

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

TUESDAY

9:00 a.m.

JULY 21, 2015

PRESENT:

**Marsha Berkbigler, Chair**  
**Kitty Jung, Vice Chair**  
**Vaughn Hartung, Commissioner**  
**Jeanne Herman, Commissioner**  
**Bob Lucey, Commissioner**  
  
**Nancy Parent, County Clerk**  
**David Watts-Vial, Legal Counsel**  
**Charles Moore, Fire Chief**

The Board convened at 9:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

**15-0113F      AGENDA ITEM 3 Public Comment.**

Cathy Brandhorst spoke of matters of concern to herself.

**CONSENT ITEMS 4A THROUGH 4C**

**15-0114F      4A Approval of minutes from Board of Fire Commissioners (BOFC) meeting May 18, 2015 and May 26, 2015 and from the BOFC Concurrent June 16, 2015 Meeting.**

**15-0115F      4B Discussion and possible approval of an Interlocal Agreement between Washoe County Health District and Truckee Meadows Fire Protection District to provide storage and emergency operation of Portable Message Boards.**

**15-0116F      4C Accept [\$13,122] grant from Washoe County in support of renovations and improvements to the Palomino Valley Volunteer Fire Station 229 and direct Finance to make the necessary budget adjustments.  
On the call for public comment,**

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that the Consent Agenda Items 4A through 4C be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 4A through 4C are attached hereto and made a part hereof.

**15-0117F      AGENDA ITEM 5    Fire Chief Report: A). Report and discussion related to fire district operations. B). Career Statistics' and Report for June 2015. C). Volunteer Statistics' and Report for June 2015.**

Chief Moore submitted a map depicting Reciprocal and Wildland Automatic Aid, which was placed on file with the Clerk. The analysis of the map determined there were 22,139 structures or tax paying types of properties that were closer to another jurisdiction than the jurisdiction they were designated to. He stated that the jurisdiction data from the maps consisted of 11,840 structures in Reno, 1,262 structures in Sparks and 9,037 structures in the Truckee Meadows Fire Protection District (TMFPD). He stated it would take another month for the data from the maps to be built in the Unit Response Management (URM) in Computer Aided Dispatch (CAD). He said Chief Tim Leighton, Sierra Fire Protection District (SFPD), would be working with his counterparts to build the addresses within CAD for Reno and Sparks. He said the only issue left was in regards to cost reimbursement. He thought tracking the automatic aid calls would help determine what jurisdictions were getting the most calls. In September there would be joint training and some protocol work so CAD and automatic aid would be ready to go by October 1st.

Commissioner Hartung asked if there had been a discussion regarding an escrow account for reimbursement. Chief Moore stated there had not been discussion, but he thought it would be a wash and even if there were any reimbursements they would not involve large dollars.

Chair Berkbigler was curious regarding the cost reimbursement issue that was discussed at the Legislature. She said a representative from Las Vegas stated they provided automatic aid to the entire valley and there was never a reimbursement process. She questioned whether Washoe County could use the same process. Chief Moore stated if the City of Reno desired reimbursement there would be a discussion with Reno Fire Department Interim Chief Cochran. He thought a starting point for measuring work would be based on the time spent on fire suppression, which could be analyzed for a year to see if cost reimbursements were truly an issue.

Chief Leighton stated there had been an active fire pattern the last month and, thankfully, it had been extremely wet. There had been an unusual amount of lightening strikes especially in the North Valleys, but the reaction times were quick and any fires were quickly extinguished. The largest fire this season was only approximately five acres. He stated usually by this time of the year the ignition component was about 100, which meant if 100 matches were thrown on the ground it would start 100 fires. The ignition component was for July 37 in Galena and 18 in Dog Valley. He said the spread component was extremely low at 11 feet per minute, which was how quickly a fire would spread. He commented that recently there had been more flood calls than fire calls, especially in the North Valleys, but that did not mean it would stay that way. He said the weather pattern predicted more rain along with lightning and thunderstorms so there could be more fires.

