube at: <https://www.youtube.com/user/WashoeCountyTV>.

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.

**Public Comment.** Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. **As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar by accessing the following link: <https://zoom.us/j/93390817292>.** NOTE: This option will require a computer with audio and video capabilities. Additionally, public comment can be submitted via email to [washoe311@washoecounty.us](mailto:washoe311@washoecounty.us). The District will make reasonable efforts to include all comments received for public comment by email in the record. Please try to provide comments by 4:00 p.m. on April 27, 2020.

Pursuant to NRS 241.020, the Agenda for the Board of Fire Commissioners has been electronically posted at [www.washoecounty.us/tmfpd/fire\\_commissioners/](http://www.washoecounty.us/tmfpd/fire_commissioners/) and <https://notice.nv.gov>. Pursuant to Section 3 of the Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and further, the requirement that notice agendas be physically posted within the State of Nevada has been suspended.

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 (3663 Barron Way, 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/fire\\_commissioners/](http://www.washoecounty.us/tmfpd/fire_commissioners/); and <https://notice.nv.gov>

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:

A. Recommendation to approve the meeting minutes from the March 31, 2020 Board of Fire Commissioners Meeting. (All Commission Districts) FOR POSSIBLE ACTION.

**Attachments:** [Item #5A 2020-03-31 Draft Meeting Minutes](#)

B. Recommendation to authorize Truckee Meadows Fire Protection District temporary employees who have successfully completed an established driver training program to drive District vehicles to support District operations. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #5B Temporary Workers Driving Authorization Staff Report](#)

C. Recommendation to approve an Interlocal Agreement between Washoe County on behalf of the Washoe County Sheriff's Office and Truckee Meadows Fire Protection District to provide testing and training connected to Self-Contained Breathing Apparatus (SCBA) equipment for the period of May 22, 2020 to May 22, 2022 with an option to extend one additional year. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #5C SCBA Interlocal Agreement Staff Report](#)  
[Item #5C SCBA Services Interlocal Agreement 2020](#)

D. Recommendation to approve a Motor Vehicle Accident Response Rate Schedule for Truckee Meadows Fire Protection District when responding to and providing emergency services for Motor Vehicle Accidents (MVA's). Pursuant to NRS 474.550, this rate schedule would serve as a means of recovering expenses of the district for responding to an MVA in its jurisdiction that constitutes an emergency that threatens human life that is willfully or negligently caused by the person to be billed. Under the rate schedule proposed, accident responses would be divided into two different categories and be based on averaged costs of vehicle depreciation, equipment use, and personnel time: Tier 1 (\$300) and Tier 2 (\$500). Tier 1 responses would entail a standard response of a single engine and its crew. Tier 2 responses would entail higher level actions including but not limited to additional engines or vehicles and their crews, as well as extrications of people from vehicles. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:**    [Item #5D MVA billing Staff Report](#)  
[Item #5D MVA billing Billing Schedule](#)

E. Recommendation to approve an increase in the salary range for the Truckee Meadows Fire Protection District Chief Fiscal Officer job classification from \$84,217.74 - \$109,476.64 to \$101,061.29 - \$131,371.97 and authorize a 10% salary adjustment/increase (from \$109,476.64 to \$120,424.30) for the current CFO retroactively to February 7, 2020. These increases are based on the recommendations of the Korn Ferry/Hay Group (KF), which was engaged to perform an analysis of the scope of current job duties and local pay data to ensure the recommended range is fair when compared to similar positions in close geographic proximity to TMFPD. KF is recommending a 20% increase to the current base salary range, with the new midpoint reflecting the 25th percentile of the national public sector market data in KF's database. Consistent with the range spread of the current salary range, KF is recommending that the minimum of the range be 80% of the midpoint and the maximum of the range be 120% of the midpoint. (All Commission Districts.) FOR POSSIBLE ACTION

**Attachments:**    [Item #5E CFO Salary Range Amendment Staff Report](#)

F. Recommendation to approve revised resolution “TM07-2020 - Truckee Meadows Fire Protection District Resolution to augment the district's FY 19/20 Capital Projects Fund capital outlay account budget from the capital projects fund beginning fund balance account budget in the amount of \$475,000 for the purpose of the purchase of property” to clarify and include all Parcel Numbers (050-220-61, 050-220-62, 050-220-63, 050-220-64, 050-220-65 and 050-220-66) associated with the purchase and to update the sources of additional resources to include the interest account available for augmentation. This augmentation is part of the district’s purchase and resolution--approved at the March 31, 2020, meeting--of the 6 acre parcel at 0 White Pelican in the Washoe Valley area for the purpose of a future new fire station and other emergency services facilities to consolidate and replace stations 30 (Bowers) and 32 (Eastlake). (Commission District 2)  
FOR POSSIBLE ACTION

**Attachments:** [Item #5F Revised Resolution Staff Report](#)  
[Item #5F Land Purchase Budget Augmentation REVISED](#)  
[Resolution TM07-2020](#)  
[Item #5F Land Purchase Budget Augmentation Resolution](#)  
[TM07-2020 - ORIGINAL](#)

