

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

TUESDAY

11:00 a.m.

JANUARY 10, 2012

PRESENT:

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

Amy Harvey, County Clerk
Katy Simon, County Manager
Paul Lipparelli, Legal Counsel
Tim O'Brien, Division Chief

The Board convened at 11:31 a.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:

12-01F 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.

12-02F AGENDA ITEM 3A

Agenda Subject: “Approval of BOFC meeting minutes from December 13, 2011.”

There was no public comment on this item.

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

12-03F AGENDA ITEM 3B

Agenda Subject: “Approval of Volunteer Report for October 2011.”

There was no public comment on this item.

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

12-04F AGENDA ITEM 4

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

Reno/Truckee Meadows Chief Michael Hernandez reviewed the Incident Response, Fire Station brown out, and significant statistics as noted in the staff report. During the month of November 2011 the Truckee Meadows Fire Protection District (TMFPD) responded to 727 calls including: 435 medical calls; 25 structure fires; and, 27 wild land fires. The most significant event was the Caughlin Fire that occurred on November 18, 2011, and he provided a brief summary, which was included in the staff report. Chief Hernandez reported on two structure fires that occurred in the Stead area which were under investigation for arson.

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

12-05F AGENDA ITEM 5

Agenda Subject: “Approval of an Extension to the Cooperative Fire Protection Agreement between the City of Reno/Truckee Meadows Fire Protection District and the Department of Conservation and Natural Resources, Division of Forestry.”

There was no public comment on this item.

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

12-06F AGENDA ITEM 6

Agenda Subject: “Update, discussion and possible direction related to the status of the Truckee Meadows Fire Protection District Transition Plan.”

Kurt Latipow, Fire Services Coordinator, reported that the Transition Plan was on schedule. During the previous meeting, action was taken to include the Sierra Fire Protection District (SFPD) within the Transition Plan and he noted that those tasks had been added and that SFPD staff had been actively involved in lending technical expertise and assisting County staff. He indicated that the Fire Chief recruitment and the open recruitment would close on January 20, 2012 and then staff would work with the Human Resources Department to begin processing those applications. He indicated that the consultants would draft a proposal to outline the interview process for the Fire Chief, which would culminate with the February 14, 2012 Board meeting and the interviews of the top candidates.

Mr. Latipow said that a meeting would be scheduled with the Volunteers to initiate a development for the Standardized Volunteer Contract that was strongly endorsed during the Volunteer Needs Assessment process. He said standardized policies and procedures would also be developed for all volunteer firefighters throughout the County.

Commissioner Breternitz inquired on the number of applications received for the Fire Chief and the open recruitment. Mr. Latipow replied that 25 applications had been received for the Fire Chief position, which had been given to a recruiting firm to initiate the background checks that would begin upon the closing date. He said 555 total applications had been received as part of the open recruitment.

Commissioner Jung asked if those were 555 individuals or duplicate applications. Mr. Latipow explained that the actual number of individuals would not be known until the recruitment closed. It could be possible that some were duplicate applications; however, he explained that the Firefighter Intermediate EMT level had 243 applications. Commissioner Jung commented that a staff report was not included with this item and requested staff reports be submitted in the future. She asked about the tasks associated with the Transition Plan and how many of those tasks were completed. Mr. Latipow stated there were approximately 150 tasks. He said a Gant Chart tracking those tasks was updated every two weeks and was located on the County website.

Katy Simon, County Manager, asked if the updated status report, which was online, could be presented to the Board as opposed to completing another staff report. Commissioner Jung requested a staff report in the future rather than an oral report. Chairman Larkin asked if an executive summary would be acceptable. Commissioner Jung explained that she wanted to see a tasks outline, a matrix, a list of team members and, in terms of achievement, where staff was on those 150 tasks.

Commissioner Jung asked if a Fire Academy would need to be established. Mr. Latipow explained a mini-academy was anticipated in order to indoctrinate out-of-area applicants to the policies and procedures of the region. Commissioner Jung requested a cost for the mini-academy and a cost-center ledger. Mr. Latipow indicated that a transition budget was updated every 30 days. In addition, the internal team members had an internal order assigned to track their time. Commissioner Jung requested those figures also be included in future staff reports.

Commissioner Weber asked if the volunteers could participate in the mini-academy. Mr. Latipow said the volunteers would be invited to attend, but the intent of the academy would be to cover current policies and procedures that already existed. Commissioner Weber felt that the academy could be a recruitment factor for volunteers and the volunteer departments. Mr. Latipow stated that those wishes would be conveyed to the new Fire Chief.

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

12-07F AGENDA ITEM 7

Agenda Subject: “Update on Joint Fire Advisory Board Meeting of December 19, 2011.”

Due to the lack of a quorum, Commissioner Jung reported that the meeting had been cancelled.

There was no public comment on this item.

12-08F AGENDA ITEM 9

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.)”

Commissioner Weber noted that the Volunteer reports did not always represent the current month and requested an oral report to explain the process that was used to compile those reports.

12-09F AGENDA ITEM 10

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.

12-10F AGENDA ITEM 8

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.”

11:46 a.m. On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried, it was ordered that the meeting recess to a closed session for the purpose of discussing with management representatives labor matters associated with delivery of new fire services by July 1, 2012 per NRS 288.220. It was noted that the meeting would adjourn from the closed session.

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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*