

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

TUESDAY

11:00 a.m.

MARCH 26, 2013

PRESENT:

**David Humke, Chairman**  
**Bonnie Weber, Vice Chairperson**  
**Marsha Berkbigler, Commissioner**  
**Vaughn Hartung, Commissioner**  
**Kitty Jung, Commissioner**

**Amy Harvey, County Clerk**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**  
**Charles Moore, Fire Chief**

The Board convened at 11:49 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:

**13-28F      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 Board of Fire Commissioners 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.”

Robert Parker spoke on the recent brown outs affecting some City of Reno fire stations. He said this was due to over budgeting and extremely restricted workloads.

Jeff Church distributed a handout, which was placed on file with the Clerk. The statement discussed Reno Fire safety issues.

Gene Gardella spoke on the two-minute time limit for public comment speakers.

**13-29F      AGENDA ITEM 3**

**Agenda Subject:** “Fire Chief Report – A) Report and discussion related to fire district operations by Chief Charles A. Moore; B) Monthly Statistics; C) Washoe County Volunteer Fire Fighters Association Report for February 2013; and, D) Update on new Mogul Station # 35.”

Fire Chief Charles Moore introduced Patrick Mooneyhan as the Fire Prevention Specialist for the District.

Chief Moore reviewed the memorandum dated March 12, 2013, which highlighted the monthly report for March 2013 and the February 2013 incident statistics. He also reviewed the Volunteer Report for February 2013 that included monthly operations, response data, training activities, and dispatch. Chief Moore reported on the progress of the Mogul Fire Station. He said consideration for a Special Use Permit for the Station would be placed on the April 4, 2013 agenda for the Reno Planning Commission to consider.

Commissioner Hartung inquired on an incident that occurred at the Arrowcreek Station. Chief Moore explained that a woman arrived at the Station with her husband who was experiencing chest pains. He said there were two medics at the Station who stabilized the patient while the call was being dispatched to the Regional Emergency Medical Services Authority (REMSA). However, ground ambulances were not immediately available to respond, but a Care Flight Helicopter was inbound from a call that had been cancelled. He noted that Care Flight arrived within 13 minutes to transport the patient to a local hospital. Chief Moore said that incident spoke to the value of the paramedic program.

Commissioner Weber shared that the computer equipment had not been working in Gerlach explaining why the Volunteer Chief had been unable to submit volunteer reports.

Commissioner Hartung asked if Station 35 would accommodate a four-man crew. Chief Moore stated that was correct.

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

**13-30F      AGENDA ITEM 4**

**Agenda Subject: “Discussion and possible approval of annual performance evaluation for the Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion of goals, objectives and results of Fire Chief; consider and possible action regarding current compensation and approve corresponding changes to existing [or] approve a new employee agreement.”**

Fire Chief Charles Moore said when he began there were more challenges than opportunities; however, that had shifted to now there were more opportunities than challenges. He stated the District would finish the year under budget, all the Stations had been staffed at 100 percent with no threat of brown outs or station closures and the Strategic Plan would be completed in May.

Commissioner Berkbigler remarked that Chief Moore was delightful to work with and she had only received positive feedback from her constituents on how terrific the Chief and his staff were to the public.

Commissioner Hartung echoed the comments of Commissioner Berkbigler. Some of the comments received describing the Chief in the performance feedback were driven, professional, thoughtful and methodical. He felt the Chief did a tremendous job standing up the Department within a short period of time and with limited resources.

Chairman Humke joined in on those remarks. In reviewing the narrative comments, he said some mentioned that the Chief could speak more with the firefighters and the volunteers about plans that were unfolding. However, the majority of the remarks were all positive toward leadership and management of the Department.

Commissioner Jung was interested in the mission and the strategic process for the upcoming year. She said some in the community felt they were not receiving enough outreach. She suggested the Chief review areas where he had reached out to and the areas that felt neglected.

Commissioner Hartung questioned if a full time volunteer coordinator could be assigned for a needs assessment. Chief Moore replied there was a full time training officer dedicated to the volunteers and noted there were 13 Stations that officer needed to visit. He indicated that he met with the Volunteer Chiefs monthly to discuss issues and concerns. He stressed that the Department had to be efficient with their time and tackle the problems that needed to be dealt with in the present, but apply patience to those problems that still needed to be solved. Chief Moore explained that was all part of the strategic plan process.

Commissioner Hartung said a comment received expressed some concern on the way some codes were interpreted by the Chief and the Fire Marshal and that the Department had grappled with putting projects through the permitting process. He encouraged the Chief to consider the importance of jurisdiction and to delegate additional resources in order to push permits through the process. Chief Moore thought that comment was directed toward water supply, but agreed that the Code needed to be changed.

