

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

TUESDAY

9:00 a.m.

MAY 17, 2016

PRESENT:

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

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

ABSENT

Vaughn Hartung, Commissioner

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

16-046F **AGENDA ITEM 3** Public Comment.

Ian Satterfield, President of the International Association of Fire Fighters (IAFF) Local 3895 said that the past month had been an incredibly busy month for them. He stated Local 3895 participated in the Wildland Fire Fighters Foundation Softball Tournament and raised \$300. He said they and the Washoe County Sheriff's Office organized and participated in the Guns for Hoses Golf Tournament. He indicated 144 golfers participated and the tournament raised \$19,153 for the Northern Nevada Children's Cancer Foundation. He proudly stated Local 3895 was victorious and took home the trophy. He said Local 3895 donated money to a victim of domestic violence so she could have a place to stay for the night. He said Captain Wayne Cirone donated \$500 to the Adopt a Vet Dental Program and also organized, with the assistance of the South Valleys Volunteer Fire Department, the installation of a concrete driveway for Captain Tim Lucich's house. Captain Lucich was diagnosed with cancer and lost one of his legs due to complications. He noted Kirk Harris retired after 30 years of service and he would be greatly missed. He said they would be hosting a retirement party for Mr. Harris, Ross Penny, and Bill Winchester on June 12th at Rancho San Rafael Park to thank them for their service to the community. He said Local 3895 would host the annual Kids Fire Camp in June and he thanked the members for their participation.

William T. Steward commented it was an election year and he talked about the possibility there would be new members on the Board and on the Reno and Sparks

City Councils. He was concerned about the future, how taxpayer's dollars would be spent and how safety would be provided. He was thankful that his daughter's class was able to visit a County Commission meeting and experience how the County functioned. He was concerned about the legacy that Washoe County would be leaving future generations. He thought the County could work with the other municipalities to ensure a bright future.

CONSENT ITEMS

- 16-047F** **4A** Approval of minutes from the April 19, 2016 meeting.
- 16-048F** **4B** Approval of the Interlocal Agreement – RAVEN Fire Training, Monitoring and Suppression Personnel and Equipment between the County of Washoe on behalf of the Washoe County Sheriff's Office and Truckee Meadows Fire Protection District for the provision, when requested of a helicopter or other aircraft and personnel.
- 16-049F** **4C** Possible approval to sell a surplus of 800 MHz hand held in "as in" condition from Truckee Meadows Fire Protection District to Washoe County for the amount of one hundred dollars (\$100.00)
- 16-050F** **4D** Possible approval to sell a surplus 1999 Ford F-350 Type 6 patrol fire apparatus ,VIN# 1FDSX35F9XEA92138, in "as is" condition from the Truckee Meadows Fire Protection District to Washoe County for the amount of \$1000.00; if approved, authorize the Fire Chief to sign required paperwork to complete the sale.

There was no public comment on these items.

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

- 16-051F** **AGENDA ITEM 5** Fire Chief Report. A. Report and discussion related to fire district operations. B. Career Statistics and Report for March 2016. C. Volunteer Statistics and Report for March 2016

Chief Moore provided an update on Station 14 and said they were waiting until August to get the special use permit. He said they were taking their time to ensure the design was right and that costs were calculated appropriately. He exhibited a video of the layout of the new station and stated the bays would face Foothill Road because most of the responses would turn right towards South Virginia Street. He explained the rear area of the station was where they were proposing to place a hose and training tower area, which would enable staff to practice on-site. He indicated the groundbreaking was anticipated for March of 2017 with completion of the construction scheduled for either

the end of 2017 or in January of 2018. He was pleased with the C-Mar process and was having Court Construction work directly with the architect.

Chief Moore was pleased with the effort the Palomino Valley Volunteers had put in at their station. He said they conducted a safety fair and it was well attended by the community. He noted the Silver Lake volunteers would be conducting a juniper event soon to encourage residents to remove the shrubs, which were very volatile because of the fuel they contained. He stated the succession plan was fully under way and he would be taking steps every month to meet with staff regarding advancement opportunities. He said the process would never be finished, but they would get much of the work completed in the next year.

Chair Jung questioned whether other agencies would be able to utilize the training area at the new Station 14. Chief Moore stated he would be happy to have any agency use the training tower. He explained it would not be a full-blown training station, but the drill tower would provide the opportunity to train on things that they normally would only be able to do at the Regional Public Safety Training Center. He said if the Cities of Reno or Sparks wanted to participate, they could do joint drills with the TMFPD. Chair Jung thought it was critical to have a plan for joint training and joint academies.

Commissioner Lucey said Foothill Road from South Virginia Street up to the station was a narrow road and he wanted to ensure the road was adequate for the fire engines. He thought it was important to have conversations with the County Manger regarding road improvements. Chief Moore said a conversation with the County Engineers would take place soon to discuss the road issue and there was a plan to widen at least the area in front of the station.

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

16-052F **AGENDA ITEM 6** Discussion and possible action to create two positions in concept titled Fleet Manager and Chief Officer of Logistics and authorize staff to reclassify two existing positions of Fire Mechanic and Fire Captain (assigned to Logistics) effective July 1, 2016 and submit the positions to NV-PERS for evaluation.

