

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

TUESDAY

10:00 A.M.

JUNE 22, 2010

PRESENT:

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

Amy Harvey, County Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Tim Alameda, Division Chief

The Board convened at 12:15 p.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. The following business was conducted:

12:15 p.m. The Board convened simultaneously as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District and the Board of County Commissioners.

10-46F AGENDA ITEM 4

Agenda Subject: “Fire Chief Report – Report on operations and update on station brown outs by Reno/Truckee Meadows. Chief Michael Hernandez.”

Fire Chief Michael Hernandez indicated there were a total of 2,971 calls during May 2010. He reported the following call volumes for the Truckee Meadows Fire Protection District (TMFPD):

| May 2010 TMFPD Call Volume | | | | |
|-----------------------------------|-------------|------------|---|--------------|
| Station | Fire | EMS | Hazard, Good Intent or False Alarm | Total |
| 13 (Stead) | 4 | 46 | 26 | 76 |
| 14 (Damonte) | 8 | 99 | 46 | 153 |
| 16 (Washoe Vly) | 2 | 16 | 14 | 32 |
| 17 (Spanish Spgs) | 2 | 78 | 43 | 123 |
| 18 (Cold Spgs) | 1 | 27 | 12 | 40 |

Volunteers: In response to concerns expressed by Volunteer Fire Chief Pete Cannizzaro, the District met with stakeholders regarding the development of policies

and procedures that impact the volunteer organizations. Chief Hernandez said a process and path forward was set forth to develop future standard operating procedures collectively and with input from the volunteer organizations. He indicated some consensus was reached regarding entrance requirements.

Administration: Chief Hernandez stated the District applied for a large federal Assistance to Firefighters Grant (in excess of \$500,000) to purchase communication equipment such as handheld portable radios and to replace some aging Automatic External Defibrillators (AED's) that were carried on the fire trucks.

Training: A significant amount of time and effort was focused on wildfire intervention and wildfire preparedness and response during the month of May 2010. Chief Mike Brown from the North Lake Tahoe Fire Protection District (NLTFPD) sponsored a three-day live burn event, to which most of the fire organizations in the region responded. Chief Hernandez explained the drill was the successful culmination of training for the firefighters.

Data Management: As previously discussed before the Board, Chief Hernandez said he had concerns about how data was captured and analyzed, as well as how assets and fiscal allocations to the District were managed. He indicated there were two final vendors being analyzed and he anticipated that a purchase order would be awarded within 30 to 60 days.

Interlocal Agreement: Chief Hernandez acknowledged Kurt Latipow, Fire Services Coordinator, for putting a significant amount of time and effort into amendments to the Interlocal Agreement between the City of Reno and Washoe County. He stated both teams were working hard to meet an aggressive timeline. He anticipated regular status updates to the Joint Fire Advisory Board, the City Council, and the Board of Fire Commissioners.

Brown Outs: In response to an inquiry by Commissioner Breternitz, Chief Hernandez reported that engine companies 11 and 19 and truck companies 11 and 15 remained browned out. He stated Station 7 on Skyline had been open approximately two out of the past 30 days, and Station 9 in Stead had been open about three out of the past 30 days.

10-47F AGENDA ITEM 5

Agenda Subject: "Discussion and possible acceptance of staff's Recommendations, updates and the draft Action Plan in support of the Fire and Fire Based Emergency Medical Services Master Plan, or other direction to staff."

Kurt Latipow, Fire Services Coordinator, indicated the draft Action Plan was developed with the participation of multiple stakeholders. He requested that it be posted on the County website for an extended length of time for the purpose of soliciting public comments. He noted the one comment received thus far, from the Regional

Emergency Medical Services Authority (REMSA), was included as Attachment 1 to the staff report. He explained the first two pages of the draft Action Plan (Attachment 2 to the staff report) captured central themes and recommendations. The remaining pages in Attachment 2 were broken down by theme and detailed the proposed tasks by which the recommendations could be moved forward. He observed there had already been progress toward some of the recommendations over the last several months.

Governance (Recommendations 1 through 5): Chief Latipow suggested the governance items be placed on hold until staff could complete the work being directed by the Joint Fire Advisory Board (JFAB) and receive their further recommendations.

