

**BOARD OF FIRE COMMISSIONERS  
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT (TMFPD)  
SIERRA FIRE PROTECTION DISTRICT (SFPD)**

TUESDAY

9:00 a.m.

JUNE 21, 2016

PRESENT:

**Kitty Jung, Chair**  
**Bob Lucey, Vice Chair**  
**Marsha Berkbigler, Commissioner**  
**Vaughn Hartung, Commissioner**  
**Jeanne Herman, 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:

**16-062F      AGENDA ITEM 3 Public Comment.**

Ian Satterfield, President of the Truckee Meadows Firefighters Association (Local 3895), stated 37 children participated in the Kids Fire Camp. He said 15 of the 37 participants were girls, which he thought was great. He said an award for model conduct was created by the Local 3895. He stated there were new additions to the Kids Fire Camp this year including a confined space trailer. He said there was also a rock wall for the children to climb. He mentioned that near the end of camp, most of the firefighters had to leave to cover the Hawken Fire. He thanked all the members who assisted with the Kids Fire Camp and the Hawken Fire.

Mark Thyer, Treasurer of the Local 3895, said he was the Operations Section Chief for the annual Kids Fire Camp. He introduced Harlowe Sevedge, a first year camper, who was chosen for her outstanding conduct during the 3-day camp. He noted Ms. Sevedge helped with duties, was self-directed and a great listener. He said she overcame challenges in the confined space trailer, which had a dark and smoky maze inside. Mr. Thyer presented Ms. Sevedge with an award for her model conduct.

**CONSENT ITEMS 4A THROUGH 4C**

**16-063F      4A Approval of minutes from the May 17, 2016 meeting.**

**16-064F      4C Approve a Resolution authorizing Truckee Meadows Fire Protection District staff to purchase personal property and equipment necessary to**

accomplish the purposes of NRS 474.460 through NRS 474.540 and describing a process and limitations for such purchases.

Chief Moore stated Agenda Item 4B was pulled from the consent items.

There was no public comment on this item.

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

**16-065F**     **AGENDA ITEM 5** A. Report and discussion related to fire district operations; B. Career Statistics and Report for April 2016; C. Volunteer Statistics and Report for April 2016.

Chief Moore stated that recently there was smoke reported behind Montreux and not only did the Truckee Meadows Fire Protection District (TMFPD) respond quickly but the Forest Service responded as well. He said the Forest Service was now located at the former TMFPD Station 381, which used to house the Galena volunteers. He noted the Bureau of Land Management (BLM) occupied the old Cold Springs volunteer station. He stated the level of service in the North and South had increased, which would make a huge difference in response times for wildfires.

TMFPD Division Chief Tim Leighton was the Incident Manager of the Hawken Fire. He stated the wind was a significant issue for firefighters subsequently grounding all air resources. He indicated there were 63 structures threatened by the fire and he displayed a map of the affected areas. He said they utilized some mutual aid agreements and had a total of 33 engines, 9 hand crews, and 360 firefighters working to suppress the fire. He stated 270 acres were burned with no structures lost and no injuries.

Commissioner Berkbigler thanked the firefighters for great job containing the fire. She said she received many comments from constituents who were delighted and grateful.

Commissioner Lucey concurred with Commissioner Berkbigler's comments. He thanked Chief Moore for the continual status updates regarding the fire.

Commissioner Hartung commended Chief Moore on an amazing job with the Hawken Fire. He asked if the cause of the fire had been determined yet and Division Chief Leighton indicated the cause was still under investigation.

Commissioner Herman commended the TMFPD on a job well done.

Division Chief Leighton stated there were two other fires burning at the same time as the Hawken Fire. He noted fire resources from around the region worked on the fire suppression of the three fires.

Chair Jung thanked the communications team who had just completed working the election and then had to go directly into fire coverage. She stated Chief Moore did a great job communicating what was going on with the fire. She thanked him for stressing that the protection of structures was the top priority.

Chief Moore thanked all the mutual aid partners who assisted with the fire suppression.

There was no action or public comment on this item.

**16-066F** **AGENDA ITEM 6** Discussion and possible approval to add a standing item to the Truckee Meadows Board of Fire Commissioners Agenda to provide for updates from I.A.F.F Local 3895.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 6 be approved.

**16-067F** **AGENDA ITEM 7** Presentation and discussion of the 2016 Truckee Meadows Fire Protection District Strategic Plan.