Chief Moore provided an organizational chart to the Board. He said the Board was informed that the plan was to bring fleet management back to the County. He explained the Truckee Meadows Fire Protection District (TMFPD) paid the County for two full-time mechanic positions, but there were times when the engines could not be repaired as fast as they needed them. He stated having mechanic positions under the TMFPD would allow them to have the engines repaired faster for the same amount of money. He said the plan was embedded in the budget and if the Board approved it, they could move forward to get the positions posted shortly after the beginning of the new fiscal year.

Chair Jung thought this was a great solution. She commended Chief Moore for his work to resolve current issues and for saving money.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Lucey, which motion duly carried with Commissioner Hartung absent, it was ordered that Agenda Item 6 be approved.

16-053F **AGENDA ITEM 7** Discussion and possible action to create a position in concept (based upon the draft job specification attached) titled Fire Mechanic and Logistics Assistant and submit the positions to NV-PERS for evaluation.

Chief Moore stated this item was to create the positions for the in-house engine repair program. He said the Truckee Meadows Fire Protection District (TMFPD) would benefit from having the repairs and maintenance on the fire engines in-house for the same budgeted dollars. He noted they rented a building on Greg Street in Sparks to house the positions.

There was no public comment on this item.

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

PUBLIC HEARINGS

16-054F **AGENDA ITEM 8** Public Hearing and possible action to approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24.

The Chair opened the public hearing by calling on anyone wishing to speak for or against Agenda Item.

Chief Moore stated the Cold Springs Volunteer Fire Department previously occupied the facility and the Bureau of Land Management (BLM) agreed to lease the building to the TMFPD. He noted the summer wildland crews would occupy the space during fire season so there would be a response from the TMFPD and the wildland crews for any wildfires in the northern area, particularly in the Cold Springs and Lemmon Valley areas.

Commissioner Berkbigler said this was great news and a great use for the space.

There was no public comment on this item.

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

The following agenda item #10 will be heard by the Fire Board of Commissioners who will convene solely as the Board of Fire Commissioners for the Sierra Fire Protection District.

16-055F **AGENDA ITEM 9** Discussion and action on the Sierra Fire Protection District Tentative Budget Tentative Budget, as well as possible changes to the adoption of the Final Budget for Fiscal Year 2016-17. This item may be continued on Tuesday, May 24, 2016 at 9:00 AM.

Vicki Van Buren, Chief Fiscal Officer, said this budget was simple and only existed to transfer the assets from the Sierra Fire Protection District to the Truckee Meadows Fire Protection District (TMFPD) as of July 1st. She stated after June 30, 2016, the Sierra Fire Protection District would no longer exist, but in order to transfer the assets and the fund balances, a current budget had to be completed. She noted there were some items listed as local government contributions because they could not be directly transferred from the Sierra Fire Protection District accounts to the TMFPD accounts. She said the other accounts could directly transfer into the TMFPD's appropriate accounts.

There was no public comment on this item.

Chair Jung reopened this agenda item later in the meeting to confirm the motion was presented correctly.

On motion by Commissioner Jung, seconded by Commissioner Lucey, which motion duly carried with Commissioner Hartung absent, it was ordered that Agenda Item 9 be approved.

The following agenda item #9 will be heard by the Fire Board of Commissioners who will convene solely as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District.

16-056F **AGENDA ITEM 10** Discussion and action on the Truckee Meadows Fire Protection District, as well as possible changes to the adoption of the Final Budget for Fiscal Year 2016-17. This item may be continued on Tuesday, May 24, 2016 at 9:00 AM.

Chief Moore gave an overview of the major initiatives and programs within the budget. He stated the TMFPD was in excellent financial health as they had been since the District was created in 2012. He said the projected ending fund balance was at 24 percent, which spoke to the quality of budget management and the ability to

sustain the operation. He indicated there were no differences in the level of service that citizens were accustomed to and he noted all stations were fully staffed at all times. He stated the budget contained major initiatives that would change the focus from external issues to dealing with more internal issues and to develop a revised standard of cover. He said they were working on the succession plan, internal communications, improvements to the internal and external websites, and determinations on equipment replacement. He indicated the heavy rescue truck needed to be replaced. He stated the vehicle carried a significant amount of special rescue tools and could generate an ample amount of electricity on a scene. He noted if there was a catastrophic event and the power was disrupted they could sustain a command post or a rescue operation for three to five days with the heavy rescue truck. He explained the process for managing volunteers noting that emergency medical services (EMS) had been a significant piece of the business for a number of years. He reviewed a 2015 incident statistics report and said staff recommended the development of a Chief Officer to manage EMS and to improve that portion of the business on a full-time basis. He reviewed the plans for training and recruiting. He stated the proposal was to add a Human Resources (HR) Specialist that would assist with the development of the hiring process, the management of benefits administration, and the HR functions that the County currently supported. He indicated the budget reflected the addition of one full-time position.