There was no public comment or action on this item.

- 15-0118F**     **AGENDA ITEM 6** Authorize the payment of the workers' insurance for the Truckee Meadows Fire Protection District to the Nevada Public Agency Insurance Pool Public Agency Compensation Trust (PACT), for the period of July 1, 2015 through June 30, 2016 for an annual estimated premium of \$1,014,928.

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 6 be authorized.

- 15-0119F**     **AGENDA ITEM 7** Approve a Resolution requesting the State of Nevada transfer to the Truckee Meadows Fire Protection District the property located at 16133 Mt. Ranch Road, APN 150-250-45, including all improvements thereon, for the purpose of fire protection and related safety services.

The following item was heard solely by the Truckee Meadows Fire Protection District Board of Fire Commissioners.

Chief Moore explained some legislation passed in the last session which allowed for the transfer of surplus property known as Volunteer Station 382 from the Nevada Department of Forestry (NDF) to the Truckee Meadows Fire Protection District (TMFPD). He said the property was basically a barn but it could be used as a storage facility. He stated because it was a transfer, if it was no longer used by the TMFPD, the State of Nevada would have the first right of refusal to reclaim property.

Commissioner Hartung asked if the NDF decided they needed that property back, would that create a reversal of property. Chief Moore stated it would not.

Cathy Brandhorst spoke of matters of concern to herself.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 7 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

- 15-0120F**     **AGENDA ITEM 8** Approve a Resolution of the Sierra Fire Protection District Board of Fire Commissioners declaring its intent to lease property at 1105 Longview Drive, Reno, NV APN 081-040-01 to the United States Bureau of Land Management for a minimum of \$1500.00 per month and to set a public meeting on August 18, 2015 at 9:00 a.m. at which objections to the lease may be made by the electors of the Sierra Fire Protection District.

The following item was heard solely by the Sierra Fire Protection District Board of Fire Commissioners.

Chief Moore stated the Peavine volunteers had moved to Lemmon Valley after the Lemmon Valley volunteers decided to disband. He said the station was very active and he received a number of compliments from the citizens in the community. He stated the Peavine volunteer station was surrounded by Reno so there was not a need for a volunteer component there. He said since the Peavine volunteer fire barn was vacated, the Bureau of Land Management (BLM) approached him and wanted to lease the facility so for storage of their brush trucks. He stated if the Board approved the lease, BLM would likely lease the property around September.

Commissioner Herman complimented Chief Moore for finding a use and income for the building.

Cathy Brandhorst spoke of matters of concern to herself.

On motion by Commissioner Hartung, seconded by Commissioner Herman, which motion duly carried, it was ordered that Agenda Item 8 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

**15-0121F**     **AGENDA ITEM 9** 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, and possible increase in salary.

Commissioner Hartung asked which Board question number six on the evaluation referred to. Chief Moore stated the Truckee Meadows Fire Protection District (TMFPD) Board was the only Board he interfaced with. Commissioner Hartung commented that no one asked him any of the questions on the evaluation but Chief Moore was doing a great job. Chair Berkgigler stated she thought questions were posed to a specific group and not the Board. Commissioner Jung stated the Board could give feedback on the questions if desired.

Commissioner Herman remarked she previously stated Chief Moore deserved a raise and she still felt that way.

Chair Berkgigler concurred with Commissioner Hartung and said she appreciated Chief Moore's help and advice. She thanked him for bringing forward the information from his evaluation and stated he deserved a raise.

Commissioner Jung thought it was a great review. She agreed he was doing a great job and she noticed a difference in the relationship with the Reno Fire Department since Interim Fire Chief Cochran came on board. One thing she wanted to point out was that Chief Moore had never presented incorrect data or information. She

stated she had no problem with a giving him raise, but she thought it should match the 2 percent provided by the collective bargaining units.

Legal Counsel David Watt-Vial stated he reviewed the contracts for the two collective bargaining units that were in the TMFPD. Local Union 3895 received a 2 percent increase and the Chief Officers Association received a 3 percent increase as of July 1, 2015. He stated that Chief Moore's contract allowed for him to receive up to a 5 percent merit increase in addition to a cost of living increase.

