

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

TUESDAY

10:00 A.M.

DECEMBER 8, 2009

PRESENT:

David Humke, Chairman
Bonnie Weber, Vice Chairperson
John Breternitz, Commissioner
Bob Larkin, Commissioner
Kitty Jung, Commissioner

Amy Harvey, County Clerk
John Berkich, Assistant County Manager
Melanie Foster, Legal Counsel
Curtis Johnson, Division Chief

The Board convened at 12:42 p.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

09-59F 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 a 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.

09-60F AGENDA ITEM 3A

Agenda Subject: “Approval of October 27, 2009 meeting minutes.”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Chairman Humke, which motion duly carried, it was ordered that Agenda Item 3A be approved.

09-61F AGENDA ITEM 3B

Agenda Subject: “Acceptance of volunteer/auxiliary report for September and October 2009 (Including monthly operations report of Volunteer Fire Departments

indicating response data, training activities/apparatus updates, administrative, radio communication and dispatch issues etc.)”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Chairman Humke, which motion duly carried, it was ordered that Agenda Item 3B be accepted.

09-62F AGENDA ITEM 3C

Agenda Subject: “Approval of purchase of Mobile Computers Terminals and installation in TMFPD first out engines, brush engines, training and command vehicles, not to exceed \$155,134”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Chairman Humke, which motion duly carried, it was ordered that Agenda Item 3C be approved.

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The following item only (agenda item #4) 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 Protection District and the Washoe County Board of Commissioners.

09-63F AGENDA ITEM 4

Agenda Subject: “Approval of Change Order to Diamante LLC Partners for the Comprehensive Fire and Fire Based Emergency Services Master Plan project in the aggregate amount of \$16,600 broken down as follows; Washoe County Fire Suppression \$1,384.44, Sierra Fire Protection District \$5,532.78 Truckee Meadows Fire \$9,682.78; and if approved, authorize the Washoe County Purchasing and Contracts Manager to sign the necessary documents. (All Commission Districts)”

For discussion and action pertaining to this item, see Item 09-1273 contained within the Board of County Commission minutes of December 8, 2009.

09-64F AGENDA ITEM 5

Agenda Subject: “Verbal report from the Fire Chief on recent call activity and statics and overview and update on progress of internal Fire Department Task Forces progress.”

Tim Alameda, Interim Fire Chief, reviewed the call volume for the month of November. He remarked recently there had been a significant weather event that

resulted in 341 calls for service. Chief Alameda explained with the predicted low temperatures, the service call volume could increase, which could stress the department. He discussed the duties and functions of the two task forces within the Department that dealt with fire prevention, Emergency Medical Services (EMS) and budgets and operations. Chief Alameda reported that the Department had recently provided community outreach to 2,000 second graders designed for fire prevention education. He commented the District was working with the University of Nevada, Reno (UNR) to provide a Public Service Announcement (PSA) covering “Stop, Drop and Roll.”

There was no action taken or public comment on this item.

09-65F AGENDA ITEM 6

Agenda Subject: “Review and Acceptance of the Truckee Meadows Fire Protection District's Audited Financial Statements for FY 08-09.”

Curtis Johnson, Division Chief, stated the District’s financial statements for fiscal year 2008/09 were audited by Kafoury Armstrong & Co. He said the auditor’s opinion of the financial statements were an unqualified opinion, meaning the financial statements present fairly, in all material respects, the respective financial position of the District’s governmental activities. Chief Johnson stated the auditors found the District conformed to all significant statutory constraints on its financial administration during the year and that there were no material weaknesses of a magnitude to justify inclusion within the report. He said there were no audit recommendations made in the audit report for fiscal year 2008/09. Chief Johnson remarked it was recommended that the Board of Fire Commissioners accept the District’s Audited Financial Statements for fiscal year 2008/09.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that Agenda Item 6 be accepted.

09-66F AGENDA ITEM 7

Agenda Subject: “Review and Approval of Decrease in Fiscal Year 09-10 Contract Payment to the City of Reno for Fire Services in the Amount of \$1,029,292.”

Curtis Johnson, Division Chief, remarked this was a result of the tentative budget adopted May 18, 2009 by the Board of Fire Commissioners. He said further reductions were made when the City of Reno adopted their final consolidated budget. He noted this was an adjustment to the contract payment to accommodate those reductions in favor of the District. Chief Johnson noted the reductions included the Cost of Living Allowance (COLA) by the Firefighters.

Commissioner Larkin asked how the reimbursement or savings would be spent. Chief Johnson explained since ad valorem taxes had decreased these money savings in the Districts budget could bolster those and keep the District whole.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that Agenda Item 7 be approved.

09-67F AGENDA ITEM 8

Agenda Subject: “Approval to cancel Washoe County Purchase Order 5500010209 for purchase of one (1) new Model 14 Brush apparatus for Truckee Meadows Fire Protection District career Station 18 from Masterbody, Inc., 9824 Atlantic Ave., South Gate, CA 90280-6901 pursuant to the award of Bureau of Land Management Contract No. NAC060014 on January 17, 2006, in the amount of \$280,488.00.”

