

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

TUESDAY

9:00 a.m.

NOVEMBER 15, 2016

PRESENT:

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

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

ABSENT:

**Jeanne Herman, Commissioner**

The Board convened at 9:05 a.m. in regular session in the Commission Chambers of the Washoe County Health District Board Room, 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:

**16-134F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**CONSENT ITEM**

Chief Moore stated Consent Agenda Item 4B would be pulled.

**16-135F**      **4A** Approval of minutes from the October 18, 2016 meeting.

There was no public comment on this item.

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

**16-136F**      **AGENDA ITEM 5** I.A.F.F Local 3895 Report.

Ian Satterfield, International Association of Firefighters Local 3895 President, reported several fire departments, including those from Carson City, Reno, Incline Village and Sparks, worked together to provide toys to the kids at Renown's

Children's Hospital. He said they filled a fire engine with toys and crew members handed them out. He remarked it was commendable that the fire departments could work together to accomplish something so great. He mentioned the upcoming Fire Ops event.

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

**16-137F**      **AGENDA ITEM 6** Acceptance of a presentation from the United States Forest Service regarding prescribed burns.

Chief Moore stated despite the recent local tragedy, prescribed burning would continue to be utilized as a fuels reduction strategy.

Steve Howell, United States Forest Service, stated his job was to manage and oversee the prescribed fire and fuels program for the Carson and Bridgeport Ranger Districts. He mentioned he had more than 22 years of experience working with wildland and prescribed fires. He stated as a resident of Washoe County, he understood the challenges and sensitivities related to prescribed burning in the area. He indicated he would conduct a short presentation about future plans and processes related to pile burning. He explained pile burning was different than the type of prescribed understory burning that took place in the Little Valley area.

The PowerPoint presentation included the following slides: 1) Prescribed Fire in the Forest Service. 2) The Benefits of Prescribed Fire. 2) Different Types of Prescribed Fire. 3) Other Methods of Fuels Reduction. 4) Why and When the Forest Service Uses Prescribed Fire. 5) Forest Service Prescribed Fire Requirements. 6) Carson R.D. Pile Burning in Washoe County, Nevada. 7) The Results of Forest Service Pile Burning.

Mr. Howell explained prescribed burning was done for two reasons, for forest health and to reduce hazardous fuels. He spoke about a graphic in the presentation which depicted a typical day of prescribed burning in the nation. He stated the Forest Service relied on burn plans which were written by specialists and provided parameters for weather and smoke, as well as how many personnel and what kind of equipment would be needed. He explained there were different types of prescribed burns, including understory burning and pile burning. Understory burning was intended to mimic a natural slow burning fire on the ground, reducing fuels from the understory of the trees. He stated this type of burn would take place over large acres. Pile burning consisted of hand-constructed burnable fuel and these fires were contained to one pile. He noted the majority of these types of burns took place in snow or rain. He reviewed the benefits of prescribed fires from the PowerPoint presentation. He explained there was limited access to private property and many times areas required the removal of fuels to be hand cut and burned. He indicated some areas were difficult to access and prescribed burns were the most efficient and cost effective option. He stated when access was available, other methods of fuels reduction were utilized included logging, chipping, mastication and animal grazing. He displayed before, during and after photos of an area in need of fuels reduction and indicated there were approximately 350 acres of piles that needed to be

burned. He noted of the 350 acres, 200 acres of piles were located in Washoe Valley and 139 acres in Little Valley. He stated if the piles were left unburned, bugs and insects could breed in the piles and threaten trees and vegetation, not to mention the risk of fire. He explained they would utilize the snow and rain as opportunities to burn these piles. He noted the Forest Service planned to move forward to burn the piles and they were sensitive to people's concerns due to the recent Little Valley Fire.

Chair Jung thanked Mr. Howell for the presentation.

Commissioner Berkbigler was concerned about bugs breeding in the piles due to the current infestation in the trees on the Western side of the Sierra. She commended the Forest Service for moving forward to burn the rest of the piles.

Commissioner Hartung questioned whether the piles were underbrush or slash piles from logging activities. He wondered if there were measures happening to thin out the forest.