Commissioner Hartung stated given all the issues that Chief Moore faced and the amount of additional time he had to put in, he thought an increase of 3 percent was warranted, which matched what the elected officials asked for.

Commissioner Jung stated she was fine with a 3 percent increase and it was unfortunate the bargaining units had already agreed to their increases because she would have given them all a 3 percent increase.

Cathy Brandhorst spoke of matters of concern to herself.

On motion by Commissioner Jung, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 9 be approved and to increase Chief Moore's salary by 3 percent.

**15-0122F     AGENDA ITEM 10** 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).Announcements/Reports.

David Watts-Vial stated Assembly Bill 333 (AB333) was passed by the Legislature, which provided a process for the consolidation of fire districts in counties that had less than 700,000 residents. The process required the Board of County Commissioners (BCC) to adopt a Resolution proposing consolidation and to have a hearing to determine whether or not consolidation was feasible and in the best interest of the County. If it was found to be feasible and in best interest of the County, the Board would adopt an Ordinance through a process that required two readings and public notice. He thought the Resolution would be presented to the BCC either August 11th or August 25th.

Chief Moore stated once the consolidation occurred he would work with the Assessor and Treasurer to correct tax bills and draw new maps. He should be able to blend the budgets in the next fiscal year to complete the formal transition.

Commissioner Hartung wondered how the Kid's Fire Camp went. Chief Moore stated it went well and he had asked the fire fighters to provide a review to the Board at the August meeting. Commissioner Hartung wondered if there were any intentions to bring back the ash can program. Chief Moore confirmed there was a plan to

bring the program back. He said they had 25 to 50 cans left, but would make subsequent purchases and launch the program in August or September along with open burning. Commissioner Hartung stated he had many comments from people who loved the program, in fact, one resident told him he used the ash can for ashes in the winter time and oily rags in the summer time.

Commissioner Lucey stated he recently had an opportunity to meet with Storey County Manager Pat Whitten, who informed him the station at the Tahoe Regional Industrial Complex (TRIC) would be fully staffed soon. He asked for an update on the move of station 14.

Commissioner Jung requested a full timeline to be supplied by the next concurrent meeting from all of the entities involved in the Computer Aided Dispatch (CAD) installation. She wanted Chief Moore to do a presentation on how he would implement the Strategic Plan before the end of the calendar year. She also wanted to have a discussion regarding the need for a Public Information Officer for social media. She requested an organizational chart with the span of control of each person's position and what their duties and responsibilities were.

There was no public comment or action on this item.

**15-0123F      AGENDA ITEM 11 Public Comment.**

Tom Noblett from Sun Valley spoke regarding excessive trash and other items piled up on the properties in his area. He claimed Chair Berkbighler told the County Manager she wanted the trash cleaned up. He said he had also talked with people at the Health Department and the Community Services Department and they agreed with him that they needed to work together to get the area cleaned up. He stated the Fire Department came out and they were very clear that the trees with dead branches hanging down were not fire hazards. He expressed his fear that families would get trapped on the road behind his property if a fire broke out. He hoped Chief Moore would do something about the issue soon.

Thomas Daily spoke regarding the grants that the Nevada Department of Forestry (NDF) recently awarded for fuel reduction. He stated that \$56,000 went to Storey County, \$118,000 went to Living with Fire at University of Nevada Reno (UNR) and no money was awarded to the other 10 applicants which were homeowners associations who put up their own money for fuel reductions.

Cathy Brandhorst spoke of matters of concern to herself.

\* \* \* \* \*

**9:51 a.m.** There being no further business to come before the Board, on motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, the meeting was adjourned.

