

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

TUESDAY

11:00 a.m.

JUNE 24, 2014

PRESENT:

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

**Nancy Parent, County Clerk**  
**John Slaughter, County Manager**  
**Paul Lipparelli, Legal Counsel**  
**Charles Moore, Fire Chief**

The Board convened at 11:18 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:

**14-0101F     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 response to the call for public comment.

**CONSENT AGENDA – ITEMS 3A AND 3B**

**14-0102F     AGENDA ITEM 3A**

**Agenda Subject:** “Consent Items: Approval of minutes from Board of Fire Commissioners meeting of May 19, 2014. (All Commission Districts)”

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 3A be approved.

**14-0103F      AGENDA ITEM 3B**

**Agenda Subject: “Recommendation to approve for Unclassified Management and Non-Represented Confidential and Administrative employees a 1.5% Cost of Living Adjustment in base wage effective July 1, 2014 and a 1% Cost of Living Adjustment in base wage effective January 1, 2015. The Fiscal 2014/2015 impact is estimated at approximately \$7,700. (All Commission Districts)”**

Commissioner Jung asked if the negotiations were finished with the firefighter’s collective bargaining unit. Fire Chief Charles Moore replied they were not. Commissioner Jung felt there was a need to conform with the County’s policies. She said that meant the non-represented employees had to wait until an agreement was reached with the Washoe County Employees Association (WCEA), so they could match or equalize with that agreement in some way. She said that ensured the negotiations were done without any undo outside influence and kept the negotiations as clean as possible for the negotiators on both sides. She said she would support this, but hoped it would not get in the way of the ongoing collective bargaining negotiations. She stated this was a policy issue that she hoped could be discussed in the future.

Chairman Humke noted it was a collective bargaining agreement that related to management, but collective bargaining and management were not the same, even though we often worked hard to harmonize the two.

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 3B be approved.

**14-0104F      AGENDA ITEM 4**

**Agenda Subject: “Fire Chief Report: A) Announcement of the VFW National EMT of the Year Award, B) Report and discussion related to fire district operations, and C) Monthly Statistics.”**

Fire Chief Charles Moore said he was very proud to announce that the Emergency Medical Services (EMS) Training Captain Joseph Kammann was selected from hundred of applicants across the country as the Emergency Medical Technician (EMT) of the Year by the Veterans of Foreign Wars. He stated Captain Cannon was one of the top paramedics in the County. He said his knowledge was amazing and his dedication to paramedicine was very high. He believed the success of the District’s program could be laid squarely on his shoulders. He stated Captain Cannon was attending a class today, so he would bring him to a subsequent meeting to introduce him to the Board.

Chief Moore stated the testing of the entire inventory of fire hoses was completed in one month, with over 85,000 feet (over 14 miles) of fire hose being tested.

He said that testing gave the District a certain confidence in reliability of the performance of the District's fire hoses in the coming year, because it was not uncommon for fire hoses to experience some failures. He said testing that much fire hose was a monumental effort on the part of the career and volunteer staff.

Commissioner Hartung asked if the District was done testing its fire hydrants. Chief Moore said the hydrant testing was in progress for this year. Commissioner Hartung asked if they were tested every year. Chief More replied they were. He noted they found many fire hydrants that did not work the first year they were tested, while last year 100 percent of them worked.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that the report be accepted.

**14-0105F      AGENDA ITEM 5**

**Agenda Subject: "Approval of an Amendment (Amendment No. 1) to extend the term of the existing Interlocal Agreement between Truckee Meadows Fire Protection District and Sierra Fire Protection District for fire service and consolidation. (All Commission Districts)"**

Fire Chief Charles Moore said this amendment would extend the term of the Interlocal Agreement between the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) for fire services and consolidation. He noted some clarifying changes might be needed regarding the funding of the Bowers Station, but they would be brought before the Board at a later date.

Commissioner Hartung asked if legislative action would be sought to eliminate the need for an Interlocal Agreement to combine the SFPD and the TMFPD. Chief Moore said he was working with the District Attorney's Office on some options that might not require legislative action. He stated the last time legislative action was attempted that action was cut off at the pass. He said they were looking for remedies that were already in the existing statutory language.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Chairman Humke, which motion duly carried, it was ordered that Agenda Item 5 be approved. Amendment No. 1 to Interlocal Agreement for same is attached hereto and made a part of the minutes thereof.

**14-0106F      AGENDA ITEM 6**

**Agenda Subject: “Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives.”**

Fire Chief Charles Moore said his performance evaluation for last year was in the 360-evaluation format, while this year it was formatted as a list of accomplishments. He stated the reason for the change was the 360-evaluation format seemed to be more opinion based because, as the Fire Chief, he had to make tough decisions. He said some people would like his decisions and some would not. He stated he chose to give the Board a more metric-based presentation of what he and his staff had accomplished during the past year.