Commissioner Weber stated it had been a delight to have the Chief and commended him for submitting his evaluation in a timely manner. His team also needed to be commended since they were brought together and had accomplished many tasks. She suggested more communication with the Commissioners would be helpful.

Commissioner Berkbigler said there were some concerns that a Public Information Officer (PIO) was needed and asked if the Chief shared that same concern. Chief Moore agreed that was a needed resource. He said the Community Relations Manager did an amazing job for the Department, but they did need their own PIO. He

said the fire prevention message could be relayed to the community more effectively with a dedicated PIO and would be included within the strategic plan.

Chairman Humke asked for comments regarding command and control, automatic aid, the strategic plan, morale, and relations with the Regional Emergency Medical Services Authority (REMSA). Chief Moore replied that the Department had many partners for automatic aid, except the City of Reno, but he was committed to work with the City on reaching an agreement. He reiterated that the Strategic Plan was being developed and added that staff had not stopped standing up this department and were still dealing with certain issues and concerns. He indicated that resources were allocated by plotting the calls and placing the resources in locations with the most demand for service. Chief Moore felt morale in the Department was high; however, in any large organization there were concerns, particularly when para-medicine began. He acknowledged there had not been much interaction with REMSA on a day-to-day basis, but that was changing since para-medicine was added. He hoped to meet with REMSA representatives for a management team meeting about the objectives and expectations between the two agencies.

In response to the call for public comment, Gene Gardella stated when the fire department was being stood up, he had some interactions with the Chief that at times were stressed. He said Chief Moore responded in an effective and thoughtful manner and demonstrated the leadership to reduce and allay the concerns of the public.

Commissioner Berkbigler moved to adopt the annual evaluation for Fire Chief Moore. Commissioner Weber seconded the motion.

Paul Lipparelli, Legal Counsel, explained that the agenda item included possible action on the current compensation and to approve corresponding changes to existing, or, approve a new employment agreement. He explained that the current agreement expired on April 1, 2015 and was in the Board's packet. He commented that the Board may take action or, if no action was taken in regard to the agreement, the existing terms would remain in force.

Based on that statement, Chairman Humke asked if the Chief could receive a 5 percent Cost of Living Increase (COLA) and if that would be on an annual basis. Mr. Lipparelli replied that the annual salary of the employee may be adjusted by a vote of the Board consistent with the COLA adjustment provided to all other unclassified and non-represented employees of the District. In addition, the employee's salary may be increased up to 5 percent of the employee's current salary for merit.

Katy Simon, County Manager, explained that the Local 3895 agreement would continue through June 30, 2014 without a separate COLA adjustment contemplated. However, the Board could take action to review the merit increase and specify if any COLA increase was provided to other employees of the District, and through the term of this agreement, those would then be extended to Chief Moore.

On call for the question, the motion passed on a 5 to 0 vote.

Chairman Humke explained that the evaluation was a public process. He said that Legal Counsel and the Manager had pointed out some legal parameters indicating that Local 3895 had agreed to an additional year on the agreement and that management was asked to reflect the reductions made by the labor associations.

Chief Moore understood the process and hoped the Board was confident with his leadership. He said it was difficult to state what he felt he was worth regarding a salary adjustment and would defer that decision to the Board.

Commissioner Berkbigler felt the Chief deserved a salary adjustment and that he had done an outstanding job for the County, but was concerned since salary adjustments were not given to the rest of the staff or the rank and file. She suggested a salary increase be reviewed at a future date.

Commissioner Hartung echoed those sentiments. He clarified this was not a statement about performance and stressed that the Chief had done a phenomenal job.

Commissioner Jung stated it would be premature to consider a raise and was surprised that was listed on the agenda, considering all the reductions made in the region. She said no information was included on the parity and she would need to review the Hay Study to see where the Chief was in terms of the region and how many he supervised vis-à-vis other chiefs. To institute a COLA or a merit increase would be hypocritical as to how other staff members had been treated. Commissioner Jung understood the District worked under a different budget, but within that budget, the citizens were receiving fewer services while paying more money.

Mary Walker, District Financial Consultant, remarked that part of the duties she provided to the District was Regional Parity Studies for all the firefighters and management staff. She distributed the Fire Chief Parity Study of the Fire Chief Comparison for Fiscal Year 2012/13 dated March 11, 2013, which was placed on file with the Clerk. She confirmed there were no COLA's and, as stated by the Manager, would not be appropriate at this time. Ms. Walker commented that the entire District's staff was eligible for a minimum of a 5 percent merit increase. She explained that she utilized and included the same regional parity standards used in the union negotiations that included Carson City, the City of Reno, the City of Sparks, the East Fork Fire Protection District, the North Lake Tahoe Protection District and the Tahoe-Douglas Fire Protection District. She reviewed the regional average and noted that Chief Moore was approximately \$16,000 below the parity top step.