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**MARSHA BERKBIGLER**, Chair  
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:*  
*Doni Gassaway, Deputy County Clerk*

## INTERLOCAL AGREEMENT

This Interlocal Agreement contains the terms of agreement between the Washoe County Health District hereinafter referred to as Health District and the Truckee Meadows Fire Protection District (TMFPD) herein referred to as the Fire District, and entered into pursuant to Chapter 277 of the Nevada Revised Statutes.

Whereas, the Health District has the equipment, staff, and program infrastructure for public health preparedness in order to provide timely, accurate, and credible public health information throughout Washoe County during declared emergencies or other events affecting public health and safety; and,

Whereas, the Fire District's goal is to assist the Health District in providing such information during times of need; and,

Whereas, the Health District is authorized to provide for Reno, Sparks and Washoe County organization, mobilization, coordination and direction of medical and health services, both public and private, during a declared health emergency. Such authority is granted by the Nevada Revised Statutes: Chapter 439 - Public Health and Safety.

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

### **The Health District agrees to:**

1. As deemed necessary deliver to a specified location determined by the Health District and the Fire District one (1) VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio; and,
2. Provide training to specified Fire District personnel at location, date(s) and time(s) determined by the Fire District on the usage and maintenance of the aforementioned VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio as required by the Fire District.
3. Provide notification to Fire District on duty Battalion Chief prior to any authorized agency picking up of VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio for the purpose of deployment.
4. The Health District will not require the Fire District to move or relocate the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio during an event, as portable signage would be placed on roadways to inform the public to tune in to the appropriate channel.

### **The Fire District agrees to:**

1. Ensure a secure and protected location for the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio; and,
2. Provide access to a 120v power source when necessary should the internal solar panel/battery source of the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio be dysfunctional; and,
3. Ensure/provide 24/7 right-of-way to Health District staff, including clearance for a tow vehicle to hitch and relocate the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio; and,
4. Provide rudimentary care of the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio solar panels to include snow, ice, or debris removal that may inhibit the operability of the solar units to recharge the system's batteries; and,
5. Activate AM Radio Play List of the VoiceStar CMS-T300 Series Portable Changeable Message Sign & Highway Advisory Radio when notified by the District.
6. Relocate, program and activate the reader board so that it may be more visible to motorists as deemed necessary by Fire District officials.
7. Ensure that any operation of the Highway Advisory Radio is done in compliance with all applicable requirements of the Federal Communications Commission including but not limited to message content, transmission location, and station identification.

15-015F



The parties will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 354.626.

The parties mutually agree to:

Indemnify, hold harmless, and defend each other, their officers, agents and employees, from and against any demands, claims, liabilities, and damages of any kind or nature arising out of the negligent acts, errors and omissions in the performance of these services.

This Interlocal Agreement may be modified at any time by written agreement signed by both parties.

This Interlocal Agreement will take effect on July 1, 2015 and shall remain in effect until June 30, 2016. This Agreement will automatically be renewed for two successive one-year periods on the same terms unless either party gives the other written notice of nonrenewal at least 60 days prior to June 30 of each year. The automatic renewal provision of this section shall not affect the right of the parties hereto to terminate the Agreement as provided below.

Either party may terminate this Interlocal Agreement by giving the other party written notice of the intent to terminate. The notice must specify a date upon which the termination will be effective, which date may not be less than 30 calendar days from the date of mailing or hand delivery of the notice.

All notices required under this Agreement shall be in writing and mailed, postage prepaid, addressed to the designated representative of the respective parties:

COUNTY: Chief Charles A. Moore  
Truckee Meadows Fire Protection District  
Washoe County Manager's Office  
P.O. Box 11130  
Reno, Nevada 89520

DISTRICT: Kevin Dick  
District Health Officer  
Washoe County Health District  
P.O. Box 11130  
Reno, Nevada 89520

This Interlocal Agreement shall be entered into in Washoe County, State of Nevada, and shall be construed and interpreted according to the law of the State of Nevada.

Neither party may assign or subcontract any rights or obligations under this Interlocal Agreement without prior written consent of the other party.

