

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

TUESDAY

9:00 a.m.

MARCH 21, 2017

PRESENT:

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

Nancy Parent, County Clerk
Paul Lipparelli, 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:

17-034F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

17-035F **AGENDA ITEM 4** Commissioners’/Fire Chief’s announcements.

Fire Chief Charles Moore announced the Standards of Cover revision document was almost complete and hoped to present a draft of it at the April meeting.

CONSENT ITEMS – 5A THROUGH 5B

17-036F **5A** Approval of minutes from the February 21, 2017 meeting.

5B Review, discussion and possible approval of an agreement to retain Eide Bailly LLP to perform independent audit services for Truckee Meadows Fire Protection District for the Fiscal Year 16/17 in an amount not to exceed \$31,590.

There was no public comment on Consent Items 5A through 5B.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that the Consent Agenda Items 5A through 5B be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5B are attached hereto and made a part of the minutes thereof.

17-037F **AGENDA ITEM 6** I.A.F.F. Local 3895 Report.

President of the International Association of Firefighters (IAFF) Local 3895 Ian Satterfield announced the annual Guns and Hoses golf tournament was approaching. He stated he went as a representative of the Professional Fire Fighters of Nevada (PFFN) to an event in Washington D.C. There he lobbied for the Staffing for Adequate Fire and Emergency Response (SAFER) grant and firefighter grants. He congratulated the new employees who were being introduced and the recipients of the Firefighter and Paramedic of the Year awards.

There was no public comment or action on this item.

17-038F **AGENDA ITEM 7** Presentation of Award by VFW Post 10053, Scott Wilcox. Firefighter of the Year: Brian Paquette; Paramedic of the Year: Noekeef Henry

Scott Wilcox stated as veterans they supported both other veterans and those in their community. He claimed the District and its firefighters did not get enough recognition from the public. He announced that, not only did the recipients win awards at the District and State levels, they also won the National Firefighter and Emergency Medical Technician (EMT) awards. He presented the awards to Firefighter of the Year Brian Paquette and Paramedic of the Year Noekeef Henry along with an appreciation from Veterans of Foreign Wars (VFW) National Commander Brian Duffy. He said this reflected their dedication, readiness, and the District they served, and he presented them each with \$150 checks and State Commander's pins.

Veteran David L. Armstrong added while some veterans were involved in combat some of the time, firefighters and EMTs were out there every day working.

Fire Chief Charles Moore said Brian Paquette saved the District thousands of dollars because of his expertise keeping safety equipment working properly. He remarked Noekeef Henry trained hundreds of people in cardiopulmonary resuscitation (CPR) and was tireless in his passion, even working on his days off. Chair Lucey called the two award recipients exemplary examples of excellence and thanked them for their service.

There was no public comment or action on this item.

17-039F **AGENDA ITEM 8** Presentation of a donation to the Truckee Meadows Firefighters Foundation by VFW Post 10053, Scott Wilcox

Mr. Scott Wilcox presented a check for \$150 and stated he wanted it to go to a good cause.

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

17-040F **AGENDA ITEM 9** Discussion and direction to staff regarding 2017 Nevada Legislative Session and other legislative issues proposed by legislators, or by other entities permitted by the Nevada State Legislature to submit bill draft requests, or such legislative issues as may be deemed by the Chair or the Board to be of critical significance to Truckee Meadows Fire Protection District.

Fire Chief Charles Moore mentioned Assembly Bill (AB) 297 which would require local governments to designate areas for persons to meet for the sale of personal property initiated on the internet; the legislation proposed the Board designate areas in a fire station and a police station. He felt it was impractical to assign a fire station because if there was an emergency call there would be no way to safeguard the equipment and personal property of the firefighters. He recommended they oppose the bill, at least in terms of identifying a fire station as a place to meet. He also addressed Bill Draft Request (BDR) 40-646 about the recognition of Emergency Medical Services (EMS) licensure. He said the District would often send licensed paramedics into California for a traffic accident but that was problematic since they were not licensed in California. The legislation would create a compact to recognize both California and Nevada certifications when providing mutual aid across state lines. He recommended the Board support BDR 40-646.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried, it was ordered that the Board support BDR 40-646 as written.