Chairman Humke thanked Ms. Walker for the data, which was a peer review from those other entities, but the Board had no control over any agency on that list.

There was no further action taken on this item.

*The following agenda item #5 and #6 will be heard by the Board of Fire Commissioners for the Truckee Meadows Fire Protection District only.*

**13-31F      AGENDA ITEM 5**

**Agenda Subject: “Approve the retention of Kafoury, Armstrong & Company to perform Independent Audit Services for Truckee Meadows Fire Protection District for fiscal year 2012/13 in an amount not to exceed \$22,000 pursuant to the engagement letter for same dated March 1, 2013.”**

Commissioner Hartung questioned the difference in the contract between the Truckee Meadows Fire Protection District (TMFPD) versus the Sierra Fire Protection District (SFPD).

Mary Walker, District Financial Consultant, explained those were two different local governments and the amount depended on the workload. She said every few years the County went out to bid for an auditor; however, this year the County was extending the current contract with Kafoury, Armstrong & Company who agreed to that extension and noted it was an amount not to exceed.

There was no public comment on this item.

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

**13-32F      AGENDA ITEM 6**

**Agenda Subject: “Discussion and possible action on a Resolution approving an Amendment to a Cooperative Agreement for Palomino Valley Water Supply dated October 23, 2012 between Truckee Meadows Fire Protection District and Palomino Valley General Improvement District and authorize the Chair to sign the Resolution and the Amendment amending the Agreement.”**

Fire Chief Charles Moore explained that the District allocated \$30,000 to the Palomino Valley General Improvement District (PVGID) in the current fiscal year to assist in building a fire protection well in order to have a reliable source of water to refill engines and tankers. The cost of construction had exceeded their original estimate and now totaled about \$55,000. The recommendation was to allocate an additional \$12,500 for the completion of that well, but added any additional amounts would be funded by PVGID. He stated this well was vital to the water supply in the area and would be a reliable water supply as structures continued to be built.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 6 be approved, authorized and executed. The Resolution and agreement for same are attached hereto and made a part of the minutes thereof.

*The following agenda item #7 will be heard by the Board of Fire Commissioners for the Sierra Fire Protection District only.*

**13-33F            AGENDA ITEM 7**

**Agenda Subject: “Approve the retention of Kafoury, Armstrong & Company to perform Independent Audit Services for Sierra Fire Protection District for fiscal year 2012/13 in an amount not to exceed \$25,000 pursuant to the engagement letter for same dated March 1, 2013.”**

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Chairman Humke, which motion duly carried, it was ordered that Agenda Item 7 be approved.

**13-34F            AGENDA ITEM 8**

**Agenda Subject: “Recommendation to approve a Clinical Education Affiliation Agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Community College for the purpose of providing internship opportunities for student firefighters, EMT’s, and Paramedics.”**

Alex Kukulus, Acting Battalion Chief, explained this was a standard agreement between the District and the Truckee Meadows Community College (TMCC). It allowed the District to interact with the students enrolled in the fire program at TMCC and allowed those students to visit the stations, go on ride-alongs and be supervised and mentored while gaining experience with the interaction of fire calls.

In response to a concern from Commissioner Hartung, Acting Battalion Chief Kukulus said the students carried liability insurance through the college.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 8 be approved.

**13-35F            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.)”**

Fire Chief Charles Moore requested the Blue Ribbon Committee discussion be transferred from the Board of County Commissioners agenda to the Board of Fire Commissioners agendas.

Commissioner Weber requested page numbers be added on future staff reports.

Commissioner Hartung read the Starfish story and requested a future agenda item for a "Starfish Award."

**13-36F      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.

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**ADJOURNMENT**

**1:23 p.m.** There being no further business to come before the Board, on motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, the meeting was adjourned.

