

BOARD OF FIRE COMMISSIONERS, TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

TUESDAY 9:00 A.M. MARCH 16, 1999

Present:

Jim Galloway, Chairman
Ted Short, Vice Chairman
Joanne Bond, Commissioner
Pete Sferrazza, Commissioner
Jim Shaw, Commissioner
Roy Slate, Acting Fire Chief
Amy Harvey, County Clerk
Katy Simon, County Manager
Madelyn Shipman, Legal Counsel

The Board met in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

AGENDA AND MINUTES

In accordance with the Open Meeting Law, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, Chairman Galloway ordered that the agenda for the March 16, 1999, meeting be approved.

On motion by Commissioner Bond, seconded by Commissioner Sferrazza, which motion duly carried, Chairman Galloway ordered that the minutes of the regular meeting of January 19, 1999, be approved.

99-4F RESOLUTION - AUGMENTATION - 1998/99 GENERAL FUND BUDGET

A Notice of Intention to act on a Resolution to Augment the budget was published on March 10, 1999, for overtime expenditures (\$200,000) and for the EMT-Intermediate Life Support program expenditures to be transferred into the District's Capital Projects Fund as required by NRS 354.621.

It was explained that the augmentation is needed because of the unanticipated increase in expenditures in the overtime account. Commissioner Bond stated that there was an underestimation as to what that impact would be which resulted from the two-in two-out OSHA requirements for engine companies.

Acting Chief Roy Slate stated that they had asked for a fiscal compliance officer to help determine what it would cost and that, in addition to the OSHA requirements, there were many injuries, some months at a time, which affected the overtime. Chief Slate explained that when the two-in two-out law was passed it was addressed by different departments in different ways, and because the Truckee Meadows engine companies seem to be more isolated, and Chief Brunstrom elected to have a larger pool of relief personnel, this resulted indirectly or directly as an impact on overtime.

Commissioner Bond asked for clarification regarding the injuries. Chief Slate stated that some were off duty, a couple captains were gone for a while, and there was an incident where one was burned seriously, which all resulted in the use of overtime. He noted that the amount is down from last year's expenditure and that they had budgeted conservatively. He advised that whether or not this \$200,000 will be sufficient depends on the severity of the fire season.

A discussion ensued as to whether overtime should be offset with a new position, and Chief Slate stated that the problem is, not only the duration which is involved in the hiring process, but with the 13-week training, a person could not get on track to take care of it this year. Chief Slate then detailed when it is important to use overtime in response to inquiries regarding why it is

so high.

Commissioner Shaw referred to the overfilling of positions in the Sheriff's Department as a possible consideration for the Fire Department. Chief Slate stated that that will be looked at in the context of consolidation, and that for now, they continue bumping up the firefighters so captains and operators never get overtime. He added that he will not allow any waste of money if there is an alternative to be employed. Following discussion, on motion by Commissioner Shaw, seconded by

Commissioner Bond, which motion duly carried, it was ordered that the following be approved and executed:

RESOLUTION to Augment the 1998-99 Budget of the Truckee Meadows Fire Protection District

WHEREAS, the Beginning Fund Balance of the General Fund of the Truckee Meadows Fire Protection District was budgeted to be \$1,838,045 on July 1, 1998, and

WHEREAS, the actual Beginning Fund Balance of the General Fund was \$2,336,768, creating an unanticipated revenue source of \$498,723; and

WHEREAS, there is a need to apply these Unanticipated Funds to unbudgeted appropriations as stated forth in NRS 354.621;

Now, therefore, it is hereby RESOLVED, that the Truckee Meadows Fire Protection District shall augment its 1998-99 fiscal year budget by appropriating \$498,723 of Unanticipated Beginning Fund Balance for use in the General Fund, thereby increasing its total appropriations and other uses from \$11,335,784 to \$11,834,507. A detailed schedule is attached to this Resolution and, by reference, is made a part hereof.

IT IS FURTHER RESOLVED, that the County Clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

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Chief Slate advised that he will put together a summary sheet as not all the overtime is covering shifts but also needs outside of Engine Companies in projects that are being done by the District's personnel.

99-5F RESOLUTION - AUGMENTATION - 1998/99 CAPITAL PROJECTS FUND

A Notice of Intention to act on a Resolution to Augment the budget was published on March 10, 1999, in order to appropriate \$386,232 to be used to augment the District's Capital Projects Fund to be funded by appropriating \$137,509 of unexpected ending fund balance, and funded by a transfer (\$248,723) from the District's General Operating Fund as required by NRS 354.621.

Acting Fire Chief Roy Slate stated that this is to allow the purchase of items which were cut from the 1998-99 Capital Projects Fund and noted that there is a detailed list of items contained in the background, placed on file with the Clerk. In reference to the laptop computers, Chairman Galloway suggested that this could be approved subject to the possibility of receiving a better price if one is available. Commissioner Shaw suggested acquiring just so many and then seeking a better price for a greater number as the staff recommendation was to get this going into a designated program and then progressing into one more administrative in nature.

The County Manager said that although MIS will screen for compatibility, departments are allowed to determine their own specifications. Battalion Chief Scheuerman explained the benefits of this GIS program advising that he has shopped all over and this is the best they could come up with and that this is a tool to help with the interface program. He noted that the District pretty much has their own MIS program but that this will be compatible with the County GIS program.

Commissioner Galloway stated that his comments are based on his experience in his own business. Commissioner Bond suggested that

the Nevada Association of Counties (NACO) may be helpful in providing a good vendor.