Chief Moore thanked Chair Jung and Commissioner Lucey for providing input regarding the strategic plan process. He was pleased with the outcome because not only did the plan provide strategic objectives, it also provided a specific work plan. He asked the Board to review the strategic initiatives on page 8 of the staff report. He said the focus would be on the internal processes since most of the external issues had been resolved. He stated the goal was to improve communications both internally and with the public. He noted his current goal was to present the strategic plan and to obtain the Board's input and direction.

Commissioner Hartung stated he would like to have flexible crews so resources could be moved to where they would be best utilized. He said a flexible crew would consist of a two-person rescue team who could flex throughout the system and immediately step into any situation. He noted that in many cases a flexible crew could relieve responders in places where a full engine crew was not necessary.

Chief Moore stated he agreed with Commissioner Hartung.

Commissioner Berkbigler thought Commissioner Hartung's suggestion could fall under the bullet point of "leverage technology to improve the quality and

efficiency of services”. She thought they could figure out a way to provide flexible crews in specific areas.

Commissioner Hartung said he stopped by Station 17 recently and found the crew was out on a call; however, the Station 14 team was covering for them. He thought this was another area where flexible crews could cover when full crews were not necessary.

Chief Moore stated this initiative could significantly improve the service level.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 7 be acknowledged.

**16-068F**      **AGENDA ITEM 8** Discussion and possible approval of a Scope of Work Plan to review and update the District’s Standard of Cover.

Chief Moore said it had been some time since the Board thoroughly reviewed the service level. He stated the Standard of Cover would provide an in-depth plan for service levels, Administration and Support staffing levels, operational staffing levels, performance goals, objectives and measures. He recommended Emergency Services Consulting International (ESCI) to conduct a study because they were intimately familiar with the operation. He thought the contemplation of any other vendor would take a significant amount of time, preparation and training. He thought ESCI’s proposal did a very good job of providing a global view of what areas needed attention.

Chair Jung wondered if ESCI would be analyzing the “approved but not yet built” density as well as the areas that were likely to be annexed by the City of Reno. She indicated there were many “approved but not yet built” areas due to the extensions that were issued during the housing crunch.

Chief Moore stated the “approved but not yet built” density would be considered because it was a very important component of where future growth would be happening.

There was no public comment on this item.

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

**16-069F**      **AGENDA ITEM 9** Recommendation to approve an Agreement in the amount of \$87,700 for Civil Design Services between Truckee Meadows Fire Protection District and CFA, Inc. to provide professional services as defined in attachment A of the proposal dated May 13, 2016.

Chief Moore stated this item was before the Board because they were going to exceed \$100,000 with this particular consultant. He said CFA, Incorporated (CFA) would provide planning and civil engineering for Station 14 in addition to work at Stations 39 and 37.

Commissioner Lucey stated CFA had done a great job working with the department and had addressed the majority of the problems that could affect the stations in District 2.

There was no public comment on this item.

On motion by Commissioner Lucey, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 9 be approved.

**16-070F**     **AGENDA ITEM 10** Authorize the renewal of the Property and Liability Insurance Policy for the Truckee Meadows Fire Protection District with the Nevada Public Agency Insurance Pool, for one year beginning July 1, 2016 for an annual premium of \$140,048.42.

Chief Moore stated the Board was aware the TMFPD would be saving a significant amount of money due to the consolidation of the TMFPD and the Sierra Fire Protection District and also because they would not have as many volunteer stations. He indicated the insurance premium was about \$70,000 less than the previous year.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Herman, which motion duly carried, it was ordered that Agenda Item 10 be authorized.

**16-071F**     **AGENDA ITEM 11** Recommendation that the Board of Fire Commissioners approve quarterly requests for reimbursement from the Washoe County, Nevada OPEB Trust Fund to Truckee Meadows Fire Protection District for the cost of retiree health insurance premiums.

Vicki Van Buren, TMFPD Chief Fiscal Officer, stated this item pertained to the retiree health insurance premiums, which the TMFPD was responsible to pay for. She said the past practice was to charge the premiums to the OPEB Trust Fund directly. Recently it was discovered that the past practice was not compliant with the Nevada Administrative Code. She added in 2015, the Washoe County Board of County Commissioners approved an item that allowed the County to request quarterly reimbursements from the OPEB Trust Fund. She said this item was intended to mimic the County's process.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Herman, which motion duly carried, it was ordered that Agenda Item 11 be approved.