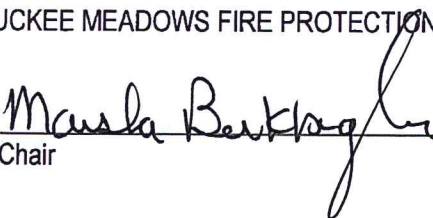
This Interlocal Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, both written and oral.

DISTRICT BOARD OF HEALTH

By:   
Kitty Jung, Chair

Date: 12-28-15

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

By:   
Chair

Date: 7/21/15

## **RESOLUTION**

**A RESOLUTION REQUESTING THE STATE OF NEVADA TRANSFER TO THE TRUCKEE MEADOWS FIRE PROTECTION DISTRICT THE PROPERTY LOCATED AT 16133 MT. RANCH ROAD, APN 150-250-45, INCLUDING ALL IMPROVEMENTS THEREON, FOR THE PURPOSE OF FIRE PROTECTION AND RELATED SAFETY SERVICES.**

**WHEREAS**, Truckee Meadows Fire Protection District has utilized a certain parcel of real property in Washoe County located at 16133 Mt. Ranch Road, Assessor's Parcel Number 150-250-45, commonly known as "the Mount Rose Fire Station" for many years to provide fire services to the residents on the Mt. Rose Corridor; and

**WHEREAS**, the property is currently owned by the State of Nevada, Division of Forestry, which has expressed support for the transfer of the property to the Truckee Meadows Fire Protection District to ensure the on-going occupancy and maintenance for the subject parcel; and

**WHEREAS**, due to the desire to have legal ownership of the subject parcel transferred to Truckee Meadows Fire Protection District, the Nevada State Lands Division, during the most recent Legislative Session, acting on behalf of the Division of Forestry, requested Board of Fire Commissioners' action evidencing the interest and support of this parcel transfer; and

**WHEREAS**, Nevada Revised Statutes 474.470 (7) authorizes the Board of Fire Commissioners to "acquire real or personal property necessary for the purposes of the District"; and

**WHEREAS**, AB 34, which became law on July 1, 2015, authorized the State Land Registrar to transfer all the interest of the State of Nevada in the property described herein to the Truckee Meadows Fire Protection District, provided the District pays for all costs of transfer and take the property subject to restrictions described in AB 34 which include that the property be used for services for fire protection and related public safety services, prohibiting the fire protection district or any successor in title from transferring the property without the consent of the State of Nevada, and providing for the reversion of title to the property to the State of Nevada upon the breach of any of these restrictions; and

**WHEREAS**, Truckee Meadows Fire Protection District understands and agrees the conveyance of the property is subject to the reservations and restrictions of the AB34 and agrees to accept the land subject to the same,

15-0114T



**NOW, THEREFORE,** be it so resolved by the Truckee Meadows Fire Protection District Board of Fire Commissioners as follows:

1. On the basis of the recitals stated above the Board of Fire Commissioners ("the Board") hereby declares it is in the best interests of the District and its residents to request transfer of the property commonly known as the "Mount Rose Fire Station" and all of the related improvements to the Truckee Meadows Fire Protection District.
2. The transfer is hereby requested to be made without any payment or compensation to or from the Truckee Meadows Fire Protection District, except for the costs related to the transfer of the real property which must be borne by the District.
3. The transfer request is hereby made with immense gratitude and appreciation towards the current property owner for the past use of this property.
4. The Chair or authorized representative of the Board of Fire Commissioners shall deliver to the State of Nevada, Lands Division and the Division of Forestry for its consideration and approval this Resolution requesting transfer of the property; and
5. Truckee Meadows Fire Protection District staff are authorized to take such other and further action as may be required to effectuate and finalize the transfer of the property to the District.


