

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

TUESDAY

9:00 a.m.

JULY 19, 2016

PRESENT:

**Kitty Jung, Chair**  
**Bob Lucey, Vice Chair\***  
**Marsha Berkgigler, Commissioner**  
**Vaughn Hartung, Commissioner**  
**Jeanne Herman, Commissioner**

**Jan Galassini, Deputy Chief 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:

**16-081F      AGENDA ITEM 3 Public Comment.**

There was no response to the call for public comment.

Chief Moore asked for a moment of silence for the Bureau of Land Management firefighters killed in a recent traffic accident. He said members of the International Association of Fire Fighters Local 3895 were in attendance at their memorial in Winnemucca.

**CONSENT ITEMS**

**16-082F      4A Approval of minutes from the June 21, 2016 meeting.**

**16-083F      4B Approval of a Cooperative Agreement and associated Annual Operating Plan between the City of Sparks Fire Department and the Truckee Meadows Fire Protection District.**

**16-084F      4C Discussion and possible approval to revise an existing class specification titled Fire Prevention Specialist (class code 17400/17157) and create two class specifications titled Fire Prevention Specialist I (class code 18181) and Fire Prevention Specialist II (class code 17400) which are flexibly staffed, and delimit unused classification code 17157 for Fire Prevention Specialist (early retirement).**

**16-085F**      **4D** Discussion and possible approval of Memorandum of Understanding outlining amendments to Article's 2, 13, 16, and 30 in the existing Collective Bargaining Agreement between Truckee Meadows Fire Protection District and Truckee Meadows Firefighters Association I.A.F.F. Local 3895.

**16-086F**      **4E** Discussion and approval of a supplemental Employee Assistance Program through the ESI Group (the EAP) for District employees and dependents at an estimated pro-rated cost of \$1,446.65 for the remainder of the 2016 Calendar year and authorize the Chair of the Board of Fire Commissioners to execute the service agreement.

**16-087F**      **4F** Discussion and possible approval of a salary range of \$79,955.20 to \$99,112.00 for Fire Equipment Fleet Manager Position.

There was no response to the call for public comment.

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

**\*9:03 a.m.**      Commissioner Lucey arrived.

**16-088F**      **AGENDA ITEM 5** I.A.F.F Local 3895 Report.

Ian Satterfield, International Association of Fire Fighters (IAFF) Local 3895 President, stated for the IAFF Local 3895 to provide a report to the Board going forward was great opportunity because it allowed them to present what they had to say and for the Board to ask questions. He said in June, the IAFF Local 3895 conducted a labor management initiative through a grant it received in the amount of \$6,000. Representatives from the IAFF and the Chiefs' Association attended the initiative which was a three day event that included training. He noted after the event, the overall view was that they received the tools necessary to accomplish more things in a collaborative manner. He mentioned in October, the IAFF Local 3895 would hold another Fire Ops 101 event in collaboration with the City of Sparks Fire Department, the Carson City Fire Department, and the North Lake Tahoe Fire Protection District. He reiterated Chief Moore's earlier statement that the IAFF Local 3895 sent two of their members to represent the TMFPD at the memorial for the Bureau of Land Management firefighters who recently lost their lives in a traffic accident. He concluded by stating he was thankful for the IAFF Local 3895 members' hard work putting out all of the fires successfully and safely.

There was no action taken on this item.

**16-089F**      **AGENDA ITEM 6** Fire Chief Report: A) Report and discussion related to fire district operations. B) Career Statistics and Report for May 2016. C) Volunteer Statistics and Report for May 2016.

Chief Moore reported that the TMFPD's call volume for fire incidents had been extraordinarily high, particularly for wildland fires but most notably for structure fires. He noted the causes of wildland fires ranged from humans target shooting to birds and high winds causing power lines to arc. He said he was proud of how the TMFPD responded to and fought the fires aggressively without incurring any staff injuries or losing any structures. He thanked all of the TMFPD's mutual aid and regional partners. He mentioned the Hawken Fire and the fire which broke out near the "S" in the City of Sparks. He spoke about how cheatgrass was fuel for a fire since it burned intensely and fast. He urged the public to be cautious during this time of the year while remarking that someone had started a bonfire in their backyard on a red flag warning day. He said he asked the National Weather Service when the County should expect its monsoon moisture pattern to arrive and he was told they could not yet predict it since it was still many weeks away. He stated he was proud of some of the volunteer agencies. He mentioned the Lemmon Valley volunteers were a model of volunteer reform as they had increased their training and response numbers. He talked about how proud he was of the Silver Lake volunteers who required a few more volunteers and said the TMFPD was assisting them with recruitment. He said the TMFPD was still working with the Palomino Valley volunteers to provide training. He informed Commissioner Herman that the Palomino Valley volunteers were close to obtaining their driver training in order to respond to certain incidents. He noted volunteers were called upon during red flag warning days, during lightning, or during other events where they were needed. He echoed Ian Satterfield's comments about the labor management initiative. He said he looked forward to more collaboration with the TMFPD employees. He remarked he had to look at the broad picture of the organization.

Commissioner Hartung asked Chief Moore whether he had any information on a fatality accident on Pyramid Highway.

Chief Moore replied he would research the information and provide it to Commissioner Hartung via email.

Commissioner Herman asked how the TMFPD could show its appreciation to the Lemmon Valley volunteers.

Chief Moore stated the TMFPD provided the Lemmon Valley volunteers with recliners, and helped spruce up their station with interior paint and new blinds. He mentioned the Red Rock volunteers were being provided with training. He added the TMFPD planned to hold a dinner at the end of the year to recognize the career and volunteer staff members, which had never been done before.

Commissioner Lucey asked whether the inspection of the East Washoe Valley Volunteer Station had been conducted.