Commissioner Hartung inquired if the Board was taking a position on AB 297. Chief Moore repeated his recommendation the Board should oppose AB 297.

Commissioner Berkbigler moved that the Board oppose AB 297, seconded by Commissioner Jung.

Before a vote took place, Commissioner Hartung asked if they should include a caveat about opposing the bill as written because he supported the bill's intent as far as a police station providing space for such transactions. When asked by Commissioner Berkbigler how police chiefs felt about the bill, Chief Moore replied he had not spoken to law enforcement about their concerns. Commissioner Jung commented she was not sure why fire stations were any safer since they were not armed.

On amended motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried, it was ordered that the Board oppose the provision in AB 297 which included fire houses.

There was no public comment on this item.

17-041F **AGENDA ITEM 10** Introduction of new Employees

Fire Chief Charles Moore introduced Battalion Chief Alexander Kukulus and Captain Christopher Black. Mr. Black was a training officer at the regional academy where they participated with Carson City, East Fork, North Lake Tahoe, and other departments.

Chief Kukulus praised Captain Black and the other instructors who taught the 10-week academy in Carson City. The new recruits trained during challenging weather which tested them both mentally and physically. He stated the Truckee Meadows Fire Protection District (TMFPD) worked with seven other departments and all instructors handled the recruits together.

Chief Black remarked he was honored to be the TMFPD representative for the training and praised the four graduates as great representatives of the TMFPD. He introduced the following new employees:

- Dillon Lowe, Firefighter Paramedic
- Richard Norgrove, Firefighter Paramedic
- Shane Parker, Firefighter Paramedic
- Chase Perham, Firefighter Paramedic

Chief Moore introduced the following new employees:

- Brent Roberts, Firefighter Paramedic Carson City
- Austin Stowe, Firefighter Paramedic Carson City

Chief Moore stated these employees were already on duty and commented Mr. Parker was called to fight a structure fire on his first day on the job. Chair Lucey and Commissioner Berkgigler congratulated and thanked the new recruits.

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

17-042F **AGENDA ITEM 11** A. Discussion and possible direction to staff on the Fire Chief Report to include the following items related to fire district operations: 1. Volunteer Program Status. 2. Deputy and Division Chief Recruitment Status. 3. Verdi Fire Protection Update. 4. Automatic and Mutual Aid Update. B. Career Statistics and Report for January 2017. C. Volunteer Statistics and Report for January 2017

Chief Moore spoke about the volunteer orientation held on March 20, 2017, and stated there were around 45 interested people including a good cross-section of men and women. Many applications were distributed. He explained the next step for applicants was a background check and, if cleared, a physical. He anticipated wildland training in late April to have them ready for wildland season in June, followed by training in structural firefighting and water tender driving. He said the volunteers were interested

in serving in various areas of the County including South Valleys, Lemmon Valley, and Verdi. He announced Deputy Chief and Division Chief recruitment was scheduled for April 19 and 20; there were 11 candidates for Deputy Chief and nine for Division Chief of Emergency Medical Services (EMS). They hired Emergency Services Consulting International (ESCI) to help narrow down the pool to three finalists for each position. Those finalists would return for final interviews and a meet-and-greet which Chief Moore encouraged the Board to attend.

Chief Moore presented a photo of the new water tender that would go into service after radios and equipment were added and staff was trained to operate it. The new truck would be placed at the Verdi Volunteer station and it would replace the water tender owned by the Verdi Association which was difficult to drive. He anticipated another water tender would be placed in South Valleys in April. He stated because of the contentious nature of the August 2, 2016 fire in Verdi, he was launching a 3rd-party investigation to review the facts. The chief overseeing the investigation was a type one incident commander and chief of a significant rural district in the State of Washington. Chief Moore has asked him to review the disputes about response time, the involvement of fire when firefighters arrived, and the number of Reno fire engines at the scene. In addition the investigator would look at District resources relative to rural capabilities to make recommendations for Verdi. He offered having the chief come back to present a report to the Board in April or May and, if approved, they would mail a copy of the report to all Verdi property owners.