Mr. Howell stated there was little logging activity so the majority of the piles dealt with the understory of the forest. He indicated any thinning of the forest was done by hand due to costs and the value of lumber. He said the small diameter trees would be placed in piles.

Commissioner Lucey inquired about the number of staff involved in the pile burns.

Mr. Howell said it depended on the day and the conditions but he indicated the Pile Burn Plan dictated the requirements. He explained there were low, medium and high days. He said a high day meant fuels would burn hotter and on a low day fuels were hard to burn. He stated a minimum of six staff members would be required on a normal day with snow or rain, but on a dry day there would be 10 to 20 staff tending to the pile burns. He mentioned the drier days meant more piles could be burned.

Commissioner Lucey asked for more details related to the 139 acres of piles in Little Valley.

Mr. Howell explained the 139 acres included only a small portion that was affected by the Little Valley Fire. He noted the piles were to the South towards Carson City. The area had not been mapped with the burned areas included and he was unable to confirm the acreage.

On the call for public comment, Deborah Sheltra stated she was a former resident of Franktown Road and a victim of the Little Valley Fire. She was in support of the Pile Burn Plan but urged the Board to obtain the details in writing. She said she was assured by Mr. Howell that the Forest Service would stay until every pile was mopped up so there was no chance they would catch fire.

Chief Moore added that prescribed burning was critical to keep fires on the ground. He indicated when there were low fuels on the forest floor it minimized the chance for fire.

Commissioner Hartung questioned whether the Board could require the Forest Service to provide its intentions in writing.

David Watts-Vial, Legal Counsel, said because the issue was not on the agenda, he thought there was no authority to require a written guarantee due to the Open Meeting Law. He stated however, a copy of the Pile Burn Plan was attached to the presentation and should cover the intentions of the Forest Service.

On motion by Commissioner Lucey, seconded by Commissioner Hartung, which motion duly carried with Commissioner Herman absent, it was ordered that Agenda Item 6 be accepted.

**16-138F**      **AGENDA ITEM 7** Acceptance of a presentation from Washoe County Community Development regarding the Burned Area Emergency Response Team.

Sheryl Surface, Washoe County Natural Resource Planner, stated she was the lead for the Burned Area Emergency Response (BAER) Team. She explained once a fire was out, the BAER Team came in to assess situations that caused concern post-fire, including hazardous fuels, water issues and flooding. She indicated the BAER Team was formed the Monday following the fire and within three days they were organizing and putting the team into place. She mentioned the BAER Team consisted of many partner agencies including: Washoe County, the US Forest Service, the Nevada Commission of Forestry, the Truckee Meadows Fire and Protection District, the Nevada Department of Transportation, the Nevada Department of Wildlife, the Nevada Department of Emergency Services, the National Weather Service, the National Oceanic and Atmosphere Administration, the Nevada Wildlife Alliance, the Nevada Land Trust, and the Truckee Meadows Water Authority. She stated they brought a group of experts together to set up the Incident Command System and they were currently in the post-planning stage. She mentioned they created two field survey teams who would be working on the implementation phase. She conducted a PowerPoint presentation, which included maps and photos that were referenced during her presentation. She stated the team was required to obtain a Right of Entry Permit to access private property for assessment. She indicated a Post-Fire Site Assessment Form was completed for each parcel, which included maps and photos. She explained the plan for erosion control included the utilization of sandbags, log erosion barriers, rock check dams, broadcast seeding, sediment logs and straw swaddles. She reviewed the post-fire rehabilitation recommendations, the timeline and the next steps in the process.

Commissioner Lucey commended her for her hard work. He referred to one of the next steps, which was securing funding and he stated the costs seemed significant. He wondered how the team would proceed without secured funding.

Ms. Surface stated there were grant-funding opportunities with the Nevada Department of Wildlife and the Truckee River Fund.

Commissioner Lucey asked about the Nevada Division of Forestry's (NDFs) investment.

Ms. Surface said she was not aware of the restoration process with the NDF. She indicated the NDF was requesting a separate Right of Entry Permit from each private property owner to allow its crews to perform work on those properties.