Chief Moore stated an overview of those accomplishments was in the June 5, 2014 memorandum, which was part of the Board’s packet. He said one of the highlights was the District implemented a pilot program for reserve firefighters and hired 21 reserve firefighters, which would put an additional firefighter on the engines in Spanish Springs, Verdi, and sometimes Hidden Valley. He stated that gave the District more depth to respond in the areas where the District’s response times could be somewhat extended. He advised all stations were 100 percent staffed and there were no closures or brownouts since the District was stood up on July 1, 2012. He discussed consolidating the volunteers to eventually have autonomous departments under the umbrella of the District. He said the Capital Improvement Plan (CAP) was completed for the District’s rolling stock, and he discussed the District’s new equipment. He stated he was very impressed with the volunteers in the Palomino Valley, because they were so enthusiastic, and they provided the ability to respond to brush-fires in the Palomino Valley. He stated the completion of Mogul Station 35 was very close.

Chief Moore said regarding the District’s goals, he already mentioned consolidating the volunteers. He stated during the District’s first few years, the volunteers had not gotten as much time and attention as he would have liked in the areas of their on-boarding process, recruiting, and getting their physicals. He stated previously a part-time employee managed the 144 volunteers, which proved to be very difficult. He said there was now a full-time grant-funded Volunteer Fire Services Coordinator, who had gotten the volunteers compliant with their physicals and Occupational Safety and Health Administration (OSHA) training.

Chief Moore said regarding consolidating the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD), it would be a lot more efficient to not have two separate Districts.

Chief Moore stated the District wanted some revisions to their Interlocal Agreement with Washoe County regarding how they assisted the Red Rock and Gerlach Fire Departments.

Chief Moore advised that any department was only as good as the quality of its team, and he could not say enough about the group of employees he had working for the District. He said this was not just about him and what he accomplished, but was about what the District accomplished. He felt the volunteer and career firefighters were extremely engaged in wanting to deliver competent and customer service-based fire services. He said he attributed much of the District's success to the entire team.

Commissioner Hartung asked if it would be wise to put as a goal, some type of management system for the paramedic supplies and drugs. Chief Moore agreed there was obviously some improvement to be made there.

Chairman Humke asked if the volunteer and reserve firefighters were separate groups. Chief Moore replied the volunteers were members of their own autonomous agency, while the District had control of where the reserves were placed in the career stations. He said the motivation of the reserve firefighters was towards a career in fire services, and the experience they gained by working alongside the career crews looked good on their resumes. He stated he lost a bunch of reservists already from the program, with Story County picking up quite a few of them. Chairman Humke asked if he had any estimates on how many were lost. Chief Moore said he would have to get the numbers for the next meeting. Commissioner Berkbigler said knowing how many had been placed would be indicative of the success of the program. She stated she favored internships, and the reserve program was similar to internships.

Commissioner Weber stated the volunteers were a great asset to their communities, and she appreciated the District's work on organizing the volunteers and getting them to point where they showed true professionalism in what they did. Chief Moore said the work with the volunteers would be a continuous quality improvement program.

In response to the call for public comment, Thomas Daly thanked the District's staff for their help in writing the fuel reduction grant on behalf of the Estates at Mount Rose Homeowners Association and for the actual fuel reduction efforts. He said the fuel reduction provided a buffer between their community and those who had not done any fuel reduction. He discussed the fire in an abandoned building and how Chief Moore helped the community figure out how to abate the nuisance or at least get the building secured.

Chairman Humke noted the mitigation of an abandoned building was the bank's responsibility and not that of the District, but the County department whose purview that fell under could provide assistance in contacting whoever was responsible for getting the property cleaned up.

Chairman Humke noted regarding the Chief, he provided a lengthy list of important items that were completed, a list of the remaining 2014 goals, and the improvements to the volunteer fire departments. He stated the TMFPD was a good fire agency, and he was proud of the Chief and his command staff. He said he had been

approached by the firefighters who stated they were happy about what was being done and with their jobs, which reflected well on them and on the Chief and his command staff.

Commissioner Berkbigler said Chief Moore did a great job. She stated when she was running for Mayor for the City of Reno, she was asked if the District was really working and if it was financially solvent. She said it was comforting for her to be able to say it was.

Chairman Humke made a motion that Chief Moore be granted a cost of living adjustment (COLA) increase equal to the unclassified and management increase, an increase of 5 percent to base salary, and an increase in the contract term for an additional three years from April 2015. Commissioner Weber seconded the motion.

