

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

TUESDAY

9:00 a.m.

DECEMBER 19, 2017

PRESENT:

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

Jan Galassini, Chief Deputy County Clerk
Charles Moore, Fire Chief
David Watts-Vial, Deputy District Attorney

ABSENT:

Kitty Jung, Commissioner

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:

Chair Lucey welcomed members of the Boy Scout Webelos troupe Tommy Schoech, Christian Chan-Freitas, Tyler Morgan, Keegan Davis and Samuel Mori.

17-178F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

17-179F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District Chief Charles Moore requested Agenda Item 10 be pulled from the agenda. Commissioner Hartung wanted a report about how the green waste program impacted the average citizen. He noted the District received a donation by a citizen who utilized the program and said donations were a simple way for the program to continue. Commissioner Berkbigler suggested also pulling Agenda Item 6 because there were no union representatives available.

Commissioner Berkbigler thought they should describe the green waste program to the Boy Scouts in attendance. Deputy District Attorney David Watts-Vial stated they could hear Agenda Item 10 as a presentation item but he cautioned against someone describing the program. Chair Lucey stated he would leave Agenda Item 10 on the agenda.

CONSENT ITEMS

17-180F **5A** Approval of minutes from the December 5, 2017 meeting.

17-181F **5B** Accept a donation of \$100.00 from Hidden Valley Resident Jack Richardson in support of the Truckee Meadows Fire Protection District's Green Waste Program and express appreciation for the thoughtful contribution.

There was no public comment on the item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried with Commissioner Jung absent, it was ordered that the Consent Agenda Items 5A through 5B be approved.

17-182F **AGENDA ITEM 7** Promotional announcements and Badge Pinning

Promoted employees:

- Ron Harmon, Fire Equipment Operator
- Nicholas Remington, Fire Equipment Operator
- Patrick Walsh, Fire Equipment Operator
- Denise Reynolds, Fire Prevention Specialist II

The promoted employees were pinned by their spouses. Truckee Meadows Fire Protection District Chief Charles Moore remarked in addition to being promoted, Denise Reynolds performed the job of fire marshal while the District was recruiting for a new fire prevention chief.

Chair Lucey congratulated the promoted employees, praised their commitment to the District, and thanked their families for their sacrifice. He thanked Mr. Remington for assisting his grandmother.

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

17-183F **AGENDA ITEM 8** A. Discussion and possible direction to staff on the Fire Chief Report to include operational matters and activities for the months of October and November 2017:

1. Update and informational overview of expanded Automatic Aid with City of Sparks
- B. Career Statistics and Report for September 2017
C. Volunteer Statistics and Report for September 2017

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore referenced an email he sent the Board about a fire that resulted in one death. He commented the fire was not detected until 48 hours after it went out. While he could not speak to the cause of death, he said the fire appeared to be caused by an overloaded

power strip. He stated the landlord checked on the tenant after not hearing from her for several days and fire crews discovered the residue of the fire when called to investigate. He indicated overloaded electrical strips were common causes of fire and cautioned the public to be aware of that. He said the Medical Examiner had completed the autopsy and would possibly issue a statement soon.

Chief Moore remarked high winds were forecasted and the National Weather Service advised of the potential for rapid fire spread. He pointed out prior fires had happened at this time of year and he urged the public to be cautious.

Chief Moore referenced a lengthy update in the Board packet about enhanced automatic aid with the City of Sparks, noting the update did not include automatic vehicle location (AVL). In the past, both agencies responded to all calls regardless of proximity. He and Sparks Fire Chief Charles Maples discussed the issue with the goal of only sending resources from whichever jurisdiction was closest. He mentioned there were technological hurdles that had been addressed and he anticipated a rollout of the program in February. He agreed with Chief Maples about the desire to ultimately move to an AVL system but acknowledged there would be challenges with the dispatch centers being in different locations. They were in the process of identifying areas where the Sparks Fire Department would be closer and areas where the TMFPD would be closer; this would be pre-determined for use in the rollout.

When asked by Commissioner Berkbigler whether the City of Reno used AVL, Chief Moore replied no agencies currently used AVL, though he added they all had the technological capability to use it. Moving to the system required coming to an agreement with all agencies that the closest agency would handle the call. He recalled a prior study that showed the call volume for structure and brush fires would not be very great and the TMFPD would respond three times as often as Reno given the location of their stations. He recommended performing another data analysis for medical calls, which were more frequent, to see how many calls the TMFPD would be expected to respond to on behalf of the City of Reno.

