

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

TUESDAY

11:00 a.m.

OCTOBER 22, 2013

PRESENT:

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

Jaime Dellera, Deputy Clerk
John Berkich, Interim County Manager
Paul Lipparelli, Legal Counsel
Charles Moore, Fire Chief

ABSENT:

Kitty Jung, Commissioner

The Board convened at 12:20 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:

13-136F AGENDA ITEM 2

Agenda Subject: “Public Comment. Comment heard under this item will be limited to three 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 three minutes per person. Comments are to be made to the Board of Fire Commissioners as a whole.”

There was no public comment.

CONSENT AGENDA – ITEMS 3A AND 3B

13-137F AGENDA ITEM 3A

Agenda Subject: “Approval of TMFPD Board of Fire Commissioners Meeting minutes from August 27 and September 24, 2013.”

There was no public comment on this item.

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

13-138F AGENDA ITEM 3B

Agenda Subject: “Recommendation to approve a 1% Cost of Living Adjustment in base wage effective July 1, 2013, a 1% PERS contribution in lieu of wage increase effective July 15, 2013, and a 1% Cost of Living Adjustment effective January 1, 2014 for Unclassified Management and unrepresented Confidential and Administrative employees. Fiscal impact is estimated at \$6,100. (All Commission Districts)”

Commissioner Weber asked if the Commission was aware of this item prior to today’s meeting. Fire Chief Charles Moore said he was advised by Human Resources (HR) this item was similar to what the Board of County Commissioners (BCC) approved for the County’s employees, and HR recommended the District follow that same action. Commissioner Weber said she just wanted to get on record that the rest of the County’s associations received the same benefits.

There was no public comment on this item.

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

13-139F AGENDA ITEM 4

Agenda Subject: “Fire Chief Report: A) Report and discussion related to fire district operations, B) Monthly Statistics, C) Washoe County Volunteer Fire Fighters Association Report for August 2013, and D) Blue Ribbon Committee Update.”

Fire Chief Charles Moore said he received inquires about citizens being able to do open burning during the fall. He advised because of the lack of rain in the last two weeks and with none predicted before the imposition of the air quality restrictions, it would not be likely open burning would be allowed. He stated the alternative would be for the citizens to use the District’s chipping program, which would launch in a couple of weeks. He said 15 hours of work on their defensible space had to be documented by a homeowner or by a neighborhood. He said if the cuttings were from a neighborhood, they needed to be piled in one central location and the District would come to that location to chip the cuttings for free. Chairman Humke noted the District did not have the ability to haul away the chipped cuttings, but the homeowners could use it as mulch. Chief Moore stated that was correct. Chairman Humke said the District’s staff had been giving very effective presentations at the Citizen Advisory Board (CAB) meetings. Chief Moore said he was happy to hear that, and he noted the information about the chipping program was also on the District’s web site.

Commissioner Hartung asked for more detail about the 15 hours. Chief Moore replied it was a 50/50 in-kind match by the citizen towards the cost of the chipping. He said each hour was valued as a dollar amount, which matched the District's time. He stated the grant's sponsor, the Nevada Division of Forestry (NDF), liked to see citizens engaged in improving their own defensible space. He said the program really drew attention to the citizens improving the quality of their defensible space, which improved the property's resistance to fire if there was an uncontrolled wildfire in the area.

Chief Moore noted there were two structure fires during the month. He said a little more moisture was needed before the region would be in good shape regarding wildfires for the rest of the fall and into the winter. He stated the weather played a significant role in the reduction of wildfires this year, which was due to this year's thunderstorms containing more rain than last year's thunderstorms. He said that rain kept the wildfires that did start in check.

Chief Moore said he and several of his staff had a successful planning meeting with the Gerlach Volunteer Fire Department. He stated just as they were leaving Gerlach got a fairly significant call, and he and his staff were able to assist with the initial response. He said a tender and a brush engine then responded from the Spanish Springs Fire Station, which was about an hour and forty-five minutes away. He stated after seeing Gerlach's response, he was very impressed with what they did with their limited resources and considering their nearest backup was up to two hours away. He said it was a lot of fun to get on the nozzle, which he did not remember happening in the last 25 years. Chairman Humke asked if he would recommend the Commissioners do that. Chief Moore said absolutely. He said there had been staff discussions about doing a citizen's academy and having the Commissioners go through some simple exercises, including putting them on the end of a nozzle. He stated that would let the Commissioners see firsthand how physical the job was.

Commissioner Weber asked if there was a reason why the volunteer departments in her District did not submit a report this month. Chief Moore stated he harangued the Volunteer Chiefs on a monthly basis for their reports, but he was at a loss to explain why they did not do them. He said he was aware Gerlach had a problem with their computer talking with the District's computer. He stated he would mention it again at tonight's Volunteer Chief's meeting. Commissioner Weber said even though Red Rock withdrew from the Volunteer Association, they still needed to submit a report. Chief Moore said he understood the Chief was out of town for awhile, so that might be why Red Rock did not submit one. Chief Moore said he would get the reports up-to-date. Commissioner Weber said turning in their reports was the responsibility of the Volunteer Chiefs, and not the responsibility of Chief Moore, and she might be making some phone calls.