Paul Lipparelli, Legal Counsel, stated he was concerned that the agenda item gave no notice of a contract extension or that the pay and benefits would be revised. He suggested giving direction to staff to bring such action back to the Board when it was properly agendized.

Commissioner Jung said the Chief was given direction in February that any action would not happen until after July 1st after all of the collective bargaining agreements were in line. She felt this was brought to the Board today in case there were any questions or further direction. She understood the Chief's concerns with a 360 evaluation, especially with his position being so highly political. She said she had been vocally not in favor of the deconsolidation, but she recognized that we had moved on. She believed regionalization made more sense, even though the atmosphere was presently not ripe for that to happen.

Mr. Lipparelli said the more specific the direction to staff was, the better the chance that the contract in the Board's packet would suit the Board's purposes.

On motion by Chairman Humke, seconded by Commissioner Weber, which motion duly carried, it was ordered that the previous motion be amended to defer the proposed increases until a proper agenda item was put on an agenda and to include a three-year extension to Chief Moore's contract from April 2015 forward.

**14-0107F      AGENDA ITEM 7**

**Agenda Subject: "Acknowledge Receipt of the Truckee Meadows Fire Protection District Audit Report from the Internal Audit Division. (Requested by Commissioner Berkbigler and Jung)"**

Alison Gordon, Internal Auditor, said certain Board members had requested an evaluation of the continuing financial outlays of the Truckee Meadows Fire Protection District (TMFPD) as compared to the contract for fire services with the City of

Reno, and a review of the costs to standup the District. She reviewed the financial information in the Audit Report's Executive Summary under Observations, Item 1.

Ms. Gordon said Fire Chief Charles Moore provided examples of the District's accomplishments, but she noted there was always room for improvement. She reviewed the areas for improvement starting on page 2 of the Executive Summary under Observations, Item 2 and continuing through Item 7 on page 4.

While discussing the volunteers, Ms. Gordon said the volunteers were having problems with the software used to record their responses into the emergency reporting system, even though the District had proved a lot of training.

Ms. Gordon thanked Chief Moore and his staff for their assistance in helping her complete the audit.

Commissioner Jung asked what the Fund Transfers on page 5 in Exhibit 1 of the Audit Report were. Ms. Gordon replied they were from the District's Governmental Funds to the District's Health Benefits and Risk Management Funds. Commissioner Jung asked how long it would take to implement the recommendations. Ms. Gordon replied some could be accomplished in three to six months and some could take longer, such as the issues involving the volunteer stations, who paid for what regarding Station 30 – Bowers, and how the Sierra Fire Protection District (SFPD) stations were being accounted and paid for.

Commissioner Jung asked that a dashboard be included in Fire Chief Charles Moore's report within the next three to six months showing what was completed, what was in progress, and what was at risk. She also requested the philosophy and justification behind any disagreement with any of the recommendations be included.

Chairman Humke asked if there was anything in the report about Chief Moore and his command staff's span of control being adequate for this size agency. Ms. Gordon replied she did not look at that as part of this audit. Chairman Humke said the Chief had talked about that, but perhaps there could be some discussion about that issue outside of this audit.

Commissioner Berkbigler asked if the training for the volunteers needed to be increased or was there an age issue, because she felt 7 percent was low for the response numbers being actively reported. Ms. Gordon said in the volunteer stations where there was better reporting into the District's emergency reporting system, the Chief assigned that task to a more technically inclined volunteer. Commissioner Berkbigler stated her son was a volunteer and the volunteers were extremely important to her. She noted his training was done alongside career firefighters. She said it worried her that the volunteers, if they were not well trained, could create a bigger problem for the District's career firefighters. She said she wanted the Board to stay on top of how the volunteers were being trained and the kind of attention they were getting. She said the Chief was

working hard on this issue and this was the type of thing she would like to see included in the dashboard.

Ms. Gordon said during visits to the volunteer fire stations, the volunteers indicated they went to the career stations to train alongside the career firefighters. She said the Chief and his command staff were supportive of the volunteer program, wanted it to be successful, and wanted to give the volunteers the skills they need to be successful.

Commissioner Hartung commended Ms. Gordon on her report. He said she took a non-biased position and her audits went straight to the point. He stated there had been a lot of speculation regarding the numbers, and this report brought the numbers to light.

There was no public comment on this item.

Chairman Humke said the thrust of his earlier comment was to direct the Chief to let the Board know if additional resources were needed.

Chief Moore said it was a pleasure working with Ms. Gordon, and agreed Ms. Gordon's report was stellar. He noted she was trying to find things the District could do better, and his philosophy in management was to do incremental improvements. He said not everything could be fixed at once, but those things deemed a priority should be completed and then the next set of issues should be worked on.