Chief Moore noted the inspection would occur at 4:00 p.m.

There was no action taken on this item.

**16-090F**     **AGENDA ITEM 7** Authorize the payment of the workers' compensation 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, 2016 through June 30, 2017 for an annual estimated premium of \$1,097,556.

Chief Moore stated Agenda Item 7 dealt with the TMFPD's insurance renewal and came before the Board due to the size of the payment.

There was no public comment on this item.

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

**16-091F**     **AGENDA ITEM 8** Discussion and possible approval of Addendum to Interlocal Agreement for Administrative & Technical Services between Washoe County and Truckee Meadows Fire Protection District.

Chief Moore stated the TMFPD currently paid the County for two mechanics to help service their vehicles. In order to provide for more efficiency, the TMFPD sought to hire their own mechanics.

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 Agenda Item 8 be approved. The Interlocal Agreement for same is attached hereto and made a part of the minutes thereof.

**16-092F**     **AGENDA ITEM 9** Recommendation to award a bid for the remodel of Galena Station #39 located at 4000 Joy Lake Road, Reno, NV to the lowest responsive and responsible bidder, Houston Smith Construction, in the amount of \$210,000, and if awarded, authorize the Chair to execute contract documents upon presentation.

Chief Moore said woodpeckers destroyed most of Galena Station 39's stucco and wood siding on the outside of the building. The building required some repainting and cosmetic repairs. On the inside, the station would be remodeled to have two bathrooms so it would be better prepared to handle gender diversity, and the kitchen also required some remodeling. He noted the goal would be to move the fire station to Mount Rose Highway; however, remodeling the current station would provide a little

more comfort for the staff. He stated the station would be closed down for about a month and a half during the remodel phase during which the interior would be gutted. The TMFPD would wait to proceed with the remodel until the County was at the tail end of wildland fire season. He added there would be some service disruptions at Galena Station 39.

Commissioner Lucey stated Galena Station 39 was an integral station for both his and Commissioner Berkbigler's districts which covered the Galena Forest. He asked where the firefighters would be relocated during the closure of the station.

Chief Moore replied the TMFPD would likely add a fourth crew to Arrowcreek Station 36. He added there was not really a plan in place since the remodel would not occur for some time. Firefighters would be kept concentrated in and around the area.

Commissioner Lucey noted the amount of the remodel work came in lower than what was initially budgeted. He asked whether there was potential for change orders due to unforeseen issues or for a price increase.

Chief Moore commented that there would always be a potential for change orders; however, he was relatively confident in the quality of the contractor. He said there was enough money to cover any contingency. He added the heating, ventilation, and air conditioning system needed to be redone. The remodel of the station would provide the TMFPD anywhere from three to five years of continued, consistent operations. He concluded by stating the bid was substantially lower than another bidder and the reputation of the contract was high.

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 9 be awarded.

**16-093F**     **AGENDA ITEM 10** 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.

Chief Moore noted the Human Resources Department sent out a survey to all of the Board approved recipients, and all of their comments had been returned. A summary was provided within the report.

Commissioner Hartung said it was obvious Chief Moore was doing a phenomenal job. He highlighted the Hawken Fire as proof of Chief Moore's performance. He stated Chief Moore's position was tough in that he had to balance a lot of issues at the same time. He believed Chief Moore had accomplished all of the

objectives and goals set forth, and he thought it was time the Board discussed a merit increase as Chief Moore was the least paid in the region.

Commissioner Lucey stated he respected a lot of the high remarks on Chief Moore's behalf. He noted Chief Moore was a valuable asset to the TMFPD and his leadership had been monumental. He thought it would be important for Chief Moore to work on the areas in which he found himself below the 50 percent average on the survey. He agreed with Commissioner Hartung about the merit increase discussion.

Commissioner Berkbigler supported Commissioners Hartung's and Lucey's comments. She appreciated the focus Chief Moore had placed on succession planning and his leadership on the Hawken Fire. She also supported a merit increase.

Commissioner Herman agreed with the other Commissioners' comments and she said Chief Moore definitely deserved a raise.

Chair Jung said she thought Chief Moore received an excellent review. She expressed her support for succession planning and the possibility of holding a longer fire academy for new recruits. She thought those issues might be a goal for Chief Moore in the coming year. She mentioned the TMFPD Fire Chief had a larger budget and was responsible for a larger area than his counterparts. She added she had asked Chief Moore to use staff time to figure out what a fair and balanced salary would be.

Chief Moore stated the importance of strengthening the TMFPD's middle managers and captains. He noted there were several individuals who quickly moved up the ranks to the captain level, and he wanted to focus on providing support to them since they were the ones who set the tone and culture of the organization. He added he could not please everyone and had to look at the overall strength and health of the organization; as well as, its direction. He said he was lucky to have a very energized and capable staff. He was very pleased with what the TMFPD had done in the last five years and he looked forward to what it would be able to do the next five years.

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 10 be approved.

**16-094F**     **AGENDA ITEM 11**     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.

**16-095F**      **AGENDA ITEM 12** Announcements/Reports.

Commissioner Herman spoke about how some County residents had not kept up their land in order to avoid fire dangers. She asked Chief Moore to come up with a way to police those property owners to prevent fire dangers.

Commissioner Hartung stated he would like to see a Capital Improvement Plan to update Fire Station 17. He noted Fire Station 17 received the second highest call volume in the region and was an aging piece of infrastructure. He asked Chief Moore to provide him an update regarding a grant the County had applied for to purchase additional LUCAS Chest Compression Units.

**16-096F**      **AGENDA ITEM 13** Public Comment.

Cathy Brandhorst spoke about matters of concern to herself.

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**9:37 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

ATTEST:

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

*Minutes Prepared By:  
Michael Siva, Deputy County Clerk*