**16-072F**      **AGENDA ITEM 12** Discussion and possible approval of a collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Chief Officers Association for a three year term, and if approved, authorize the Chair to sign on behalf of the Board.

Chief Moore stated the bargaining agreement negotiations were positive and he recommended approval of the agreement.

On the call for public comment, Cathy Brandhorst spoke about matters of concern to herself.

On motion by Commissioner Berkbigler, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 12 be approved and authorized.

**16-073F**      **AGENDA ITEM 13** Discussion and possible action to amend and retitle the Washoe County Fire Hazard Map to include the Estates at Mount Rose Community.

Chief Moore stated that several months ago the Estates at Mount Rose petitioned the Board to request an amendment of the Washoe County Fire Hazard Map to correct the fire hazard risk rating from high to moderate. He said in 2005 the area was rated moderate and research did not reveal any information regarding the change to a high rating in 2009. He stated the community had done a significant number of fuel reduction projects, created a Community Wildfire Protection Plan (CWPP), and was very active in managing the fire protection and wildfire risks. He said an assessment was completed and the Wildland-Urban Interface (WUI) Code was applied to the findings. The numbers indicated that the risk rating should be moderate. He noted another part of the recommendation was to retitle the map so it would apply specifically to new construction because that was the intent of the map. He said staff looked at the wildfire hazard rating and applied the WUI Code to new construction, which informed applicants how many fire protection features, how much defensible space and how much water was needed. There was one insurance company that would not insure any structures in the area due to the high fire hazard rating. He indicated the insurance companies looked at many different factors, but should not use the fire hazard map to determine risk. He said he agreed with the recommendations.

Commissioner Lucey thanked Chief Moore for working with the citizens of the Estates at Mount Rose. He said the citizens were extremely engaged in the community and worked diligently to resolve the fire hazard rating issue. He was happy the citizens would get the rating adjustment they deserved.

There was no public comment on this item.

On motion by Commissioner Lucey, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 13 be approved.

**16-074F**     **AGENDA ITEM 14** Discussion and possible approval of a Mutual Aid Agreement between Truckee Meadows Fire Protection District and the Regional Emergency Medical Services Authority.

Chief Moore stated the Mutual Aid agreement would allow the TMFPD ambulance to respond to emergency medical calls. He stated the ambulance would be based at the Bowers station and would respond at the direction of the Regional Emergency Medical Services Authority (REMSA). He noted this was an additional resource for the community and he was happy to move forward with it.

Commissioner Berkbigler stated she supported this item and there was a real need for a mutual aid agreement with the REMSA, especially during inclement weather.

Commissioner Lucey thanked Chief Moore and Dean Dow, President of the REMSA, for working together to develop this agreement. He stated a mutual aid agreement was necessary due to the travel times between Washoe Valley and Reno.

Commissioner Hartung thanked the REMSA for the noticeable changes that had taken place. He stated the response time for Spanish Springs had improved and he thought the REMSA was doing a great job in the outlying areas.

Chair Jung said this agreement originated through the District Board of Health, but had to come before the Board of County Commissioners. She stated Mr. Dow was extremely qualified for his position because he was formerly a Fire Chief. She said she was proud to have the REMSA as a partner.

On the call for public comment, Cathy Brandhorst spoke about matters of concern to herself.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 14 be approved.

**16-075F**     **AGENDA ITEM 15** Discussion and possible approval of a Memorandum of Understanding between Regional Emergency Medical Services Authority, City of Reno, and City of Sparks establishing a new “Omega” protocol for 9-1-1 Calls.

Chief Moore stated this was a very innovative program that was needed in Northern Nevada. He explained that 9-1-1 calls would be screened at a higher degree to determine whether an ambulance and paramedic response was necessary. He said this

would free up resources for the TMFPD and the REMSA when a paramedic level of service was not necessary. He explained if a call required an “Omega” response, only the resources that were needed would be dispatched.

On the call for public comment, Cathy Brandhorst spoke about matters of concern to herself.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 15 be approved.

**16-076F**      **AGENDA ITEM 16** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

There was no Closed Session.

**16-077F**      **AGENDA ITEM 17** Announcements/Reports.

Commissioner Herman asked Chief Moore to bring a report to the Board with details regarding the emergency medical services calls in Sun Valley. She thought the number of calls in that area seemed unusually high.