12:55 p.m. Commissioner Larkin temporarily left the meeting.

Curtis Johnson, Division Chief, explained due to the current economic situation Masterbody, Inc. had some financial difficulties and were unable to follow through with the contract.

Chairman Humke asked if there had been requests for assurances that Masterbody could perform in the future. Chief Johnson indicated the company would be bought out by another company and the operations would be moved to the Midwest.

Commissioner Breternitz asked if there was a penalty for cancelling a purchase order. Chief Johnson replied not for this contract and indicated there had not been a down payment.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Chairman Humke, which motion duly carried with Commissioner Larkin temporarily absent, it was ordered that Agenda Item 8 be approved.

09-68F AGENDA ITEM 9

Agenda Subject: “Approval of purchase of one (1) new Model 14 Brush apparatus for Truckee Meadows Fire Protection District career Station 18 from Placer Fire Apparatus 10203 Missile Way, Mather CA 95655 pursuant to the requisition by Northwest Fire District, Tucson, AZ January 11, 2008, in the amount of \$278,592 for alternate proposal #1 or \$279,870 if the chassis is not available. (Commission District 5).”

12:59 p.m. Commissioner Larkin returned.

Curtis Johnson, Division Chief, explained the District chose Placer Fire Apparatus, which was a well-established firm and could produce a similar truck as the previous contractor Masterbody, Inc.

There was no public comment on this item.

On motion by Chairman Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 9 be approved.

09-69F AGENDA ITEM 10

Agenda Subject: “Report discussion and direction on Staff Report on responses to fire and emergencies under the Automatic and Mutual Aid Agreements, including costing, between Truckee Meadows Fire protection District and Sierra Fire protection District (requested by Chairman Humke).”

Curtis Johnson, Division Chief, conducted a PowerPoint presentation, which was placed on file with the Clerk, describing the Automatic/Mutual Aid Agreements between the Truckee Meadows Fire Protection District (TMFPD), the City of Reno and the Sierra Fire Protection District (SFPD).

Chairman Humke inquired about realigning districts. Chief Johnson replied that would be determined with the completed consultant report from Diamante Partners, LLC (Diamante). Chairman Humke asked when the Diamante study would be complete.

Kurt Latipow, Fire Services Coordinator, indicated the contractual requirement for the Diamante Study was for the report to be presented to staff no later than February 18, 2010. He recognized that might be overly optimistic and informed Diamante that a quality well-vetted project was expected. Mr. Latipow anticipated having the report on the agenda for the January 27, 2010 meeting and hoped to have the staff report completed ahead of the meeting and also have the executive summary posted. He remarked the report would be approximately six volumes and explained part of the scope of work was for each Fire Agency to have their own stand-alone standard of cover report, which was an integral part of the master plan. Chairman Humke said, in terms of defining recommendations versus issues, would automatic aid and mutual aid be addressed. Mr. Latipow said within the scope of work and the data requested there may be comments related to automatic and mutual aid; however, the larger piece of the scope of work was how the three fire agencies operated on a daily basis and an analysis of what was best for the future of fire service delivery in the region. Chairman Humke asked if it were possible for the consultants to suggest that the SFPD combine with one of the other districts. Mr. Latipow replied anything was possible; however, it was important to protect the revenue streams to enjoy fiscally sound services. He commented any agency going

out of existence would have to be completely studied because of the intricacies of the operation. Chairman Humke clarified he did not favor that outcome, but was posing the question.

There was no action taken or public comment on this item.

09-70F AGENDA ITEM 11

Agenda Subject: “Fire Services Interlocal Agreement between the District and City of Reno Fire Department - discussion, direction on and list of issues, improvements and amendment proposals as possible agreement renewal approaches, all of which will be taken to the Joint Fire Advisory Board for deliberation and advice pursuant to the interlocal agreement (requested by Chairman Humke).”

Kurt Latipow, Fire Service Coordinator, distributed copies of the Interlocal Agreement to the Board, which was placed on file with the Clerk.

Commissioner Larkin requested the Fire Department and the Joint Fire Advisory Board (JFAB) consider a strategy for cost containment for the next fiscal year.

Commissioner Weber asked if there was an opportunity for discussion concerning Washoe County having representation during labor negotiations. Curtis Johnson, Division Chief, explained that would be fully discussed.

Commissioner Jung suggested notifying the City of Reno in anticipation of the Diamante Study that a re-zoning of certain fire districts may be discussed.

There was no action taken or public comment on this item.

09-71F AGENDA ITEM 12

Agenda Subject: “Commissioners’/Managers 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.)”

Commissioner Larkin requested a presentation of the completed Diamante Partners, LLC study and results for a future agenda.

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ADJOURNMENT

1:33 p.m. There being no further business to come before the Board, on motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried, Chairman Humke ordered that the meeting be adjourned.

DAVID HUMKE, 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*