Interlocal Agreement (Recommendations 6 through 9): Chief Latipow pointed out that Recommendations 7 and 9 were currently being addressed through the update process with the City of Reno. He suggested Board action on Recommendation 6 be held until Fire Chief Michael Greene's proposal could be agendaized for the Sierra Fire Protection District (SFPD) Board meeting on July 13, 2010.

Emergency Medical Services (EMS) (Recommendations 10 through 13): Chief Latipow stated EMS was clearly under the purview of the District Board of Health and recommended the related action items be referred to them for consideration. He requested that he be appointed as staff liaison to the District Board of Health (for Action Plan items only).

Volunteers (Recommendations 14 through 16): Chief Latipow indicated a Volunteer Program Task Force had been previously brought together to work on a standardized volunteer contract as well as standardized policies and procedures. He suggested Recommendations 14 through 16 be referred to the Task Force, and that their findings and work product be brought to the JFAB before coming back to the Board of Fire Commissioners.

Dispatch (Recommendations 17 through 20): Chief Latipow noted the mobile terminals referenced in Recommendation 18 were currently being installed in all of the TMFPD career fire engines. He said the balance of the recommendations and associated tasks were under the authority of the City of Reno. He suggested the items be forwarded to the Reno Fire Chief for consideration and future action.

Facilities (Recommendations 21 through 24): Chief Latipow explained Recommendation 21 was currently being addressed by the development of Standards of Cover (SOC), as directed by the Board's action to approve an amendment to the Interlocal Agreement at its May 11, 2010 meeting. He stated he was collaborating with Reno Fire Chief Michael Hernandez on the scope of work and a cover letter for the Reno SOC and the subsequent Regional SOC. He suggested Recommendations 23 and 24 would be addressed in a community forum process to be presented by Chief Greene at the next SFPD Board meeting on July 13, 2010.

Federal Grants (recommendation 25): Chief Latipow referenced comments made earlier by Chief Hernandez about the Assistance to Firefighters Grant application. He acknowledged the City of Reno for taking the lead and applying for the grant that would benefit several regional fire agencies listed in the staff report. He said the grant application demonstrated how the agencies were coming together to maximize their efforts.

Prevention (recommendations 26 through 31): Chief Latipow suggested Recommendation 26 and its associated tasks fell under the authority of the County Building Official and should be referred for his consideration. He noted the Residential Code, Building Code and Fire Code were all meant to work with each other. He indicated the tasks associated with Recommendations 27 and 31 were currently in process and he anticipated that stakeholder meetings would take place in July 2010. He pointed out there was a large amount of staff and legal work required to get the Fire Code amendments ready for presentation to the stakeholders and the Fire Commissioners. He stated there were some recommendations for community outreach that should be referred to the SFPD and to the City of Reno on behalf of the TMFPD.

Commissioner Larkin asked what steps would follow if the Board accepted the staff recommendations for the Action Plan. Chief Latipow observed the SFPD Board would consider additional action on Recommendations 2, 6, 23 and 24 following Chief Green's staff report at the July 13, 2010 meeting. With respect to the items suggested for referral to other agencies, he said a letter of transmittal would be drafted for the Chairman's signature and a tracking mechanism would be developed. He anticipated a standing agenda item for staff to provide monthly updates to the three Boards, particularly for items that were referred. If the Board approved a community forum proposal at the July 13th meeting, he stated there was a very aggressive meeting schedule where several items would be discussed. In addition to monthly staff reports, he hoped referrals to the District Board of Health and the City of Reno would set the stage for moving forward on specific tasks.

Commissioner Larkin expressed concern about coordinating work on the Interlocal Agreement and getting everything else done based on the JFAB schedule, a possible community workshop schedule, and the Master Plan items. Chief Latipow said he was aligning the recommendations and the JFAB process where possible, and was aligning other tasks with work that was already going on. He indicated he would not know where to make adjustments until he received Board direction to fully engage. He stated he would bring it to the Commission's attention and request additional direction if work started to fall behind or speed bumps were encountered. Commissioner Larkin asked the Board to consider that the Interlocal Agreement process should not be placed at risk.