Commissioner Hartung requested more than two hours of staff time for a meeting with County Manager John Slaughter; Assistant County Manager Kevin Schiller; TMFPD Fire Chief Moore; TMFPD Assistant Fire Chief Leighton; Business Facilitator Mojra Hauenstein; Director of Community Services Dave Solaro and Building Director Don Jeppson regarding a position in the Building and Safety Department. He said the position could relieve pressure from the TMFPD Fire Marshal and allow her to focus on more pressing issues. He asked for a report regarding a recent incident that occurred at the Moon Rocks.

Commissioner Lucey asked for an update regarding Station 39.

Chair Jung wanted Sun Valley’s hazard rating to be analyzed. She asked Chief Moore to present a salary equity proposal. She explained that the Sparks Fire Chief made more money and had less responsibilities.

Chief Moore stated this was the last meeting as the Sierra Fire Protection District. He said the new employees for the Gerlach station had been hired and would start work on July 1, 2016.

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

**16-078F**      **AGENDA ITEM 18** Public Comment.

Cathy Brandhorst spoke about matters of concern to herself.



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**10:07 a.m.** There being no further business to discuss, the meeting was adjourned without objection.

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**KITTY K. JUNG**, 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*

**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT  
RESOLUTION AUTHORIZING TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF TO  
PURCHASE PERSONAL PROPERTY AND EQUIPMENT NECESSARY TO ACCOMPLISH THE  
PURPOSES OF NRS 474.460 THROUGH NRS 474.540 AND DESCRIBING A PROCESS AND  
LIMITATIONS FOR SUCH PURCHASES.**

**WHEREAS**, the Truckee Meadows Fire Protection District is a district created pursuant to NRS 474.460 and imbued with the ability to contract and be contracted with; and,

**WHEREAS**, NRS 474.470 empowers the Board of Fire Commissioners for TMFPD to manage and conduct the affairs of the District including authorizing the acquisition of real and personal property required by the District and to perform all other acts necessary, proper and convenient to accomplish the purposes of NRS 474.460 to NRS 474.540; and,

**WHEREAS**, NRS 474.511 authorizes the Board of Fire Commissioners by resolution to acquire personal property, waterworks, radio systems, fire engines and equipment and supplies necessary to the proper and efficient conduct of a fire district, and,

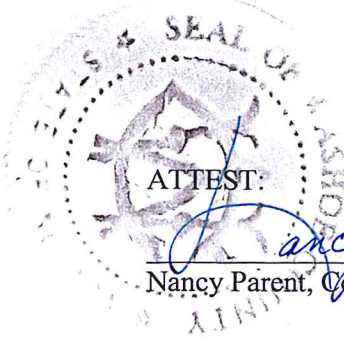
**WHEREAS**, it is the intent and desire of the Board of Fire Commissioners to authorize TMFPD staff to purchase and acquire such personal property as is necessary to the proper and efficient conduct of a fire district from time to time as determined to be necessary by the TMFPD Chief and supporting staff, as described and limited herein.

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

1. The Truckee Meadows Board of Fire Commissioners by this resolution hereby authorizes the purchase of personal property as described in NRS Chapter 474 during Fiscal Year 2017 as determined by the Fire Chief and supporting staff to be necessary to accomplish the goals and purposes described in NRS Chapter 474, provided such purchases are in compliance with all applicable purchasing laws, regulations, ordinances, internal fiscal and administrative processes and controls, and other similar authorities.
2. Purchases of personal property which exceed \$100,000.00 (one hundred thousand dollars) shall be brought to the Board by District staff for Board approval at a public meeting after placement on an agenda which has been properly noticed pursuant to Nevada's Open Meeting Law, NRS Chapter 241.
3. TMFPD staff is hereby authorized to purchase personal property which does not exceed \$100,000.00 (one hundred thousand dollars without bringing such purchase to the Board.

**ADOPTED this 21<sup>st</sup> day of June, 2016 by the following vote:**

AYES: Jung, Lucey, Berkbigler, Hartung, Herman  
NAYS: NONE  
ABSENT: NONE  
ABSTAIN: NONE



ATTEST:

Nancy L. Parent  
Nancy Parent, County Clerk

Kitty A. Jung  
Kitty A. Jung, Chair  
Truckee Meadows Fire Protection District  
Board of Fire Commissioners

16-0641F