

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

TUESDAY

1:00 p.m.

SEPTEMBER 27, 2011

PRESENT:

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

Amy Harvey, County Clerk
Katy Simon, County Manager
Paul Lipparelli, Legal Counsel
Dana Turner, Division Chief

The Board convened at 2:11 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:

It was noted that the minutes listed on the agenda had already been approved. There were no other consent agenda items.

11-84F 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.”

Garth Elliott spoke on the Nevada Humane Society.

***2:15 p.m.** Commissioner Jung arrived.

11-85F AGENDA ITEM 4

Agenda Subject: “Fire Chiefs Report – Report and discussion related to Fire District operations by Reno/Truckee Meadows Chief Michael Hernandez.

Dana Turner, Division Chief, indicated that a report would be presented during the October 11, 2011 meeting, which would include an overview of the recent National Air Race tragedy.

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

11-86F AGENDA ITEM 5

Agenda Subject: “Update, discussion and possible direction related to the status of the Truckee Meadows Fire Protection District Transition Plan, including but not limited to service coverage options, updates to the Transition Plan schedule, activities since the last meeting, and possible discussion/clarification regarding role of the Joint Fire Advisory Board.”

Kurt Latipow, Fire Services Coordinator, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included information for both the Sierra Fire Protection District (SFPD) and the Truckee Meadows Fire Protection District (TMFPD) as they pertained to eight minute response times. He explained that over the last several years the response system had been based on cooperation, automatic aid and mutual aid. The presentation showed that a majority of identified gaps had existed prior to the development of the Interlocal Agreement. He said rural performance objectives would still be met and suburban response and effective response in some areas would force objectives to be dependent on automatic aid.

In regard to the Transition Plan, Mr. Latipow reported that the informational website was now located on the County webpage and a question and answer portion had been initiated. The next step would be to conclude a Gant Chart to track every task in the Transition Plan and then bring forward the recommendations concerning other modes of outreach. He indicated that the consulting team would soon begin the Volunteer Fire Department Needs Assessment as identified in the Transition Plan. That team would meet with the Chiefs and the Assistant Chiefs from each of the Volunteer Departments and the Volunteer Fire Chiefs from the SFPD.

Mr. Latipow commented that there were numerous tasks involving Human Resources. He said staff began drafting the necessary position classifications for the new/old District and those would be presented to the Human Resources Department within the next week.

Mr. Latipow commented that there appeared to be a difference of opinion between the City of Reno’s Joint Fire Advisory Board (JFAB) members and the County’s JFAB members as to the role of the JFAB during the dissolution process. Commissioner Jung commented that the Interlocal Agreement stated the function of the JFAB. Chairman Breternitz recalled that the JFAB would serve in an advisory capacity for elements related to the Interlocal Agreement and the dissolution of the Interlocal Agreement as it related to specific items that came out of the Interlocal Agreement. The agreement between the two entities and the “standing up” of a new department was not in the purview of the JFAB.

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

11-87F AGENDA ITEM 6

Agenda Subject: “Discussion and acceptance of a FY 2010 Assistance to Firefighters Grant award from the Department of Homeland Security, Federal Emergency Management Agency, to the Reno Fire Department/Truckee Meadows Fire Protection District in the amount of \$190,835.00, to fund the purchase of six advanced cardiac monitor/defibrillators, authorize staff to accept the grant funded equipment and recognize the District's required match not to exceed \$38,167.00. (All Commission Districts)”

Kurt Latipow, Fire Services Coordinator, explained that in the course of the partnership with the City of Reno, the City would take the lead in applying for these types of grants on behalf of the Truckee Meadows Fire Protection District (TMFPD). This grant had a cost share included and had been anticipated in the 2011/12 TMFPD budget.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 6 be accepted.

11-88F AGENDA ITEM 7

Agenda Subject: “Acceptance of a FY 2010 Assistance to Firefighters Regional Communications Grant award from the Department of Homeland Security, Federal Emergency Management Agency, to the Reno Fire Department/Truckee Meadows Fire Protection District on behalf of five local fire entities in the amount of \$688,069.00; and authorize staff to accept the District's portion of the Grant funded purchase of communications equipment, and recognize the District's portion of the required match in an amount not to exceed \$49,221.00.”

Kurt Latipow, Fire Services Coordinator, explained that the Federal Emergency Management Agency (FEMA) encouraged departments and regions to work together on these applications, which would enhance services throughout a region. This grant would allow the upgrading of VHF in the units utilized in mutual aid. In addition, the grant contained mobile data terminals for the Sierra Fire Protection District (SFPD), which would bring them into alignment with a recommendation from the Regional Standard of Cover. He noted that the grant match had been included within the Truckee Meadows Fire Protection District (TMFPD) 2011/12 budget.

There was no public comment on this item.

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

11-89F AGENDA ITEM 8

Agenda Subject: Approve the class specification and salary range of \$101,400 - \$134,867 for the Truckee Meadows Fire Protection District (TMFPD) Fire Chief.”