Chief Moore said they were making progress with Sparks about Automatic Vehicle Location (AVL). Regarding the mutual aid issue, he would meet with the Reno Fire Chief to discuss sending the closest unit to respond to medical emergencies as was their current practice with structure fires.

Commissioner Berkbigler asked Chief Moore to bring the report on the Verdi fire back to the Board so the presentation could be made on the record.

Chair Lucey noted in the career stat report there was a significant rise in medical calls, from 765 in January 2016 to 929 in January 2017, including 547 EMS calls. He suggested reviewing their capabilities to make sure they were properly staffed to handle the call volume.

Commissioner Jung thanked the Chief for preparing the transition plan in a dashboard view but asked for a color version to allow for quicker viewing. Chief Moore said he would send an electronic version.

On the call for public comment, James Sievers stated the fire in Verdi happened in August 2016. He stressed they were anxious to see steps taken to prepare them for the start of fire season in three months.

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

17-043F **AGENDA ITEM 12** Discussion and possible action to approve the Truckee Meadows Fire Protection District Five Year Buyout of Workers' Compensation Claims for Fiscal Year 11/12 in the amount of \$1,548,404.50 per the Reno-TMFPD Interlocal Agreement and to authorize the execution of a resolution transferring \$25,000 from the Truckee Meadows Fire Protection District General Fund Contingency Account to the Workers' Compensation Fund and to use that transfer to augment the District's Fiscal Year 16/17 Workers' Compensation Fund Budget in the amount of \$25,000 for the purpose of paying the five year buyout of workers' compensation.

When asked by Fire Chief Charles Moore if he had to read the entire Agenda Item, Legal Counsel Paul Lipparelli answered the Fire Board had no practice of reading agenda titles and left it to the Chief's discretion. Chief Moore summarized the item was about a five-year buyout of Workers' Compensation claims.

Cindy Vance, Chief Fiscal Officer of the Truckee Meadows Fire Protection District (TMFPD) stated 2017 was the final year of the workers' compensation buyout from the City of Reno totaling \$1,548,404.50. Despite estimating conservatively, their appropriations were insufficient to cover this. She asked the Board for authority to pay the invoice in the above amount and to authorize a resolution to transfer funds from the Truckee Meadows Fire Protection District General Fund Contingency Account to the Workers' Compensation Fund.

Responding to Chair Lucey's inquiry, Ms. Vance confirmed this payment would finalize the Workers' Compensation claims for Reno.

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 12 be approved and authorized. The Interlocal Agreement and Resolution for same is attached hereto and made a part of the minutes thereof.

17-044F **AGENDA ITEM 13** Discussion and action on a Resolution transferring the net position of \$616,544 from and subsequently eliminating the District's Health Benefits Internal Service Fund to the District's general fund account in accordance with the approved Fiscal Year 16/17 budget.

Chief Fiscal Officer of the Truckee Meadows Fire Protection District (TMFPD) Cindy Vance read the Agenda Item and stated the TMFPD's fund was put into place to pay for self-insurance and retiree benefits. Since all employees were fully insured and the Department used the other post-employment benefit plan trust to pay retiree benefits, there was no longer a need for this fund.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 13 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

17-045F **AGENDA ITEM 14** Discussion and possible approval to purchase three (3) new Fire Prevention Vehicles in accordance with Nevada State Contract Bid 8475 in the amount of \$29,762.25 per vehicle and to approve additional modifications and equipment for each estimated at \$25,000.

Chief Moore introduced the item and mentioned they had increased their fire prevention staff to three but the vehicles they were driving were old. When asked by Commissioner Hartung how often the modification equipment needed to be replaced, Fire Chief Charles Moore replied it lasted the life of the vehicle. He clarified the equipment consisted of radios, light bars, and camper shells.

There was no public comment on this item.

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

17-046F **AGENDA ITEM 15** Discussion and possible approval to staff to advertise and solicit bid proposals for Truckee Meadows Fire Protection District for the equipment purchase of one (1) four-wheel drive ambulance.