Chief Moore said the 7 percent response to all calls seemed low, but 80 percent of the calls were emergency-medical services (EMS) based, which would be responded to with advanced life support (ALS) resources. He stated the volunteers would not be expected to respond to every ALS call, because the career stations were staffed and could respond to the call before the volunteers could get to their station. He said that led to the larger question of whether the volunteer stations should be a clone of the career stations with them being EMS, wild-land fire, structural fire, and HASMAT capable. He felt the answer was both yes and no. He said when the District got really busy, they needed backup that could take the next call no matter what type of call it was, even though the numbers where that would be needed were small. He said when there was a lightning storm coming, the size of the department could be doubled with a touch of a button and the dispatcher saying, "All volunteers stand up." He stated that was really the benefit of the volunteer department. He said a cursory look indicated they needed the volunteers to help 80 percent of the time with wild-land fires, 10 percent with structure fires, and 10 percent with filling in as the career side got very busy. He advised it took hundreds of hours to train volunteers to fight structural fires and keeping the volunteers engaged was also a challenge.

Commissioner Hartung suggested having a future audit look at how much time the District's firefighters spent assisting the Regional Emergency Medical Services Authority (REMSA) personnel in doing their job. He said solid numbers would be needed to make substantive changes regarding how the District worked with REMSA. Chairman Humke agreed. He said they needed to know the cost of having to call in the reserves.



On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 7 be acknowledged and accepted. It was further ordered that Chief Moore, in three to six months, include a dashboard in his monthly report showing the progress of the recommendations or the justification for not adopting a recommendation. The report should also highlight the effort to build number of volunteers and their training.

**14-0108F      AGENDA ITEM 8**

**Agenda Subject: “Possible Closed Session for the purpose of discussing labor negotiations with Truckee Meadows Fire Protection District per NRS 288.220.”**

Fire Chief Charles Moore said there was a need for a brief closed session.

**14-0109F      AGENDA ITEM 9**

**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 grand opening for the Mogul Station was anticipated towards the end of July, and he would announce the date as soon as it was determined.

Commissioner Hartung asked where things stood with the mutual aid offer to the City of Reno. Chief Moore said the offer was distributed around three days ago and Reno Fire Chief Michael Hernandez indicated he would be in touch.

**14-0110F      AGENDA ITEM 10**

**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.”**

Sarah Chivilick discussed regional fire services and said the best plan would be to work locally towards regional services rather than have the issue of regionalization go through the 2015 Legislature.

**12:33 p.m.** On motion by Chairman Humke, seconded by Commissioner Hartung, 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 and negotiations.

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**1:45 p.m.** There being no further business to come before the Board, the meeting was adjourned from the closed session.

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**DAVID HUMKE**, Chairman  
Truckee Meadows Fire  
Protection District and Sierra  
Fire Protection District

**ATTEST:**

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

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

**AMENDMENT NO. 1 TO THE TM-SF INTERLOCAL  
AGREEMENT FOR FIRE SERVICE AND CONSOLIDATION**

This Amendment to the Interlocal Agreement (“Amendment”) is made and entered effective July 1, 2014, by and between the Truckee Meadows Fire Protection District, a fire district organized pursuant to chapter 474 of the Nevada Revised Statutes (hereinafter “TM”) and the Sierra Fire Protection District, a fire district organized pursuant to chapter 474 of the Nevada Revised Statutes (hereinafter “SF”) .

WHEREAS, the parties are public agencies authorized by chapter 277 of the Nevada Revised Statutes to enter into interlocal agreements for the performance of governmental services for each other; and

WHEREAS, TM and SF entered into the Interlocal Agreement For Fire Service And Consolidation on April 1, 2012, and they desire to amend it to extend the term of the Agreement.

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

1. Paragraph 2.3 shall read in its entirety as follows:

**2.3 Term.**

The Term of this Agreement is from July 1, 2014 through close of business on June 30, 2016, unless written notice is given by either party pursuant to the provisions of this Agreement.

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

14-0105F

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

**SIERRA FIRE PROTECTION DISTRICT**

**TRUCKEE MEADOWS  
FIRE PROTECTION DISTRICT**

By:   
David Humke, Chair

By:   
David Humke, Chair

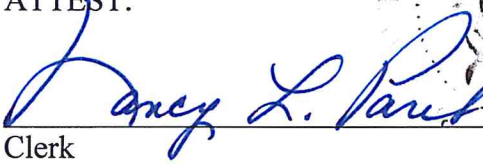
Date signed: June 24, 2014

Date signed: June 24, 2014

ATTEST:

  
Clerk 

ATTEST:

  
Clerk 