Katie Fox, Human Resources Director, explained that staff had reviewed the essential functions for the Sierra Fire Protection District (SFPD) Chief as well as other Chief positions in regard to specifications. She said the District’s labor and human resources consultants, Renne Sloan Holtzman and Sakai LLP, conducted an extensive salary survey that reviewed the traditional regional labor market and an expanded labor market. The traditional labor market included: Carson City; the City of Reno; the City of Sparks; the East Fork Fire Protection District; the North Lake Tahoe Fire Protection District, SFPD; and, the Tahoe-Douglas Fire Protection District. The expanded labor market included other fire departments similar to the Truckee Meadows Fire Protection District (TMFPD) in terms of area served, number of paid personnel and number of stations. She said the survey data was adjusted to reflect geographic differences in wages between the comparator jurisdictions and the City of Reno.

Ms. Fox stated that the recommended salary range for the Fire Chief position was \$101,400 to \$134,867 and was created following normal County protocols in establishing management salary ranges. She added that the range was developed using \$134,858 as the approximate top range. That figure was the average of the adjusted salaries for the traditional labor market, which was used because the underlying salary structure for other positions within the District had been set based on the traditional labor market.

Chairman Breternitz asked if salaries would change if the Board exercised the option to combine the SFPD and the TMFPD. Ms. Fox felt that the salary would not increase with the combining of both Districts. She said in fairness to the process and the position she would want to ensure that if the two Districts would be combined that salary data would be evaluated.

Commissioner Larkin inquired on the salary that came under the Fire Chief. Ms. Fox believed that to be for Battalion Chief positions. Commissioner Larkin said if a Chief were hired and offered a salary of \$101,000 there could be the potential of a Battalion Chief making more than the Chief.

In response to a question from Commissioner Jung, Ms. Fox replied that the recruitment process would begin as soon as there was Board approval and anticipated the new Chief beginning mid January 2012.

There was no public comment on this item.

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

11-90F AGENDA ITEM 9

Agenda Subject: “Approve the recruitment and selection process for the Fire Chief position utilizing specific methods and procedures.”

In accordance with the Transition Plan to ensure the seamless transition of staffing and service between the entities, Katie Fox, Human Resources Director, stated that recruitment and selection of a Fire Chief for the Truckee Meadows Fire Protection District (TMFPD) was a priority. The District should seek a dynamic, modern-thinking leader with the energy and capability to develop the organization into a robust, efficient and effective service delivery system. She described the following recruitment options as referenced in the staff report:

1. In coordination with the Human Resources Department and the Fire Services Coordinator, hire a consulting agency experienced in executive fire officer recruitments to conduct a focused, **regional** recruitment, with emphasis on those Western states which had terrain/wild lands similar to the terrain of northern Nevada.
2. In coordination with the Human Resources Department and the Fire Services Coordinator, hire a consulting agency experienced in executive fire officer recruitments to conduct a **national** recruitment, with emphasis on those Western states which had terrain/wild lands similar to the terrain of northern Nevada.

The following selection process options were offered for consideration in determining the selection process as referenced in the staff report:

1. The Board considers the applications/resumes from all qualified applicants and identifies the top candidates for interviews on December 13, 2011 and makes a Board appointment with a desired start date of January 2012.
2. The Board directs staff to select a panel of appropriate community and fire service/suppression subject matter experts to conduct initial interviews of the top qualified candidates identified by the consulting agency. The panel would recommend to the Board the top three candidates (or more) as the Board desired for Board interviews and appointment on December 13, 2011, with a desired start date of January 2012.

Ms. Fox stated that staff recommended Option No. 1 for the recruitment process and Option No. 2 for the selection process.

Chairman Breternitz asked if an approval would change the options for the Fire Chief serving as Chief for both Districts. Ms. Fox replied it would be important to provide comprehensive information to potential candidates about the position, the span of control, the nature of the fire service and the political environment. If the Board believed that there could eventually be a consolidated fire service that included both Districts, it would be important that be communicated to interested candidates.

Chairman Breternitz stated his surprise to see this item on the agenda. He said the schedule had been altered so the Board could receive a report on the benefits of a joint effort. He preferred having the pertinent information about the benefits and the detriments before the options were narrowed. Katy Simon County Manager, indicated that the merger option discussion would be before the Board during the October 25, 2011 Board meeting.

Commissioner Humke remarked that many local professionals knew most of the qualified individuals in the area and asked what triggered the use of a consultant firm. Ms. Fox explained that the philosophical approach in Human Resources for high level department head recruitments was to use the expertise of a recruiting firm.

Due to the number of employees leaving the organization and the many settlement agreements needed to be completed for those employees, Ms. Simon said the resource capacity was limited to conduct the County's recruitments. A successful recruitment and selection process took more than just finding applicants.

Chairman Breternitz was concerned that the range may not be fully disclosed to the applicants for the position. He asked if there was a way to construct the search documents to include the possibility of combining the Districts. Ms. Simon said a recruitment brochure would describe the Board's goal of a regional fire district. In terms of the brochure, Commissioner Larkin remarked that the Board would want to exercise some micro-management. Ms. Fox suggested identifying a Commissioner to work with Human Resources to ensure that the Board's concerns were addressed in the recruitment brochure.