Following discussion, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, it was ordered that the following be adopted:

RESOLUTION to Augment the 1998-99 Budget of the Truckee Meadows Fire Protection District

WHEREAS, the Beginning Fund Balance of the Capital Improvement Projects Fund of the Truckee Meadows Fire Protection District was budgeted to be \$139,550 on July 1, 1998, and

WHEREAS, the actual Beginning Fund Balance was \$277,059, creating an unanticipated revenue source of \$137,509; and

WHEREAS, the General Fund of Truckee Meadows Fire Protection District has been authorized to transfer \$248,723, creating an unanticipated revenue source; and

WHEREAS, there is a need to apply these Unanticipated Funds to unbudgeted appropriations as stated forth in NRS 354.621;

Now, therefore, it is hereby RESOLVED, that the Truckee Meadows Fire Protection District shall augment its 1998-99 fiscal year budget by appropriating \$386,232 of Unanticipated Beginning Fund Balance and Unanticipated Transfer of Funds for use in the Capital Projects Fund, thereby increasing its total appropriations and other uses from \$2,441,189 to \$2,827,421. A detailed schedule is attached to this Resolution and, by reference, is made a part hereof.

IT IS FURTHER RESOLVED, that the County Clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

99-6F POSITION RECLASSIFICATION, NEW CLASS SPECIFICATION AND SALARY SETTING

Battalion Chief Gary Neilsen stated that the reclassification of the position of Equipment Parts Worker to a Fire Equipment Coordinator will provide an efficient and effective support service for the District's logistic functions. Commissioner Bond asked how this would be affected if a move is made into consolidation which may have an effect on the salary range. Joanne Ray, Director of Human Resources, advised that these salary ranges are done during the budget cycle and the process was changed to provide that classification changes would come before the Board. Chief Slate stated that as far as consolidation this compares similarly to the City, plus this position would entail greater responsibility which they will slide into.

Upon recommendation of Joanne Ray, Human Resources, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, Chairman Galloway ordered that one position of Equipment Parts Worker, Salary Range \$26,749 to \$35,318, be reclassified to the class specification for Fire Equipment Coordinator, Salary Range \$29,369.60 to \$38,854.40.

99-7F LEASE OF CLASSROOM SPACE - TRAMMEL CROW COMPANY - NORTHHILLS SHOPPING CENTER

Battalion Chief Gary Neilson advised that this will be used as a training facility dedicated for instruction in EMS, rescue, fire, hazardous materials, and general training, that currently a place is needed to store fire apparatus equipment until that training center is leased; that this will be used only until the new public training center is completed; and that this will provide a better learning environment for the required training.

A discussion ensued concerning the rental amount of \$1200 per month. It was noted that this room is 1200 square feet and that there will be 2 to 3 engine companies trained with four personnel per company but that sometimes vehicles are needed in there; and that there will be no office, only classroom and storage space.

Commissioner Galloway indicated that he would be willing to approve this lease for one year and then extend for an additional 12 months as it is anticipated that it will take approximately 2 years to complete the consolidation if it goes forth. In response to

Commissioner Short, County Manager Katy Simon stated that space was needed in the North Valleys where not too much selection is available. Commissioner Sferrazza noted that this is not valued in accordance with the appraisal by the County Assessor and therefore he cannot support this.

On motion by Commissioner Shaw, seconded by Commissioner Short, which motion duly carried with Commissioner Sferrazza voting "no," it was ordered that the lease agreement for classroom space with Trammel Crow Company be approved and Chairman Galloway be authorized to execute on behalf of the Fire Board.

99-8F COLD SPRINGS 2000 - DONATION - LETTER OF INTENT

Bob Lissner, Vice President, Lifestyle Homes, and developer of Cold Springs 2000, Inc., stated that they bought a vacant parcel because it came on the market as it was felt it would eventually be needed by the District for a Fire Station.

Following a brief discussion, on motion by Commissioner Sferrazza, seconded by Commissioner Short, which motion duly carried, Chairman Galloway ordered that the following donations and contributions to the District as contained in Mr. Lissner's letter be accepted:

- A. The donation of \$47,500 and the vacant parcel west of the existing Cold Springs Volunteer Fire Dept. Station on White Lake Parkway prior to the recordation of the first final map in either project.
- B. The donation of a 2.0-acre site for a future station, facing White Lake Parkway, generally south of there and west of Sandpiper Drive to be selected by mutual agreement out of the flood plain, prior to the recordation of the first final map in either project, with extension of the deadline to be done by mutual agreement.
- C. The setting up of a \$5,000 Firefighter/Victim Assistance fund to be administered by the CSVFD with the fund to be contributed \$10 per home as the final maps are recorded.
- D. The contribution of \$200 per home and 10 cents per commercial square foot of construction as building permits are issued within Cold Springs Village except for structures to be owned by government agencies.

CHIEF'S COMMENTS

Acting Chief Roy Slate stated that there is no report this month as they have been busy with consolidation and assured the Board that all is going well.

PUBLIC COMMENTS

Sam Dehne, Reno Citizen, spoke regarding the consolidation giving his opposing views noting his disappointment that the Fire Board is allowing the City of Reno to control the consolidation. Commissioner Sferrazza stated that unless the interlocal agreement provides for savings, this will not occur.

There being no further business to come before the Board, the meeting adjourned.

JIM GALLOWAY, Chairman
Truckee Meadows Fire Protection District

ATTEST: AMY HARVEY, County Clerk