

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

TUESDAY

4:15 P.M.

JULY 22, 2008

PRESENT:

Bob Larkin, Chairman
Bonnie Weber, Vice Chairman
Jim Galloway, Trustee
David Humke, Trustee*
Kitty Jung, Trustee

Amy Harvey, County Clerk
Katy Singlaub, County Manager
Melanie Foster, Legal Counsel
Marty Scheuerman, Division Chief

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

08-39F 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.

08-40F AGENDA ITEM 3

Agenda Subject: “Discussion, Review and Adoption of the 2008 Annual Operating Plan between the City of Reno, Truckee Meadows Fire Protection District, and the Humboldt Toiyabe National Forest.”

Marty Scheuerman, Division Chief, said the 2008 Annual Operating Plan laid out the operating costs, how interactions would be handled at a scene, and it went hand-in-hand with the Cooperative Agreement approved by this Board in November 2007. He indicated there was a significant change to the language regarding the use of Humboldt Toiyabe resources on any Fire District or City of Reno property. He explained it used to be that any fire within one mile of the Forest boundary was considered a direct threat, but now the incident commanders on the scene had to determine whether or not it was a threat to the other jurisdiction. He noted they then had the option of absorbing the

cost of using their equipment, other than the mutual aid ground equipment, to mitigate the threat to their property. He stated this change was part of a national trend and was the best language for the District at this time.

In response to Commissioner Galloway, Chief Scheuerman explained the items on today's agenda required a special meeting and this item would set the payment schedule and the ground rules.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Galloway, which motion duly carried with Commissioner Humke temporarily absent, Chairman Larkin ordered that Agenda Item 3 be adopted.

08-41F AGENDA ITEM 4

Agenda Subject: "Discussion and Approval of Resolution Establishing the Truckee Meadows Fire Protection District Emergency Fund as of July 1, 2008 and Authorizing the Chairman to Sign the Resolution."

Marty Scheuerman, Division Chief, said the Emergency Fund would reserve a specific amount of money to pay for fighting wildland fires and any interest earned that would bring the fund above its established limit would go back to the Truckee Meadows Fire Protection District's General Fund. He explained the advantage in having an Emergency Fund, instead of just increasing the Contingency, was it preserved the money for this specific use only. Chairman Larkin commented the Emergency Fund would be used if there was a wildland fire and the District anticipated compensation would not be received from the Federal government. Chief Scheuerman said the Fire Management Assistant Grant process required the District to pay the bills up front. He noted the Fund could be used to cover significant upfront costs, of which 75 percent would be reimbursed by the Federal government through the State.

4:57 p.m. Commissioner Humke returned to the meeting.

Chief Scheuerman said the method for determining the money's necessity was reviewed by Legal Counsel and was found to be satisfactory.

There was no public comment on this item.

On motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 4 be approved, authorized, and executed. The Resolution for same is attached hereto and made a part of the minutes thereof.

08-42F AGENDA ITEM 5

Agenda Subject: “Commissioners’/Manager’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.)”

The Commissioners and the Manager had no items to address.

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4:59 p.m. On motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried, Chairman Larkin ordered the meeting be adjourned.

ROBERT M. LARKIN, 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*

RESOLUTION ----- Creating the Emergency Fund for the Truckee Meadows Fire Protection District as of July 1, 2008

WHEREAS, the Truckee Meadows Fire Protection District Board of Fire Commissioners desire to create a special revenue fund for the accounting of the Truckee Meadows Fire Protection District's unforeseen large wildland fire emergencies; and

WHEREAS, NRS 474.510 provides that the Truckee Meadows Fire Protection District Board of Fire Commissioners may establish the District Emergency Fund in order to meet unforeseen emergencies and which must not be used for regular operating expenses; and

WHEREAS, the reimbursement to the state and federal cooperators who assist in the suppression of large wildland fires is becoming more expensive; and

WHEREAS, NRS 354.612 provides that the Truckee Meadows Fire Protection District Board of Fire Commissioners may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund and the method for controlling the expenses and revenues of the fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The object and purpose of this fund is to account for resources and expenditures incurred by the Truckee Meadows Fire Protection District for the payment of state and federal cooperators for the cost of suppressing large wildland fires; and
2. The resources to be used to establish the fund is a budgeted operating transfer from the Truckee Meadows Fire Protection District's General Fund to the Emergency Fund in the amount of \$1,000,000 in FY 08-09.

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3. The source to be used for future replenishment of the fund is operating transfers from the District's General Fund to the Truckee Meadows Fire Protection District's Emergency Fund.
4. The method for controlling expenses and revenues of the fund is the budgeting and financial accounting policies administered by the Truckee Meadows Fire Protection District and Washoe County Comptroller's office.
5. Any interest earned on the monies in the fund, after deducting applicable bank charges, must not be credited to the fund but to the District's General Fund due to the limitation on the balance of the Emergency Fund established in NRS 474.510.

ADOPTED this 22nd day of ~~June~~ ^{July}, 2008.

AYES: LARKIN, WEBER, GALLOWAY, Hamke, Jung

NAYES: NONE

ABSENT: NONE

Bonnie Heber
Robert Larkin, Chairman

