

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

TUESDAY

4:30 P.M.

SEPTEMBER 16, 2008

PRESENT:

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

Nancy Parent, Chief Deputy Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Marty Scheuerman, Division Chief

ABSENT:

David Humke, Commissioner

The Board convened at 5:10 p.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

08-52F 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 Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”

There was no response to the call for public comment.

**DISCUSSION ON CONSENT AGENDA – ITEMS 3A THROUGH
3D**

08-53F AGENDA ITEM 3A

Agenda Subject: “Acceptance of Truckee Meadows Fire Protection District Volunteer Strategic Plan and approve Implementation of Plan.”

There was no public comment on this item.

On motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, Chairman Larkin ordered that Agenda Item 3A be accepted and approved.

08-54F AGENDA ITEM 3B

Agenda Subject: “Discussion, review and adoption of Cooperative Agreement and 2008 Annual Operating Plan between the City of Reno/Truckee Meadows Fire Protection District and the Bureau of Land Management, and Carson City District Office.”

In response to the call for public comment, John Howe, Silver Lake Volunteer Fire Department Board of Directors President, said members of the Truckee Meadows Fire Protection District (TMFPD) Strategic Plan Steering Committee met numerous times and produced a draft plan. He said in October 2007 the group facilitator, Delia Horwitz, sent drafts to committee members for additional comments. He remarked his comments were procedurally specific and Ms. Horwitz suggested they be part of the operational implementation plan. He said he was not aware if that material had been discussed, but felt discussion was needed. Mr. Howe urged the Board to provide opportunity for that discussion after the approval of the plan.

Commissioner Galloway said certain things that Mr. Howe discussed with other volunteer stations should be in the plan, but stated he had not seen the draft. Mr. Howe clarified that the Board had not received a copy of the draft. Commissioner Galloway suggested remanding this item back for consideration of the proposed additions.

Marty Scheuerman, Division Chief, explained this was the basis of a strategic plan and added there were good suggestions by Mr. Howe; however, those points were operational in nature and staff needed to review how those would fit into the strategic plan. He indicated the operational policies and procedures would be developed with the volunteers and the Volunteer Associations. Commissioner Galloway asked if there was anything in the strategic plan that was inconsistent with Mr. Howe’s statements. Chief Scheuerman replied there was not.

Commissioner Weber believed that Mr. Howe’s statements should be reviewed regarding the strategic plan and suggested continuing this item.

Commissioner Galloway said the Mr. Howe’s comments were not appropriate for the strategic plan policy level and were an operational matter. Chief Scheuerman remarked the Board would not vote on the operational plans, but staff would provide continual updates to the strategic planning process and how that process would fit into the management of the volunteer program. He added there would be plenty of opportunity for input and joint development of the policies and procedures with the volunteers. Chief Scheuerman said it was a continuing, improving process and a process that took the operational level procedures under the guidelines of the strategic plan and

melted them into the operation. Commissioner Galloway suggested an agenda item to indicate the position of the District with regard to the specific operational suggestions made by Mr. Howe.

Mr. Howe indicated he came with the expectation of the strategic plan being adopted; however, he was concerned that other procedural and organization plans would not be discussed. Mr. Howe said when the Board adopted the strategic plan there should be direction to further discuss the operational suggestions.

Chairman Larkin agreed and said nothing that Mr. Howe suggested should be in the strategic plan. Mr. Howe said that was correct. Chairman Larkin clarified that Mr. Howe wanted to ensure the suggestions were vetted in public and incorporated into the operational plans.

Chief Scheuerman reinforced that the process was on-going. He said he would return with the process of how the District would intend to go about reviewing and revamping with the participation in the policies and procedures that involved the volunteers within the District.

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

08-55F AGENDA ITEM 3C

Agenda Subject: “Review and acceptance of wildland fire costs (\$18,099.08) from Washoe, Anitra, and Whiskey Springs Fires and direct Finance to pay incurred costs from the Wildland Fire Contingency Fund.”

There was no public comment on this item.

On motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, Chairman Larkin ordered that Agenda Item 3C be accepted and directed.

08-56F AGENDA ITEM 3D

Agenda Subject: “Volunteer/Auxiliary Report Review and Acceptance for August 2008.”

There was no public comment on this item.

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

The Following item only will be heard by the Washoe County Board of Commissioners who will convene as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District, the Board of Fire Commissioners for the Sierra Fire Protection District and the Washoe County Board of Commissioners.

08-57F AGENDA ITEM 4*

Agenda Subject: “Receive report on and provide direction and/or approval to solicit Requests for Proposal to develop a Comprehensive Fire Services Master Plan inclusive of fire service provided emergency services; consider appointment of a Vendor Evaluation Task Group consisting of two Commissioners, one representative from each of the following: Truckee Meadows Fire Protection District, Sierra Fire Protection District, the County area commonly referred to as north of Township 22, the City of Reno, the City of Sparks and the North Lake Tahoe Fire Protection District. (All Commission Districts.)”

***For the full discussion of Agenda Item 4 refer to the Board of County Commission meeting minutes of September 16, 2008, Agenda Item 08-1011.**

On motion by Commissioner Galloway, seconded by Chairman Larkin, which motion duly carried with Commissioner Humke absent, it was ordered that:

- Staff be authorized to move forward with the RFP;
- Conduct a scoping meeting under the Open Meeting Law allowing stakeholders to participate in the scope of the RFP;
- The Advisory Task Group consisting of one representative from the following convene to assist staff in reviewing the applications:
 - Board of County Commission
 - TMFPD
 - SFPD
 - The county area referred to as north of Township 22
 - City of Reno
 - City of Sparks
 - North Lake Tahoe Fire Protection District
 - A member from the Volunteer Fire Association
- Return to the Board with a RFP recommendation as a possible vendor

08-58F 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.)”

Pete Cannizaro, Washoe County Volunteer Association President, said he had been involved with the strategic planning process and supported what the Strategic Plan stated. He added the adoption of the Plan was placed on the agenda at the urging of

the Volunteer Association. He said the operational part would be decided by each department and the administrators of the Truckee Meadows Fire Protection District would decide the guidelines. Mr. Cannizaro indicated with the agreement of the Fire Chiefs, the Plan that included the volunteers from the Sierra Fire Protection District had been implemented.

Commissioner Weber commented on the recent incident involving an aircraft that crashed near Silver Knolls. She asked if there was a way for dispatch to notify the closest responder and also notify all volunteer departments when an incident occurred in their area. Marty Scheuerman, Division Chief, replied dispatch operated on the information that a plane had gone down at the Stead Airport; however, the plane had actually gone past the fence of the Airport placing it in the confines of the City of Reno. He said that and because of the labor agreement, there was not much the District could carry out. He confirmed the Silver Lake volunteers were on scene and did provide fire protection. Commissioner Weber commented everyone needed to work together so all members of the community would receive a quick response whether by volunteer or career personnel. Commissioner Weber directed that the policy regarding responses be reviewed. Chief Scheuerman stated he would provide a staff report that outlined the constraints.

Chairman Larkin requested an update of this year's fire season at the next meeting.

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5:28 p.m. There being no further business to come before the Board, the meeting 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
Stacy Gonzales
Deputy County Clerk*