Commissioner Lucey thought the NDF had an ample role to play with assistance and restoration of the area. He wondered whether they knew the number of trees that could survive the sustained damage.

Ms. Surface indicated they did not currently know how many could survive, but she stated each property owner would receive a forest health evaluation of the timber on their property that would include hazard trees. Some of the removed trees could be utilized as log erosion barriers and salvageable wood could perhaps offer a monetary benefit from a salvage company to the property owner. She stated they wanted some of the trees from their original assessment to remain on site because they could be viable and healthy.

Commissioner Hartung thought the NDF should be completely responsible for the monetary and restoration aspects of the project. He noted the residents were angry and might not want the NDF on their property.

Nancy Parent, Washoe County Clerk, indicated the PowerPoint that Ms. Surface presented was printed for the Board and was placed on file for the record.

Chief Moore spoke regarding Commissioner Lucey's concern about funding and indicated the money that was authorized to remove hazardous trees could be billed back to the NDF, but it was more important to resolve the risks and move forward.

There was no public comment on this item.

On motion by Commissioner Lucey, seconded by Commissioner Berkgigler, which motion duly carried with Commissioner Herman absent, it was ordered that Agenda Item 7 be accepted.

**16-139F**     **AGENDA ITEM 8** Fire Chief Report. A. Report and discussion related to fire district operations; Update on Station 14 Development; Meeting Change Notice; District Management Organization update

B. Career Statistics and Report for September 2016 C. Volunteer Statistics and Report for September 2016

Chief Moore introduced the following employees to the Board:

**New employees:**

Dena Wiggins

Denise Reynolds

Gabe Strouse

Caleb Duster

Chief Moore announced he met with the National Incident Management Organization (NIMO), which the Nevada Division of Forestry brought in to look at the prescribed burn in Little Valley. He noted he and his staff spent four hours with the NIMO discussing the events of the Little Valley Fire. He added NIMO would be issuing a press release and they asked him not to comment on any of their work until their full report was completed, which should be sometime in January.

Chief Moore provided an update on Fire Station 14's status. He said the architecture was moving forward. He added if the Special Use Permit process went smoothly, the TMFPD should have the building permit in either January or February of 2017. He expected the TMFPD to occupy the building sometime at the end of 2017. He mentioned the South Truckee Meadows Citizen Advisory Board and area residents were concerned about the large fire trucks moving down a narrow rural road. He said the County was looking at trying to widen the road.

Chief Moore reported he contracted with Emergency Services Consulting International to assist the TMFPD in hiring two chief officers. One would be in charge of emergency medical services and training, and the second would be an Operations Chief. He said the TMFPD intended to conduct a national recruitment; however, internal candidates would also be considered. The process would begin at the beginning of 2017 and the candidates should be selected by April 2017. He remarked he would like the Board, the International Association of Firefighters Local 3895 Union and the current TMFPD chief officers, to be involved in selecting the new chief officers.

Chair Jung commented that a correction needed to be made in regards to whose District the TMFPD Fire Station 13 was in. The packet indicated Fire Station 13 was in Chair Jung's District but it should be noted it was in Commissioner Herman's District.

Chief Moore said he would make the correction.

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

**16-140F**      **AGENDA ITEM 9** Discussion and possible direction to staff regarding salary and/or adjustments to Employment Agreement for TMFPD Fire Chief.

Chief Moore mentioned the Board asked him to research salary comparisons with other regional chiefs. He said the analysis was presented to the Board and he was looking for direction as how to proceed. He suggested the Board direct the County's Human Resources Director to provide a specific recommendation.

Chair Jung remarked she was the one who asked for the comparison of salaries which was a way to demonstrate parity. She thought Chief Moore had proven himself and it was time to equalize his pay with other chiefs. She concurred with Chief Moore's suggestion to have the County's Human Resources Director involved in the process.

There was no public comment on this item.

Commissioner Lucey pointed out the significant amount of area the TMFPD covered, which was more than any of the other agencies within the region. He added Chief Moore also oversaw a multitude of volunteer fire stations and volunteer firefighters. He thought Chief Moore's duties superseded some of the other chiefs in the area and that his salary should be commensurate with the duties and tasks he undertook on a daily basis.