Mark Gregersen, Renne Sloan Holtzman and Sakai, explained that the design of the salary recommendation reviewed the regional norm for the Battalion Chiefs and the Division Chiefs, as well as the issue of sustainability. He said the recommendations were for the Division Chief's salary to be 15 percent higher than a Battalion Chief and the Fire Chief's salary be 12.8 percent higher than the Division Chief's salary. It was not uncommon to have a pay grade overlap and said it was possible for a Division Chief to make more than the entry level step of a Fire Chief. Commissioner Jung asked for that possibility to be double-checked.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried, it was ordered that Option No. 1 for the recruitment process and Option No. 2 for the selection process be approved. It was further ordered that Commissioner Larkin be appointed to work with Human Resources for the specific recruitment brochure to encompass the Board's concerns.

11-91F AGENDA ITEM 10

Agenda Subject: Approve a Resolution to donate one surplus used fire apparatus, one 1982 Ford Structural Pumper VIN# 1FDPC80K3CCA7064 "as is" condition from the Truckee Meadows Fire Protection District to the Reno Sparks Indian Colony; if approved, authorize Chairman to execute Resolution for same."

Kurt Latipow, Fire Services Coordinator, explained that once an apparatus was determined to no longer be suitable for the specifications and service delivery models for the Truckee Meadows Fire Protection District (TMFPD), it was attempted to locate an agency that could use the apparatus before it went to auction. He said the Reno-Sparks Indian Colony had recently suffered an accident with their primary structural engine while assisting the Pyramid Lake Paiute Tribe. It was felt that the donation of this unit would be in the best interest of the Reno-Sparks Indian Colony.

Commissioner Humke asked if the Indian Colony would use this unit to fight fires in Hungry Valley. Mr. Latipow said that was where the unit was stationed.

There was no public comment on this item.

On motion by Commissioner Humke, seconded by Commissioner Larkin, which motion duly carried, it was ordered that Agenda Item 9 be approved, authorized and executed. The Resolution for same is attached hereto and made a part of the minutes thereof.

11-92F AGENDA ITEM 12

Agenda Subject: "Update on Joint Fire Advisory Board Meetings."

Kurt Latipow, Fire Services Coordinator, said regular meetings were again being held with the Joint Fire Advisory Board (JFAB) and noted that there would be a standing agenda item. He said the JFAB would meet once a month.

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

11-93F AGENDA ITEM 13

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 Board member comments.

11-94F AGENDA ITEM 14

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.”

Garth Elliott stated that the Nuisance Ordinance needed to be reviewed.

11-95F AGENDA ITEM 11

Agenda Subject: “Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters associated with delivery of new fire services by July 1, 2012.”

3:15 p.m. On motion by Commissioner Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that the meeting recess to a closed session for the purpose of discussing negotiations with Washoe County, Truckee Meadows Fire Protection District and/or the Sierra Fire Protection District per NRS 288.220. It was further ordered that the TMFPD meeting would adjourn from the closed session.

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JOHN BRETERNITZ, 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*

RESOLUTION

A RESOLUTION TO DISPOSE OF ASSETS BY DONATION TO RENO SPARKS INDIAN COLONY FROM THE TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

WHEREAS, The Truckee Meadows Fire Protection District has determined that a piece of fire equipment is no longer needed as part of it's service delivery program; and

WHEREAS, The Truckee Meadows Fire Protection District is proposing to dispose the following piece of fire equipment, which is surplus to the District's needs, described as:
One 1982 Ford Structural Pumper VIN 1FDPC80K3CVA07064

WHEREAS, The Reno Sparks Indian Colony is in need of this piece of fire equipment.

NOW, THEREFORE, BE IT RESOLVED by the **TRUCKEE MEADOWS FIRE PROTECTION DISTRICT BOARD OF FIRE COMMISSIONERS** that the Board supports the fire equipment needs of the Reno Sparks Indian Colony and declares:

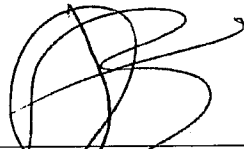
Section 1. NRS 474.470(7) empowers the Board of Fire Commissioners to dispose of personal property of the District provided it is determined that the property is no longer needed.

Section 2. The piece of fire equipment described above is no longer required for its public use and has reached the end of its useful life for the District. The equipment is hereby donated in "as is" condition. All costs for registration, title transfer and smog fees will be the responsibility of The Reno Sparks Indian Colony.

Section 3. This Resolution shall be effective upon passage and approval by the Board of Fire Commissioners.

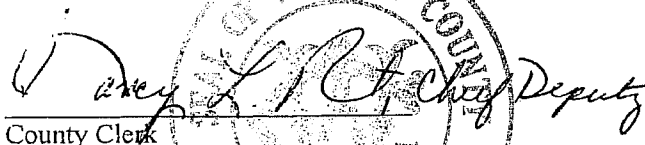
Section 4. The County clerk is hereby directed to distribute copies of this Resolution to the Comptroller's Office, Finance, Purchasing and Equipment Services.

ADOPTED this 27th day of September 27, 2011.



John Breternitz, Chairman
Truckee Meadows Board of Fire Commissioners

ATTEST:


County Clerk



11-91E