

BOARD OF FIRE COMMISSIONERS  
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

TUESDAY

4:15 P.M.

JANUARY 8, 2008

PRESENT:

**Bob Larkin, Chairman**

**Bonnie Weber, Vice Chairman**

**Jim Galloway, Commissioner**

**David Humke, Commissioner**

**Kitty Jung, Commissioner**

**Amy Harvey, County Clerk**

**Katy Singlaub, County Manager**

**Melanie Foster, Legal Counsel**

**Marty Scheuerman, Division 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:

**08-01F      AGENDA ITEM 2**

**Agenda Subject:** "Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The District will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the District as a whole."

There was no response to the call for public comment.

**09-02F      AGENDA ITEM 3**

**Agenda Subject:** "Discussion and possible approval of a Memorandum of Understanding between Washoe County and the Truckee Meadows Fire Protection District regarding the terms of use and operation of the community room located in facilities owned by the Truckee Meadows Fire Protection District and used as a volunteer fire station by the Silver Lake Volunteer Fire Department; and if approved, authorize Chairman to execute Memorandum of Understanding."

Division Chief Marty Scheuerman outlined some of the history behind the fire station used by the Silver Lake Volunteer Fire Department. He stated the community elected to utilize Alturas Mitigation Funds for expansion of an existing Truckee Meadows Fire Protection District (TMFPD) volunteer station on Red Rock Road and the creation of a community/training room within the facility. He explained the agenda item

before the Board was to discuss how best to administer the use of the completed community room. Chief Scheuerman provided an amendment to the proposed Memorandum of Understanding (MOU) attached to the staff report, which was placed on file with the Clerk. He pointed out the only change to the MOU was in paragraph 2 under the Terms of Use section of the agreement. There was currently no charge for use of the community room but staff would be analyzing costs and developing a fee schedule for non-Fire District uses. He indicated the Silver Lake Volunteer Fire Department was willing to be responsible for administration, scheduling and clean-up of the room, and the TMFPD would be responsible for maintenance and upkeep because the facility was an asset of the TMFPD. Chief Scheuerman said the fee schedule was intended to take into account any extra costs for heating and air conditioning, as well as any liability coverage recommended by Risk Management.

Commissioner Galloway asked if there was community acceptance of the amendment to the MOU. Kurt Latipow, Fire Services Coordinator, noted the change reflected original discussions with members of the community. He clarified the original intent had been to allow use of the room at no charge but a look at the costs of operation indicated that would not be possible. The MOU amendment provided for community use of the room at no charge until fee schedule and risk management concerns could be adequately addressed. Commissioner Galloway clarified with Mr. Latipow that the fee schedule would reflect such things as utility costs and would not include clean-up or maintenance costs because the volunteers would take responsibility for that. Commissioner Galloway said he hoped the fees would only reflect incremental costs; for instance, if the room was normally heated there was no incremental cost difference when it was in use. Chief Scheuerman anticipated that any fees would be minimal and strictly related to the cost of operating the facility as a community center rather than for fire station use.

In response to a question by Commissioner Weber, Chief Scheuerman explained the TMFPD was not allowed to expend funds for non-Fire District related activities. Accordingly, the fees would be used to defray extraordinary costs for things such as liability coverage. Commissioner Weber pointed out a minor typographical error in paragraph 10 under the Terms of Use section of the MOU. She clarified with Chief Scheuerman that the Silver Lake Volunteer Fire Department would take reservations for the community room.

Commissioner Weber acknowledged the participation of Commissioner Galloway and many others in some of the 30 to 40 meetings that took place over the course of time on behalf of the community room project. Chief Scheuerman agreed that all of the Commissioners involved worked very hard to bring the project to fruition.

Commissioner Weber asked the volunteer firefighters and other members of the Silver Lake community who attended the meeting in support of the agenda item to stand and be recognized.

In response to the call for public comment, John Howe, President of the Board of Directors for the Silver Lake Volunteer Fire Department, thanked the Commission on behalf of those present in the audience. He talked about some of the history behind the Silver Lake Volunteer Fire Station. Mr. Howe submitted his comments in writing, which were placed on file with the Clerk.

Catherine Tangren voiced her support for having the TMFPD assigned to manage the community room.

Commissioner Galloway suggested the language in the amended MOU be changed to require review and approval of the fee schedule by the Board prior to implementation. Chief Scheuerman clarified it was always the intent of the TMFPD to bring the final fee schedule back before the Board.

On motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 3 be approved, authorized and executed, with the following statement added in front of the first sentence of paragraph 2 under the Terms of Use section in the Memorandum of Understanding: "Pending a determination by staff and approval by the Board of Fire Commissioners of the appropriate costs and fee schedule,..."

**08-03F            AGENDA ITEM 4 – ANNOUNCEMENTS**

**Agenda Subject: "Commissioners'/Manager's Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion amount Commissioners will take place on this item.)"**

Chairman Larkin and Division Chief Marty Scheuerman discussed the date, time and location of the next Joint Fire Advisory Board meeting.

Commissioner Galloway said reference was made to the use of other venues in a manner similar to that of the community room at the Silver Lake Volunteer Fire Station. He indicated he would prefer to take situations on a case-by-case basis and explained the Silver Lake facility was different in that it was built by Alturas Mitigation funds intended to compensate the people living in the Silver Lake community for the impacts of a power line.

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**4:51 p.m.** On motion by Commissioner Weber, seconded by Commissioner Galloway, which motion duly carried, the meeting was adjourned.

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**ROBERT M. LARKIN**, Chairman  
Truckee Meadows Fire  
Protection District

**ATTEST:**

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**AMY HARVEY**, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

*Minutes Prepared By  
Lisa McNeill, Deputy County Clerk*