G. Recommendation to adopt guidelines for the Truckee Meadows Fire Protection District Board of Fire Commissioners agendas to identify and clarify the standards for placement of an item on the Consent Agenda. Proposals include but are not limited to limiting consent agenda to “housekeeping items” that do not require significant discussion on the part of the Board, setting a maximum amount of \$150,000 on any appropriations placed on the consent agenda, and allowing individual commissioners to pull any item from the consent agenda in order to holder a full discussion on the item. If approved, approve a resolution stating the approved standards. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #5G Agenda Placement Guideline Staff Report](#)  
[Item #5G Agenda Placement Guideline Resolution TM09-2020](#)

End of Consent

6. Recommendation to accept a Commission District 4 Special Fund Grant in the amount \$5,000 sponsored by Washoe County Commissioner Vaughn Hartung to support Truckee Meadows Fire Protection District's Ash Can Program and if approved, approve a resolution augmenting the Truckee Meadows Fire Protection District General Fund Budget. Since 2013, the Ash Can Program is used to provide ash cans at no charge to county residents to help reduce the risk of fire caused by improper ash disposal and improper disposal of oily rags. Cans cost approximately \$16.66 a piece, and this donation will cover the cost of approximately 300 ash cans. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #6 \\$5000 Hartung Special Fund Donation Staff Report](#)  
[Item #6 Grant Award Budget Augmentation Resolution](#)  
[TM08-2020](#)

7. Recommendation to accept a donation of a 100 N95 masks from Jenson Precast, Sparks NV and 800 N95 masks, 100 latex gloves and 400 respirator masks from A1 Automotive in support of the Truckee Meadows Fire Protection District operations and responses in relation to the Covid-19 pandemic and express appreciation for the thoughtful contributions. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #7 Mask and Glove Donation Staff Report](#)

8. Fire Chief Report: FOR POSSIBLE ACTION

A. Informational briefing on operational matters and activities for the month of March and April 2020 to include the following items:

1. Hidden Valley Station 37 development update to include discussion regarding a possible acquisition of 5335 Pelham and sale of 5445 Pelham.
2. Correspondence Regarding Off Duty CPR Save.
3. Review of TMFR Readiness Through the Pandemic and COVID Testing Plans for Staff.
4. Discussion and Informational Briefing on SAFER Grant Opportunities.
5. Wildfire Season Preparedness

B. Commissioner Dashboard: Status update on ongoing Commissioner requests of the Fire Chief

C. Review of recent critical calls response statistics for February 2020 to include Mutual and Auto Aid for our regional partners.

**Attachments:**    [Item #8 Chiefs Monthly Report for April 2020](#)  
[Item #8A.2 CPR Save Letter 1](#)  
[Item #8A.2 CPR Save Letter 2](#)  
[Item #8A.4 Safer Grant FAQ's](#)  
[Item #8B Commissioner Request DashBoard](#)  
[Item #8C February 2020 - Response Report](#)

#### End of Fire Chief Report

9. Presentation, discussion and possible direction to staff on the status of Fiscal Year 2019-20 budget with expected General Fund expenditures of \$30,765,997 and an estimated ending fund balance of \$8.5 Million Fiscal Year 2020-21 Tentative Budget with proposed General Fund expenditures of \$33,540,729 and an ending fund balance of \$4.8 Million for Truckee Meadows Fire Protection District. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:**    [Item #9 FY21TMFPD Budget Presentation Staff Report](#)

10. Recommendation to utilize two or more hours of staff time to research, conduct analysis and prepare staff reports on an in-depth account on Staffing for Truckee Meadows Fire Protection District for the last 8 years (since inception July 1, 2012) to include number of employees and cost for each station and cost savings from creating additional full time positions versus overtime as requested by Commissioner Jung. The estimated amount of staff time needed to fulfill this request is 24 hours at an approximate base cost of \$2,200, which does not account for possible overtime or district contributions to the Nevada Public Employee Retirement System. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:**    [Item #10 Utilize Staff Time Staff Report](#)

11. Recommendation to approve a 3-year contract in accordance with NRS 474.580 with NV Energy for the purpose of elimination of fire hazards to be paid to Truckee Meadows Fire Protection District (TMFPD) on a “time and materials basis” which includes personnel and equipment costs in an estimated amount of approximately \$1,748,625. The final amount will vary depending on services rendered. Services to be performed by TMFPD will consist primarily of vegetation management of ground fuels, such as clearing brush and other debris, within NV Energy service territory to reduce fire hazards and create combustible free space, as well as stand-by services when NV Energy is engaged in high fire risk activities. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #11 NV Energy Fuels Reduction Agreement Staff Report](#)

12. Recommendation to authorize the Chair to execute an agreement with Colliers International to negotiate a sublease on behalf of Truckee Meadows Fire Protection District for approximately 10,000 square feet of warehouse space located at 1315 Greg Street, Suite 105, for a commission of 7.5% of the rent for the entirety of the term, which is currently leased by Truckee Meadows Fire Protection District for logistics warehousing and fleet maintenance and authorize the Chair to sign and execute any related documents. The property is no longer needed by the district because of the district’s new lease and relocation of warehousing, fleet and administration to 3663 Barron Way, and a sublease will offset the rent and other charges paid by the District to the lessor each month (currently \$8,083). The sublease would constitute a partial disposition of property no longer needed by the district under NRS 474.470(7), and it would cover or partially cover the remainder of the district’s lease term. Which expires in December of 2021. (All Commission Districts) FOR POSSIBLE ACTION

**Attachments:** [Item #12 Sublease Authorization Staff Report](#)  
[Item #12 Colliers International Exclusive Right Sublease Agreement](#)

13. 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).
14. Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The District will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.

Adjournment