Commissioner Lucey asked Chief Moore to highlight the initiatives from the strategic plan that may affect the budget. Chief Moore replied the strategic plan placed emphases on emergency medical services (EMS) and quality improvement. He indicated many of the issues that were embedded in the strategic plan were placed in the budget. He said that internal communications was a significant need within the District to ensure all staff received the same information. He thought the Organizational Effectiveness Committee (OEC) not only assisted in resolving problems, but also celebrated the successes. He said the OEC would review the strategic plan and help prioritize department needs. He stated there were more initiatives than could be completed in one year, so the priorities would start at the top of the list and the OEC would monitor the progress.

Commissioner Berkbigler asked what good intent calls were and Chief Moore responded by stating they were calls that were thought to be emergencies but were not. He provided the example of a controlled burn reported as a brush fire or steam reported as smoke.

Commissioner Lucey asked if automatic aid affected the budget. He wondered if it had been more costly for the TMFPD in regards to the services provided versus services received from the City of Reno. Chief Moore replied he did not believe it had affected the budget at all because the total experience with the automatic aid calls had decreased. He stated they were tracking the events on a quarterly bases and the total number of calls to Reno were around 16 in the first and second quarters. He said there was not a significant need for the TMFPD to respond to Reno, or for Reno to respond for the TMFPD. He indicated going into fire season brush fires would increase some, but structure fires were predictable throughout the year.

Commissioner Lucey wondered if the addition of EMS to the budget would increase future budgets. Chief Moore stated it could show an increase depending on the City developments that were proximate to TMFPD stations. He said the City just annexed an area near Station 13 and the TMFPD was the closest to respond. He noted with EMS accounting for 80 percent of the business it had the most potential to affect to the budget. He thought the best way to provide for all-risk automatic aid was to install automatic vehicle locaters so the dispatcher could see who was closest to an incident regardless of jurisdiction.

Commissioner Berkbigler was curious about the projection of the \$2 million decrease in total revenues.

Vicki Van Buren, Chief Fiscal Officer, stated on page 3 of the staff report the next year's budget was covered. She indicated the revenues listed for 2016-17 included the \$3 million in transfers from the Sierra Fire Protection District, so the revenues would look inflated for that year. She stated next year's property tax budget would include the TMFPD and the Sierra Fire Protection District, so the total combined amount for the year would be \$16.1 million. She said the figures would increase annually because of the increase in property taxes. She stated there were many increases in the new budget such as health insurance, cost of living adjustments, a dispatch-training center and the volunteer position, which was previously paid for by a grant.

On the call for public comment, Robert Parker stated he looked at many fire department budgets. He said, for example, the City of Reno Fire Department could appear before the Capital Improvement Committee and request additional funds to purchase an unbudgeted fire engine. They could also appeal to Public Works for a major repairs to a fire station; or to the City Garage for major repairs to a fire engine. He said the TMFPD had their own budget, which had to encompass all of the unexpected costs. He said the Fire Chief for the Reno Fire Department was not running the entire department because he did not make capital purchases with the budget. He noted that Chief Moore had to run the entire department with the money that came in and he did a great job.

Chief Moore recognized his staff for the great work they did on the budget.

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

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Chair Jung reopened Agenda Item 9 for clarification of the motion.

16-057F **AGENDA ITEM 11** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

There was no closed session.

16-058F **AGENDA ITEM 12** Announcements/Reports.

Chief Moore stated next month he would be presenting the proposals for the standards of cover. He said it was important for the Board to review them to see if there were any specific directions they wanted to give the contractor.

Commissioner Lucey wanted staff to bring an update back to the Board about the agreement with the Regional Emergency Medical Services Authority (REMSA) regarding the utilization of the ambulance at Station 30 for transport. He asked Chief Moore to start applying for the Division of Forestry Fuel Reduction grants, which they had previously received. He wanted to receive basic updates on automatic aid and what would be needed for the 2017 Legislative session. He was concerned about the RESMA response times, but he thought that could improve now that they had a new CEO/Director.

Chair Jung asked for Local 3895 to have a standing Agenda Item each month to update the Board regarding their activities instead of doing so during public comment. She asked for an update on co-training with Incline Village, Reno and Sparks, and any other areas that should be co-training with the TMFPD. She wanted the update to include the training dates and the number of participants who attended the co-training. She commended Chief Moore for his work to get the TMFPD and the Sierra Fire Protection District combined. She noted he inherited some messy situations and subpar equipment along with the need to build more stations.

Commissioner Lucey asked if the EMS Battalion Chief was a new position. Chief Moore replied it was new and it was budgeted for the upcoming year.

Commissioner Berkbigler asked for details of the new volunteers and each new volunteer station so the Board could see how many volunteers were recruited. She also wanted the details about any problems and resolutions to be brought to the Board.

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

16-059F **AGENDA ITEM 13** Public Comment.

Cathy Brandhorst spoke about matters of concern to herself.

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9:59 p.m. There being no further business to discuss, the meeting was adjourned without objection.

KITTY K. JUNG, Chair
Truckee Meadows Fire
Protection District and Sierra
Fire Protection District

ATTEST:

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

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