Commissioner Breternitz observed that Recommendations 10 and 11 to evaluate the EMS delivery system and determine the best method of integration with the fire services were to be approached through the District Health Department. Chief Latipow agreed that was his recommendation. Although he could not speak on behalf of

the Health Department, he stated the County fire services believed a wholesale review of the entire system was appropriate. Dr. Mary Anderson, District Health Officer, declined to comment at the current time.

Commissioner Breternitz referenced the public comment submitted by REMSA related to EMS Task 10a, which suggested the use of a consensus driven method by a designated task force to decide the outcomes. He said it was his experience and observation that consensus was the worst way to get things done. He hoped the agency that eventually fielded the recommendation would consider getting good people and allowing them to make decisions.

Jim Gubbels, Vice President of REMSA, responded to the call for public comment. A written copy of his comments was placed on file with the Clerk. He indicated REMSA met with Chief Latipow on March 16, 2010 to give feedback on the draft Action Plan. He pointed out REMSA did not agree with the Diamante Group's recommendations related to EMS and dispatch. He stated REMSA was in agreement with medically-based fire first response as a component of an effective and efficient EMS, and was willing to participate in a balanced task force that did not pit the fire agencies against REMSA. He observed the medical directors should also be involved to give guidance about what was done for patients in the field. He suggested another consultant was not needed. He indicated REMSA had a lot of expertise related to the medical component and the fire agencies had a lot of expertise related to first response. With respect to Recommendation 20, he pointed out REMSA had just received its third reaccreditation from the National Academy of Emergency Dispatchers. He noted the community was getting the highest level of emergency medical dispatch (EMD) at no cost, and questioned why that should be thrown out.

Commissioner Larkin asked if a task force would reevaluate REMSA's service areas. Mr. Gubbels agreed they could. He said the response zones were not that far off and the standards of care were very similar to some of the fire service components.

Jess Traver, Director of Government Affairs for the Builders Association of Northern Nevada (BANN), commended the Board for its organizational leadership. He said the BANN was totally opposed to Recommendation 26, which would require fire sprinklers in single family residences. He indicated sprinkler systems would cost between \$6,000 and \$15,000 for a single family residence. He suggested any additional construction costs in the current housing market would significantly delay economic recovery in the region.

Chief Latipow clarified the stakeholder group that developed the draft Action Plan had included representatives from the Sparks Fire Department, the Reno Fire Department, the North Lake Tahoe Fire Protection District, a citizen at large, and others. He stated the Health Department had been invited. He indicated specific responsibilities would be aligned with the tasks after Board direction was provided. He acknowledged the opposition to residential fire sprinklers as an age-old difference between fire

professionals and builders, which is why he thought the issue was best referred to the County Building Official.

Commissioner Breternitz referred to Recommendation 20 related to EMD. Given the accolades received by REMSA for its dispatch process, he asked if it was Chief Latipow's opinion the methodology could be improved. Chief Latipow stated it could be improved with respect to the call handoff process. He said some stakeholders had brought forth research to indicate the practice of handing off calls was discouraged nationally. He noted every fire agency stakeholder agreed with the opinion that the best place to put EMD was at the call center where it was originally dispatched from. He acknowledged that REMSA had repeatedly received accolades. He indicated the recommendation was that the first person to receive the call was to work it through their EMD, get the appropriate units rolling and stay on the line, rather than transferring the call to another dispatch center.

Commissioner Breternitz inquired about the lead entity for Recommendations 10 and 11. Chief Latipow said the Health Department's charter placed EMS under their authority. He observed the District Board of Health included representatives from Washoe County, the City of Sparks and the City of Reno. He indicated the recommendation was for a multi-stakeholder task force to take a look and do a report card on the entire system. He did not recommend a multijurisdictional task force because of the current workload on everybody's staff.

Chairman Humke wondered if there was active consideration for Recommendation 3 to consider whether the SFPD should remain a standalone entity. Chief Latipow clarified the recommendation was to place the item on hold until work at the JFAB and on the Interlocal Agreement was completed. He noted the authority of the JFAB had been increased to allow it to take such items into consideration.