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**DAVID E. HUMKE**, Chairman  
Truckee Meadows Fire  
Protection District

**ATTEST:**

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**AMY HARVEY**, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

*Minutes Prepared By:  
Stacy Gonzales, Deputy County Clerk*



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

**RESOLUTION AMENDING COOPERATIVE AGREEMENT FOR  
PALOMINO VALLEY WATER SUPPLY, DATED OCTOBER 23, 2012 BETWEEN  
THE TRUCKEE MEADOWS FIRE PROTECTION DISTRICT AND  
THE PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**WHEREAS**, any two or more political subdivisions of the State of Nevada may enter into cooperative agreements for the performance of any governmental function pursuant to NRS 277.045; and

**WHEREAS**, NRS 277.045 provides that every such agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body; and

**WHEREAS**, all parties to the Cooperative Agreement for Palomino Valley Water Supply ("Agreement") Between the Truckee Meadows Fire Protection District ("TM") and the Palomino Valley General Improvement District ("PV") are political subdivisions of the State of Nevada, authorized to provide and do provide government services in their respective jurisdictions; and

**WHEREAS**, all parties to the Agreement desire to amend it at paragraph three entitled "TM Payment", such that TM will contribute an amount not to exceed \$42,500.00 instead of the original \$30,000, and PV will be responsible for any and all balance of the costs.

**NOW, THEREFORE, BE IT RESOLVED** that the Amendment to the Agreement, attached hereto and incorporated herein by this reference, is hereby adopted and approved.

**BE IT FURTHER RESOLVED** that the Amendment and this Resolution be spread at large upon the minutes and that a copy of the Amendment and this Resolution be sent to the Palomino Valley General Improvement District.

Upon motion by Fire Board Commissioner, Bonnie Weber, seconded by Commissioner David Humke, the foregoing Resolution was passed and adopted this 26th day of March, 2013 by the following vote:

AYES: 5 NAYS: 0

ABSENT: 0 ABSTAIN: 0

**BOARD OF FIRE COMMISSIONERS**

ATTEST:

Jany L. Parent, Chief Deputy  
CLERK

David Humke  
David Humke, Chair

13-324

FIRE

**AMENDMENT TO THE COOPERATIVE AGREEMENT  
FOR PALOMINO VALLEY WATER SUPPLY**

This is an Amendment to the Cooperative Agreement that was made and entered effective October 23, 2012 ("Agreement"), by and between the Truckee Meadows Fire Protection District, a local fire district of the State of Nevada organized pursuant to chapter 474 of the Nevada Revised Statutes (hereinafter "TM"), and the Palomino Valley General Improvement District, a local general improvement district of the State of Nevada formed pursuant to chapter 318 of the Nevada Revised Statutes (hereinafter "PV").

WHEREAS, the parties are public agencies authorized by NRS 277.045 to enter into cooperative agreements for the performance of governmental services for each other;

WHEREAS, the parties have entered into the Agreement to establish a well and a large vehicle access to PV's water and Well, specifically a WTFS as specified in PV's special use permit No. SB10-009 ("Permit") obtained from and approved by Washoe County, Nevada, and now desire to amend said Agreement.

NOW THEREFORE, with full incorporation by this reference of all recitals set forth above, it is agreed between the parties to amend the Agreement as follows:

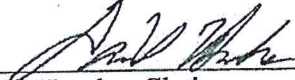
1. Paragraph 3 is amended to and shall read in its entirety as follows:

**TM Payment.** The parties agree that upon completion of PV's construction of the Well, WTFS and appurtenances as defined above PV shall tender to TM an invoice for the cost of construction and permits, supported with proof of costs, in an amount not to exceed \$42,500.00. TM shall pay to PV the billed amount of construction costs not exceeding \$42,500.00 within 30 days of receipt of the invoice.

2. All other terms and conditions of the Cooperative Agreement remain in full force and effect.

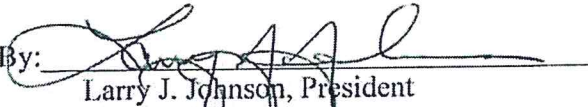
IN WITNESS WHEREOF, the parties have set their hands with the intent to be bound.

**TRUCKEE MEADOWS  
FIRE PROTECTION DISTRICT**

By:   
David Humke, Chair

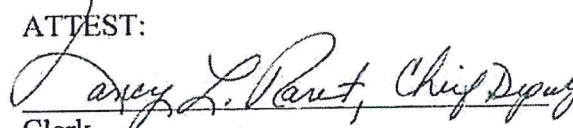
Date signed: 3-26-13

**PALOMINO VALLEY GENERAL  
IMPROVEMENT DISTRICT**

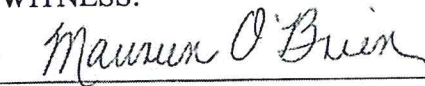
By:   
Larry J. Johnson, President

Date signed: 4-11-13

ATTEST:

  
Nancy L. Pant, Chief Deputy  
Clerk

WITNESS:



13-32f