

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

TUESDAY

4:15 P.M.

DECEMBER 14, 2004

PRESENT:

Jim Shaw, Chairman
Bonnie Weber, Vice Chairman
Jim Galloway, Commissioner
David Humke, Commissioner
Pete Sferrazza, Commissioner*

Amy Harvey, County Clerk
Katy Singlaub, County Manager
Melanie Foster, Legal Counsel
Gary Neilson, Division Chief
Marty Scheurman, Interim Fire Chief

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:

04-75F AGENDA

In accordance with the Open Meeting Law, on motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried with Commissioner Sferrazza absent, Chairman Shaw ordered that the agenda for the December 14, 2004 meeting be approved.

4:20 p.m. Commissioner Sferrazza returned.

04-76F MINUTES

On motion by Commissioner Humke, seconded by Commissioner Galloway, which motion duly carried, Chairman Shaw ordered that the minutes of the regular meeting of October 19, 2004 and the special meeting of November 9, 2004 be approved.

04-77F REPORT OF OPERATIONS – NOVEMBER 2004

Following review and discussion, on motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried, Chairman Shaw ordered that the Report of Operations for November 2004 be accepted.

**04-78F REPORT ON VOLUNTEER/AUXILIARY OPERATIONS –
NOVEMBER 2004**

Following review and discussion, on motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried, Chairman Shaw ordered that the Report on Volunteer/Auxiliary Operations for November 2004 be accepted.

04-79F AUDITED FINANCIAL REPORT FISCAL YEAR 2003/04

Christina Ochsner, Kafoury, Armstrong & Co. Manager said an unqualified audit opinion for the June 30, 2004 financial statements was issued.

Mary Walker, Walker and Associates, discussed the audit and her recommendation to hire an actuary to look at Workers' Compensation, because the County's liability went from an estimated \$600,000 to \$929,500 for FY 2003/04. She also discussed the additional recommendations contained in her report to the Board.

In response to Commissioner Sferrazza, Ms. Walker said the General Fund balance was 37 percent of the budgeted amount, and she recommends a balance of 25 percent because of the possibility of wildland fires. She also recommended taking a look at funding a portion of accrued liabilities. Ms. Walker said even continuing the way it is without full funding, reserves would be built on the 25 percent that could be paid to retire the accrued liabilities.

Upon recommendation of Ms. Walker, on motion by Commissioner Sferrazza, seconded by Commissioner Galloway, which motion duly carried, Chairman Shaw ordered that the following recommendations be accepted:

1. The Truckee Meadows Fire Protection District's Audited Financial Statements for Fiscal Year 2003/04 be accepted.
2. Staff be directed to proceed with hiring a TMFPD actuary to estimate future Workers' Compensation Claims liabilities.
3. Staff be directed to bring back to the Board an agenda item transferring \$300,000 of the \$350,000 TMFPD General Fund Contingency to the TMFPD Workers' Compensation Fund to increase the amount of cash held in reserve for future claims.
4. Staff be directed to review during the Fiscal Year 2005/06 budget process the possibility of using a portion of the General Fund Fund Balance to transfer to the Retiree Health Benefits Fund to fund a greater portion of Truckee Meadow's future actuarial liability.

5. Staff be directed to bring back to the Board a five-year financial plan for TMFPD during the Fiscal Year 2005/06 budget process that would include establishing policies for the amount of fund balance the District retains, potential future tax rate decreases, capital projects funding, funding of future liabilities and other financial policy items.

It was further ordered that the cost of the actuary be brought back to the Board for approval.

04-80F CONTRACT RENEWAL – FINANCIAL SERVICES – WALKER AND ASSOCIATES

Upon recommendation of Karen Wallace, Fiscal Analyst, through John Sherman, Finance Director, on motion by Commissioner Galloway, seconded by Commissioner Humke, which motion duly carried, it was ordered that the contract renewal for financial services between the Truckee Meadows Fire Protection District and Walker and Associates for the period from December 1, 2004 to November 30, 2005 be approved and Chairman Shaw be authorized to execute the same.

04-81F AGREEMENT UPDATE – HAZMAT RESPONSE TEAM – CITIES OF RENO AND SPARKS

Upon recommendation of Mitch Glazner, Division Chief, through Gary Nielson, Interim Fire Chief, on motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried, it was ordered that the Regional Hazardous Materials Response Agreement between the Truckee Meadows Fire Protection District and the Cities of Reno and Sparks be approved and Chairman Shaw be authorized to execute the same.

04-82F AWARD OF BID – NO. PWP-WA-2005-52 – SPANISH SPRINGS FIRE STATION – BUNKROOM ADDITION – PUBLIC WORKS

This was the time to consider the award of Bid PWP-WA-2005-52 for construction of a bunkroom addition for the Spanish Springs Fire Station for the Public Works Department. The project was advertised on October 27 and November 3, 2004.

Bids were received from the following vendors:

Bison Construction
GUI Denby Inc.
Northern Sierra Construction
Maxim Construction
Frank Lepori Construction
Building Solutions LLC
K-W Western, Inc.

In response to Commissioner Sferrazza, Roger Van Alyne, Capital Projects Division Director, stated, if these bids were rejected because of being over the original budgeted amount, there was no guarantee that an acceptable lower bid would be received.

Commissioner Galloway said of the seven bids received only two were in the lower range; and, if it is rebid, none may be in the lower range. He also felt it would be unfair to the low bidder, who was the lowest out of seven bids. Commissioner Humke agreed.

Upon recommendation of Mr. Van Alyne, through Tom Gadd, Public Works Director, on motion by Commissioner Humke, seconded by Commissioner Galloway, which motion duly carried, it was ordered that Bid No. PWP-WA-2005-52 for construction of a bunkroom addition at the Spanish Springs Fire Station be awarded to the low, responsive, responsible bidder, Bison Construction, in the amount of \$157,400 and Chairman Shaw be authorized to execute the same upon presentation.

COMMISSIONERS'/CHIEF'S ANNOUNCEMENTS

Marty Scheuerman, Interim Fire Chief, stated he was working with Assistant Sheriff Lopey and the Washoe County Risk Manager in putting together a workshop after the first of the year on the Andrew Lane fire. He said the Joint Fire Board meeting is scheduled for December 20, 2005 at 9:00 a.m.

Commissioner Humke requested the Andrew Lane Fire workshop be held in a location convenient to Andrew Lane residents. Katy Singlaub, County Manager, said this workshop is for the Fire Board. Commissioner Humke said the Board should be prepared for an onslaught of citizens wanting to attend. Chief Scheuerman said a public meeting could be scheduled after the workshop. He said fire department representatives had attended two area Citizen Advisory Board meetings and had received public comment and questions.

Commissioner Weber said she wanted the opportunity for the Board to hear from the public and to work together.

Commissioner Galloway said if the workshop is to address the results of the investigation on the Andrew Lane fire and response to complaints received, a large meeting limits the Board's ability to go back and forth with staff and ask questions. He would like to have both meetings, but the first meeting should be with staff.

PUBLIC COMMENT

Gary Schmidt, local resident, said in the 16 weeks since the Andrew Lane fire, he has been trying to find out who closed the roads and denied access to some, not all, residents to their homes.

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

JAMES M. SHAW, Chairman
Truckee Meadows Fire
Protection District

ATTEST:

AMY HARVEY, Washoe County Clerk
And Ex Officio Clerk, Truckee Meadows
Fire Protection District

*Minutes Prepared By
Jan Frazzetta,
Deputy County Clerk*