Chairman Humke asked about the recommendation to appoint Chief Latipow as the County's liaison to the District Health Board. Chief Latipow stated the liaison was only intended to relate to consideration of Recommendations 10 through 13. He indicated the liaison role would include monitoring and presenting information, coming back to the Commission for additional direction, providing input, and polling the fire agency stakeholders as needed.

Commissioner Larkin requested an opinion as to any recommendations related to the SFPD that the Board could not act on. Melanie Foster, Legal Counsel, stated the Board could accept the recommendations in the draft Action Plan, except that it should not act on Recommendation 6 under the Interlocal Agreement category nor on Recommendations 23 and 24 under the Facilities category. She noted SFPD Board action on those items would be predicated on Chief Greene's July 13, 2010 staff report. She indicated the staff suggestion for Recommendation 2 under Governance was to place it on hold, so there was no reason to pull it out. She said she could think of no reason for the Board not to refer some of THE items in the Prevention category to the SFPD.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, the Board accepted the recommendations outlined in Attachment 2 to the staff report and gave direction for the Fire Services Coordinator to begin implementation plans, with the following exceptions: Recommendation No. 6 under the Interlocal Agreement category and Recommendation Nos. 23 and 24 under the Facilities category were held for consideration at a future meeting of the SFPD Board of Fire Commissioners.

1:04 p.m. The Board reconvened as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District with all members present.

10-48F 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 Board of Fire Commissioners as a whole.”

There was no response to the call for public comment.

10-49F AGENDA ITEM 3a

Agenda Subject: “Review and acceptance of volunteer/auxiliary report for May 2010 (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 Larkin, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 3a be accepted.

10-50F AGENDA ITEM 3b

Agenda Subject: “Acceptance of the 2010 Annual Operating Plan between the City of Reno/Truckee Meadows Fire Protection District and the U.S. Forest Service, Humboldt-Toiyabe National Forest and authorize the Chair to sign the Annual Operating Plan.”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 3b be accepted and authorized.

10-51F AGENDA ITEM 3c

Agenda Subject: “Acceptance of the 2010 Annual Operating Plan between the City of Reno/Truckee Meadows Fire Protection District and the Nevada Division of Forestry and authorize the Chair to sign the Annual Operating Plan.”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 3c be accepted and authorized.

10-52F AGENDA ITEM 6

Agenda Subject: “Authorize the Finance Director, as the Acting Risk Manager, to renew the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, effective July 1, 2010, for an Annual Premium of \$132,287.07.”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that Agenda Item 6 be authorized and approved.

10-53F AGENDA ITEM 7

Agenda Subject: “Update on Joint Fire Advisory Board Meeting and Interlocal Agreement review process.”

Chief Latipow reported on discussion of the Interlocal Agreement (ILA) at the most recent Joint Fire Advisory Board (JFAB) meeting. A process was presented whereby City and County staff would collaborate on proposed changes to the ILA, with the assistance of legal counsel. Staff would bring drafts forward for review and input by the JFAB once a month, or more frequently as determined by the Board. He said a completed draft of the amended ILA was anticipated by the end of November, would be presented to the JFAB for their review, and would then be moved on to the County Commission and the Reno City Council. He indicated there had been some additional discussion about the process for standards of cover documentation. He noted multiple points were identified where the JFAB would be briefed and solicited for input regarding performance criteria.

Commissioner Larkin remarked that the JFAB had rolled up its sleeves to make sure the ILA was a satisfactory product before it was brought for the Commission’s consideration. He stated the JFAB was hopeful about keeping within the time schedule

but might need some help from the County Commission and the City Council to ensure that legal reviews were timely.

10-54F AGENDA ITEM 8

Agenda Subject: “Commissioners’/Manager’s Announcements, requests for information and identification of topics for future agendas. (No discussion among Commissioners or action will take place on this item.)”

There were no announcements.

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1:10 p.m. There being no further business to conduct, on motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried, the meeting was adjourned.

DAVID E. 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:
Lisa McNeill, Deputy County Clerk*