Chief Moore stated the Blue Ribbon Committee looking at the feasibility of a regional fire department met in October, but would not meet in November so the members could read the list of best practices from across the country that was assembled.

He said the best practices were not housed in one repository, but a significant amount of research was done so the list was fairly comprehensive. He stated the Committee members would discuss those practices in December, and those practices not being met would be identified. He said good progress was being made and there would be a report to the Commission by March or April 2014.

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

13-140F AGENDA ITEM 5

Agenda Subject: “Approve an Addendum #2 to the Vacant Land Offer and Acceptance Agreement to extend the Closing date to December 20, 2013, for the sale of the original Arrowcreek fire station parcel (donated/deed restricted parcel of land APN 152-921-02), between Washoe County, its assign Sierra Fire Protection District, and Southwest Pointe Associates, LLC, (“Sellers”) to Arrowcreek Construction LLC (“Buyer”) resulting in approximately \$34,119 in revenue to the Sierra Fire Protection District, and further, upon approval, authorize the Chairman to execute upon presentation all closing documents, deeds, warrants, and checks, as needed to facilitate the closing and transfer. (Commission District 2)”

12:42 p.m. Fire Chief Charles Moore noted this item was also on the Board of County Commission agenda as Agenda Item 13. The Board remained convened as the Board of Fire Commissioners (BOFC) for the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) and convened as the Board of County Commissioners (BCC).

Chief Moore said this item was pulled when it was before the Board previously because the seller needed additional time to be able to put the deal together. He advised everything was now ready to be finalized.

There was no public comment on this item.

On motion by Chairman Humke, seconded by Commissioner Berkgigler, which motion duly carried with Commissioner Jung absent, it was ordered that Agenda Item 5 be approved, authorized, and executed.

12:44 p.m. The Board remained convened as the BOFC and adjourned as the Board of County Commissioners (BCC).

13-141F AGENDA ITEM 6

Agenda Subject: “Commissioners’/Fire Chief’s 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).”

Fire Chief Charles Moore said the Truckee Meadows Fire Protection District (TMFPD) completed the review and final inspections of the Apple project. He complimented Fire Marshall Amy Ray for her review of the very complex fire protection and detection systems located in Apple's server buildings. He advised the next step would be for staff to get familiar with those systems, so they would know where everything was if they had to respond to an incident.

Chief Moore said Commissioner Berkgigler asked for consideration of an internal audit, which would be before the Board on November 12, 2013. He stated he met with Allison Gordon, Internal Auditor, to discuss how the audit would be framed. He said Ms. Gordon indicated the audit was not so much to look for errors, but to look for improvements in the processes in place and for efficiencies within the District's financial systems. He said from time-to-time he got comments from people who believed the District was spending more money than Reno did during its management of the District under the Interlocal Agreement. He suggested one possible consideration would be to direct Ms. Gordon to do an analysis on whether the District was a more efficient operation, whether it was spending more or less money, and whether there was a difference in service levels. He believed there were a number of citizens who might have questions about all of that.

Commissioner Hartung said he was pleased the audit would be done. He asked if the information for the TMFPD would be separated from that of the Sierra Fire Protection District (SFPD) in addition to showing the information with them combined. He noted the two departments were not combined when the TMFPD was with the City of Reno. Chief Moore said therein lied some of the ambiguity. He stated people noticed there was a big difference between the District's \$21 million budget and the City of Reno's administration of the Interlocal Agreement at around \$14 million. He said the answer might be as simple as the TMFPD and the SFPD being combined and run as one department, but perhaps it was not. He said Reno would have continued under the Interlocal Agreement with four person engine companies, but the consultants projected that would not work in a recession economy where revenues were dropping 25 percent. He felt Ms. Gordon would be an excellent person to research that and put that information on the record once and for all. Commissioner Hartung believed doing that was important, because more stations were being staffed and advanced life support (ALS) was being provided where it was not provided then. Commissioner Berkgigler agreed and said that was exactly what she was looking for. She felt it was important to show the part of the fire department that was the TMFPD was operating successfully and at least at the same level of what it did under the Interlocal Agreement. She noted the Chief said this would be coming to the Board in November for discussion. Chief Moore said he just wanted to plant the seed regarding what the Internal Auditor's scope of work would be.

Commissioner Hartung asked for an update on the ashcan program at the next meeting. Chief Moore said he would include an update in the Chief's report.

13-142F AGENDA ITEM 7

Agenda Subject: “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board of Fire Commissioners agenda. The Commission will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Commission as a whole.”

There was no response to the call for public comment.

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12:47 p.m. There being no further business to come before the Board, the meeting was adjourned without objection.

DAVID HUMKE, Chairman
Truckee Meadows Fire
Protection District

ATTEST:

NANCY PARENT, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District

*Minutes Prepared By:
Jan Frazzetta, Deputy County Clerk*