Fire Chief Charles Moore stated the ambulance in service in the Bowers Mansion area was old and needed replacing. He acknowledged there were limited opportunities to respond to medical calls in the area due to their agreement with the Regional Emergency Medical Services Authority (REMSA) but they did respond to REMSA's calls in Washoe Valley.

There was no public comment on this item.

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

17-047F **AGENDA ITEM 16** Discussion and possible approval of a proposal to enter into and purchase a Software License Agreement and Support Agreement in the amount of \$32,500 for CODE3SIMULATOR software with Levrum, Inc.

Fire Chief Charles Moore explained the software would allow the District to examine different deployment schemes to help them assess the viability of peak

activity units and study where their busiest fire stations were. They would use this software in lieu of contracting a consulting firm to perform those surveys.

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 16 be approved.

17-048F **AGENDA ITEM 17** Discussion and possible approval or modification of a list of evaluators for a 360 degree evaluation for the Fire Chief's annual performance review and direction to staff to develop a survey and distribute the survey to the evaluators.

Fire Chief Charles Moore provided a list of potential evaluators to the Commissioners and suggested adding the Chief of the Division of Emergency Management for Nevada Caleb Cage to the list.

Commissioner Jung asked if Sam Hicks, incident commander for the Lemmon Valley flooding incident, was on the list. Chief Moore said he was not but the President of the Chief Officers Association Chris Ketring was. He explained both men were part of the same labor unit but Battalion Chief Ketring was the president; the rationale for including him was because the President of International Association of Firefighters Local 3895 was also included. He stated he was not opposed to adding Mr. Hicks to the list of evaluators. Commissioner Jung felt he was the most intimate with the incident in Lemmon Valley and recommended he should be added to the list.

Chair Lucey asked how many of the top nine evaluators reported directly to Chief Moore, to which the Chief replied six, or seven if Mr. Hicks was included. Chief Moore confirmed the Commissioners would be evaluators as well. Chair Lucey agreed Sam Hicks should be placed on the list along with Mr. Cage and Battalion Chief Alexander Kukulus, who was the incident commander for the Little Valley fire.

There was no public comment on this item.

On motion by Commissioner Lucey, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 17 be approved with the addition of Sam Hicks, Caleb Cage, and Alexander Kukulus.

17-049F **AGENDA ITEM 18** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

There was no closed meeting.

17-050F **AGENDA ITEM 19** Announcements/Reports.

Commissioner Hartung asked how soon Fire Chief Charles Moore could bring a report to the Board about the additional costs involved with the Lemmon Valley flood. Chief Moore replied he could provide a year-to-date estimate though they were not complete with the effort; a full summary would be available once complete. Commissioner Hartung asked if the report would separate the cost of regular duties versus flood-related duties. Chief Moore responded when an employee filled out a time sheet they attached an internal order which designated if the duties performed were associated with flood issues.

Chair Lucey thanked the staff in the audience who took part in the meeting. He asked for a full equipment audit including the ages of engines and tenders, as well as potential replacement schedules. Chief Moore said they already had one and would provide it.

17-051F **AGENDA ITEM 20** Public Comment.

There was no response to the call for public comment.

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9:49 a.m. There being no further business to discuss, the meeting was adjourned without objection.

BOB LUCEY, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

Minutes Prepared By:
Derek Sonderfan, Deputy County Clerk

**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
 RESOLUTION TO TRANSFER \$25,000 FROM THE DISTRICT'S GENERAL FUND
 CONTINGENCY ACCOUNT TO THE WORKERS' COMPENSATION FUND AND TO USE
 THAT TRANSFER TO AUGMENT THE DISTRICT'S FY 16/17 WORKERS' COMPENSATION FUND
 BUDGET IN THE AMOUNT OF \$25,000 FOR THE PURPOSE OF PAYING THE FIVE YEAR
 BUYOUT OF WORKERS' COMPENSATION**

WHEREAS, the Board of Fire Commissioners have approved the District's FY 16/17 Consolidated Budget which includes a General Fund Contingency Account of \$350,000; and