**ADOPTED** this 21<sup>st</sup> day of July, 2015 by the following vote:

AYES: Berkbigler, Jung, Lucey, Hartung, Herman

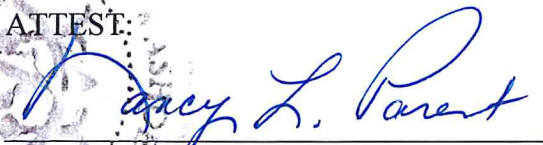
NAYS: none

ABSENT: none

ABSTAIN: none

  
Marsha Berkbigler, Chair  
Truckee Meadows Fire Protection District  
Board of Fire Commissioners

ATTEST:

  
Nancy Parent, County Clerk



## RESOLUTION

**A RESOLUTION OF THE SIERRA FIRE PROTECTION DISTRICT BOARD OF FIRE COMMISSIONERS DECLARING ITS INTENT TO LEASE PROPERTY AT 1105 LONGVIEW DRIVE, RENO, NV APN 081-040-01 TO THE UNITED STATES BUREAU OF LAND MANAGEMENT FOR A MINIMUM OF \$1500.00 PER MONTH AND TO SET A MEETING ON AUGUST 18, 2015 AT 9:00 A.M. AT WHICH OBJECTIONS TO THE LEASE MAY BE MADE BY THE ELECTORS OF THE SIERRA FIRE PROTECTION DISTRICT.**

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WHEREAS, NRS 277.050 allows for the leasing of real property by one public agency to another public agency for a term not to exceed 99 years for such consideration as is authorized by the public agency; and,

WHEREAS, the Sierra Fire Protection District and the United States Bureau of Land Management are public agencies as defined in NRS 277.050(1); and,

WHEREAS, the Sierra Fire Protection District desires to lease to the Bureau of Land Management the real property and buildings affixed thereto for a period of 3 years, for a minimum amount of \$1500.00 per month and pursuant to the terms of the proposed lease attached hereto; and,

WHEREAS, pursuant to NRS 277.050(5), before ordering the lease of such property, the Sierra Board of Fire Commissioners is required, in a regular open meeting, by a majority vote of its members, to adopt a resolution declaring its intention to lease the aforementioned property, and,

WHEREAS, notice of adoption of this Resolution and notice of the meeting set for Tuesday August 18, 2015 at 9:00 at which objections to the lease may be heard must be published in a newspaper of general circulation in Washoe County, not less than twice, on successive days, with the last publication to be not less than 7 days before the date of the public meeting,

NOW THEREFORE be it resolved by the Sierra Board of Fire Commissioners as follows:

1. The Board hereby declares its intent to lease the property at 11005 Longview Lane, Reno, NV APN 081-040-01 for a minimum of \$1500.00 per month, or such amount as may be determined by the Board to be appropriate, .

2. A meeting shall be held on Tuesday August 18, 2015 at 9:00 a.m. at which objections to the lease may be made to the Board by the electors of the Sierra Fire Protection District.

15-0120F

3. District staff are hereby directed to publish notice of adoption of this Resolution, including the attached lease, and to publish notice of the meeting set for Tuesday, August 18, 2015 at 9:00 a.m. at which objections to the lease may be heard. Such notice shall be published in a newspaper of general circulation published in Washoe County, not less than twice, on successive days, with the last publication to be not less than 7 days before the date of the public meeting.

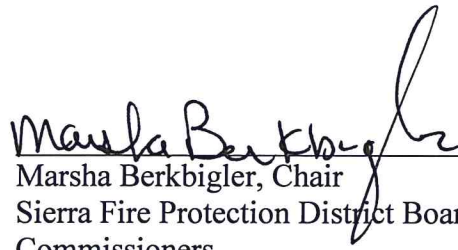
ADOPTED this 21th day of July, 2015.

AYES: Berkbigler, Jung, Lucey, Hartung, Herman

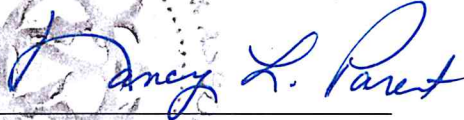
NAYS: none

ABSENT: none

ABSTAIN: none

  
Marsha Berkbigler, Chair  
Sierra Fire Protection District Board of Fire  
Commissioners

ATTEST:

  
Nancy Parent

Washoe County Clerk