After the motion, Commissioner Berkbigler agreed with Commissioner Lucey and Chair Jung's comments. She commended Chief Moore for his work and she was pleased with everything he was doing. She mentioned his work on the recent fire in Caughlin Ranch. She supported the concept of parity.

Commissioner Hartung opined that Chief Moore's salary should be on par with the City of Reno's Fire Chief. He said the salary increase was well overdo and well earned.

There was no public comment on this item.

On motion by Commissioner Lucey, seconded by Chair Jung, which motion duly carried with Commissioner Herman absent, it was ordered to direct the County's Human Resources Department to work directly with Chief Moore and bring back recommendations in regards to an increased salary commensurate with his tasks and duties, and to create parity among other Chiefs in the area.

**16-141F**      **AGENDA ITEM 10** Discussion and possible approval to create three additional full-time Firefighter/Paramedic positions.

Chief Moore reported the TMFPD currently had four vacancies that it was recruiting for. Even if those four positions were filled, the TMFPD was facing more

vacancies as employees were retiring or promoted. He remarked the TMFPD would like to over-hire for the current vacancies. A financial analysis indicated over-hiring would not incur additional costs since overtime pay would be avoided. He explained it was very expensive and time-consuming to recruit and train employees. He thought the TMFPD's operations would be better served if it had additional employees who could step in at the appropriate times. He noted the TMFPD required the Board's authorization to hire more employees than was currently allocated.

Commissioner Berkbigler agreed with Chief Moore's comments. She said she liked the idea of using less overtime which allowed firefighters to avoid being overtaxed and overworked.

There was no public comment on this item.

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

**16-142F**      **AGENDA ITEM 11**    Approve the 2017 Health Benefits Program for District employees, dependents and retirees at an estimated annual cost of \$1,691,633 and authorize the Chairman of the Board of Fire Commissioners to execute all insurance contracts and service agreements pertinent to the Health Benefits Program.

Chief Moore reported the TMFPD was looking at a total premium increase of 10.8 percent. He added even though the TMFPD had some large claims, the increase was not that bad compared to what other agencies experienced. He said the TMFPD would like to offer employees an additional option of a high deductible plan, which would be beneficial to younger, healthier employees who did not see physicians as often. He concluded that the high deductible plan was the only change from the current plan and it would not increase costs.

There was no public comment on this item.

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

**16-143F**      **AGENDA ITEM 12**    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.



**16-144F**      **AGENDA ITEM 13** Commissioners’/Fire Chief’s announcements.

Commissioner Lucey spoke about the United States Forest Service’s (USFS) Pile Burn Plan. He said the Board would like to get the mop up plan in writing from the USFS. He hoped the Board would hold the USFS accountable.

Commissioner Hartung reported he would be participating in a ride-along with firefighters from Fire Station 17 in Spanish Springs. He noted he had been on a couple ride-alongs with firefighters from Fire Station 15 in Sun Valley, which was the busiest station in the region. He encouraged the other Commissioners to go on a ride-along.

Chair Jung thought ride-alongs benefited neighbor relations and allowed people to determine whether they wanted to do that particular job.

**16-145F**      **AGENDA ITEM 14** Public Comment.

Deborah Sheltra stated one of the TMFPD Battalion Chiefs informed her that a reverse 911 call was requested at 3:15 a.m. She said she, along with a neighbor, did not receive a reverse 911 call until 5:15 a.m. She expressed her concern that a better alert system was needed. The only reason many residents were alerted to the Little Valley Fire was because one of the volunteers made phone calls and went door-to-door. She asserted a two hour delay in receiving the reverse 911 call was unacceptable. She mentioned the Washoe County School District’s Transportation Department had the ability to alert parents of snow days in a timely manner. If the WCSD’s Transportation Department had that ability then the County should as well.

Chair Jung believed the alert system was a function of the District Board of Health and the County’s Emergency Committee. She stated she would take the issue to them.

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**10:05 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:*  
*Doni Gassaway, Deputy County Clerk*  
*Michael Siva, Deputy County Clerk*  
*Cathy Smith, Deputy County Clerk*