

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

TUESDAY

4:15 P.M.

AUGUST 19, 2008

PRESENT:

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

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

The Board met in special session at 4:33 p.m. in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

08-43F 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.

08-44F AGENDA ITEM 3

Agenda Subject: "Approval of February 12, March 25, May 13 and May 19, 2008 meeting minutes."

4:34 p.m. Commissioner Weber temporarily left the meeting.

There was no public comment on this item.

On motion by Commissioner Jung, seconded by Commissioner Galloway, which motion duly carried with Commissioner Weber absent, it was ordered that Agenda Item 3 be approved.

08-45F AGENDA ITEM 4

Agenda Subject: “Approval of purchase of two (2) new Pierce Custom Contender Pumpers and one (1) Pierce DX Tender all with optional equipment for Truckee Meadows Fire Protection District from Pierce Manufacturing, P.O. Box 2017, Appleton, WI 54912, from Washoe County Bid No. 2658-09, in the amount of \$769,161.00.”

Division Chief Marty Scheuerman stated two of the vehicles would replace Type I volunteer engines at the Silver Lake and Lemmon Valley Volunteer Fire Departments, and the water tender would be placed at the Silver Lake Volunteer Fire Department. He indicated funds were available through the District’s capital replacement budget.

Commissioner Galloway asked whether the brand-name equipment constituted a sole source purchase. Chief Scheuerman explained the equipment went through an open bid process under the County’s Purchasing Department, and no specific brand names were requested in the bids.

There was no public comment on this item.

On motion by Commissioner Galloway, seconded by Commissioner Humke, which motion duly carried with Commissioner Weber absent, it was ordered that Agenda Item 4 be approved.

08-46F AGENDA ITEM 5

Agenda Subject: “Approval to investigate the use of outside contractor to develop web based reporting and information system for volunteer departments.”

4:36 p.m. Commissioner Weber returned to the meeting.

Division Chief Marty Scheuerman said the District had been trying to garner information for volunteer reports, which were often incomplete. He indicated the outside contract for a web-based portal was intended to make it easy for all of the volunteers to submit their activity and run information. He stated the portal would allow logging in from the Internet with no specialized software required.

Chairman Larkin suggested there be some investigation into having the data populated by the existing dispatch system. Chief Scheuerman replied that might not be very promising because of the proprietary nature of the software. Chairman Larkin noted a web-based portal might not get the job done if it was not easy for the volunteers to activate. He believed it might be necessary to get the existing software vendor involved. Commissioner Galloway agreed that such an approach would provide information from dispatched calls and the volunteers could indicate what resources were dispatched.

Commissioner Weber expressed concern about Internet capability at the volunteer fire stations. Chief Scheuerman indicated the District would provide additional resources if necessary. He emphasized the reports were an important responsibility associated with being a volunteer. Commissioner Humke pointed out the Internet access might enhance training opportunities by facilitating access to the training schedule and volunteer registration for training. He suggested the volunteers receive required training about the use of the website after it was finished.

There was no public comment on this item.

On motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 5 be approved.

08-47F AGENDA ITEM 6

Agenda Subject: “Discussion and approval to close the Truckee Meadows Fire Protection District’s Vacation and Sick Leave Accrual Fund as of July 1, 2008, move cash and appropriation authority to the General Fund and direct the Finance Department to make the necessary accounting and budgetary adjustments.”

There was no public comment on this item.

On motion by Commissioner Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 6 be approved and directed.

08-48F AGENDA ITEM 7

Agenda Subject: “Approve transfer of \$21,150.00 from the Station 16 replacement line item in the TMFPD Capital Budget to the project account TM839104; direct Budget Division to make budget adjustments; approve change order number two (2) for the construction of the “Lemmon Valley Fire Station Addition” Washoe County, Nevada to Houston Smith Construction in the amount of \$21,150.00; and if approved, authorize the Contract Administrator to sign the necessary documents.”

Division Chief Marty Scheuerman explained a large amount of excavation had been necessary to replace the concrete floor for the existing station that would be attached to the new station.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Humke, which motion duly carried, it was ordered that Agenda Item 7 be approved and authorized.

08-49F AGENDA ITEM 8

Agenda Subject: “Approve transfer of \$46,574.72 from Station 16 line item in the TMFPD Capital Budget to the project account TM839106; direct Budget Division to make budget adjustments; approve change order number one (1) for the “Sun Valley Fire Station Apparatus Bay Addition” Washoe County, Nevada to K-W Western, Inc. in the amount of \$46,574.72; and if approved, authorize the Contract Administrator to sign the necessary documents.”

Commissioner Humke asked about a memo from the District Attorney’s Office attached to the staff report that suggested changes to the agenda subject line. Division Chief Marty Scheuerman explained the suggested changes had been made before the agenda was posted. He confirmed with Commissioner Humke that the agenda matched the appropriate subject line and the public received adequate notice of the appropriately worded agenda item.

There was no public comment on this item.

On motion by Commissioner Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 8 be approved and authorized.

08-50F AGENDA ITEM 9

Agenda Subject: “Review and acceptance of volunteer/auxiliary report for July 2008. (Including monthly operations report of Volunteer Fire Departments indicating response data, training activities/apparatus updates, administrative, radio communication and dispatch issues, etc.)”

Division Chief Marty Scheuerman complimented the Silver Lake Volunteers for once again doing an outstanding job of providing information.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Humke, which motion duly carried, it was ordered that Agenda Item 9 be accepted.

08-51F AGENDA ITEM 10

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 said the Board received an update regarding helicopter repairs and indicated the aircraft was expected to be operational by September 5, 2008.

He requested operational reports from the Division Chief's perspective after the aircraft was available.

Commissioner Jung thanked County Manager Katy Simon, Regional Fire Services Coordinator Kurt Latipow and Adult Services Division Director Ken Rettarath for promptly notifying her that a fire had broken out in her district on August 18, 2008. She said Division Chief Marty Scheuerman escorted her onto the scene so that she could talk with some of the families who were affected. Commissioner Jung indicated her heart went out to the families who lost their homes and she was grateful no lives were lost during the fast-moving fire. She commended all of those involved in fighting the fire and providing assistance, including Regional Animal Services. Commissioner Weber also commended the American Red Cross for their assistance.

* * * * *

4:54 p.m. There being no further business to discuss, on motion by Commissioner Jung, seconded by Commissioner Galloway, which motion duly carried, the meeting was 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
Lisa McNeill, Deputy County Clerk*