WHEREAS, there are outstanding workers' compensation claims for the Truckee Meadows Fire District from FY 11/12 which the District is liable to pay, however, the District does not have budget authority to pay in FY 16/17; and

WHEREAS, the District desires to have resources set aside to insure the District is able to pay all its outstanding liabilities; and

WHEREAS, by utilizing the portion of the Consolidated Budget Contingency would not be unduly burdening the TMFPD for workers' compensation claims incurred prior to the Reno-TMFPD Interlocal Agreement and

WHEREAS, resources from the FY 16/17 Contingency are available to the Workers' Compensation Fund in accordance with NRS 354 and which appropriations are required to be augmented as follows:

Workers' Compensation Fund:	Transfers In	<u>\$25,000</u>	Total Augmentation	<u>\$25,000</u>
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WHEREAS, there is a need to apply these proceeds in the previously mentioned fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Truckee Meadows Fire Protection District shall augment its FY 16/17 budget by appropriating \$25,000 from the General Fund Contingency Account for use in the above-mentioned fund for the purpose of paying workers compensation claims, thereby increasing its appropriations by \$25,000, and further that the District shall forward the necessary documents to the Department of Taxation, State of Nevada.

Upon motion by Fire Board Commissioner, Berkbigler, seconded by Commissioner Hartung, the foregoing Resolution was passed and adopted this 21st day of March, 2017, by the following vote:

AYES: Bob Lucey, Marsha Berkbigler, Kitty Jung, Vaughn Hartung & Jeanne Herman NAYS: none

ABSENT: none ABSTAIN: none

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

Robert Lucey
 Robert Lucey, Chair

ATTEST:
Nancy L. Parent
 CLERK

17-043F

**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
RESOLUTION TO ELIMINATE AND TRANSFER \$616,544 FROM THE DISTRICT'S
HEALTH BENEFITS INTERNAL SERVICE FUND TO THE DISTRICT'S GENERAL
FUND ACCOUNT IN ACCORDANCE WITH THE APPROVED FY16/17 BUDGET**

WHEREAS, the Health Benefits Fund was established on July 1, 2012 to account for the Truckee Meadows Fire Protection District's group medical and retiree health benefit cost; and

WHEREAS, with the District going to a guaranteed group medical program and the establishment of the OPEB Trust for retiree health benefits, the fund is no longer required; and

WHEREAS, the budget reflects the elimination of the fund with a budgeted FY16/17 transfer to the General Fund to close out the fund; and

WHEREAS, these funds are not available for appropriation in the year of the transfer to the General Fund.

NOW, THEREFORE, it is hereby resolved, that the Truckee Meadows Fire Protection District shall transfer \$616,544 from the District's Health Benefits Internal Service Fund to the District's general fund account in accordance with the approved FY 16/17 budget, and further that the district shall forward the necessary documents to the department of taxation, State of Nevada.

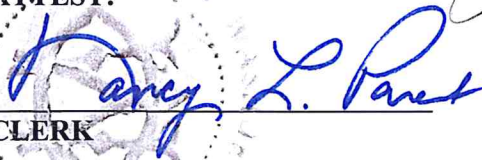
Upon motion by Fire Board Commissioner, Hartung, seconded by Commissioner Berkbigler, the foregoing Resolution was passed and adopted this 21st day of March, 2017, by the following vote:

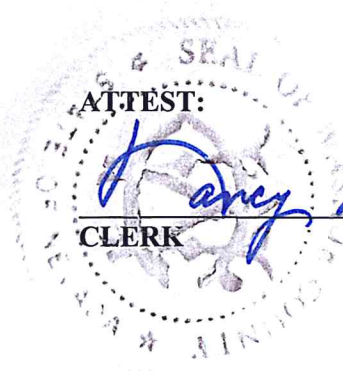
AYES: Bob Lucey, Marsha Berkbigler, Kitty Jung, Vaughn Hartung, Jeanette Herman NAYS: none

ABSENT: none ABSTAIN: none

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


Robert Lucey, Chair

ATTEST:

CLERK



17-0445