Commissioner Berkbigler directed staff to put a discussion of the statistics on an upcoming agenda. She urged the County to make decisions with an information-based perspective. Chief Moore stated he would have to ask the City of Reno for their data and it would be quick to perform an analysis. He added it would be fair for the District to provide Reno with the its analysis.

Commissioner Hartung thanked the City of Sparks for working with the County. Chief Moore added County and City labor groups were involved in the process and they felt it was a positive step for citizens of both jurisdictions. He concluded the report saying he would be happy to answer any questions about the career and volunteer statistics included in the staff report.

There was no public comment on this item.

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

17-184F **AGENDA ITEM 9** Review and acceptance of the Truckee Meadows Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2017.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore indicated the Board would only hear the presentation but would not be able to approve the audit until it was put on the agenda to do so at the January 2018 meeting.

Cindy Vance, Chief Fiscal Officer, noted the annual audit for the TMFPD was completed, a copy of which was included in the Board's packet. She indicated the District was in a strong financial position, and Fiscal Year (FY) 2016/17 included records of the merger with the Sierra Fire Protection District (SFPD). She mentioned they were able to fund their capital with cash, including a significant transfer to the capital projects fund. She introduced auditor Dan Carter from Eide Bailly.

Mr. Carter stated the unmodified opinion rendered on the independent auditor's report was the highest level of assurance they could provide about the financial statements of the District. He mentioned the discussion and analysis section beginning on page 4 provided a comparative analysis with a focus on the activities of FY 2017/18. Reviewing the financial statements, Mr. Carter noted the District reported positive net position in two of the three categories. He explained the negative unrestricted balance was due to the net pension liability and other post-employment benefit (OPEB) liabilities the District carried.

Mr. Carter pointed out the TMFPD's three major funds all showed positive fund balances. He indicated the general fund balance decreased by \$2.5 million over FY 2015/16, the emergency fund balance decreased by \$100,000, and the capital projects funds increased by \$3.3 million. He highlighted the note on page 37 which disclosed the details of merging the SFPD's financial statements with the TMFPD's statements since July 1, 2016, which affected both the general fund and the emergency fund. The transfer resulted in \$4.1 million in fund balance being added to the TMFPD's financial statements, \$2.4 million of which was cash. He stated the \$4.2 million in capital assets that were transferred were offset by \$2.8 million in OPEB liability.

Mr. Carter summarized notes 2, 3, 7, and 8 found in the audit report. He said Eide Bailey provided an independent auditor's report on internal control over financial reporting and compliance, and they did not note any material weaknesses and or report any significant deficiencies regarding the TMFPD. Mr. Carter reviewed the auditor's comments on page 63. Historically they reported a finding related to the preparation of the financial statements but that had been corrected for FY 2016/17 with Ms. Vance's help.

Mr. Carter mentioned there was an upcoming governmental accounting standard that would affect the TMFPD moving forward. Eide Bailly would work with the Finance Department to implement Governmental Accounting Standards Board (GASB) Statement 75, which was an amendment to the reporting of the OPEB liability. Currently only shortfalls in current FY costs were listed as liabilities; in FY 2017/18 the full OPEB liability would be reported. He stated the impact for the year would be around \$1.2 million, a cost the TMFPD should be able to absorb.

Prompted by Commissioner Hartung's query, Ms. Vance replied the District was responsible for the cost of OPEB claims for approximately 25 members that were retired from the City of Reno. She indicated it would probably be presented at the January meeting. Ms. Vance said she would provide an exact figure by email. She also confirmed Commission Hartung's assertion it would be an ongoing liability.

Ms. Vance thanked Mr. Carter for his help since it was her first year preparing the financial statements for the audit.

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

17-185F **AGENDA ITEM 10** Presentation, discussion and possible direction to staff regarding a review of the Green Waste Pilot Program and possible expansion of the program to include the acquisition of certain capital equipment in support of the expansion.

There was no public comment on this item.

Deputy District Attorney David Watts-Vial suggested Truckee Meadows Fire Protection District Chief Charles Moore could present his background on the green waste pilot program but he cautioned the Board against discussing it with Chief Moore since Agenda Item 10 was not listed as an action item.

Chief Moore said there were two weather events that would have made pile burning dangerous, so they were looking for a safer way for people to dispose of the high volume of green waste. He mentioned four stations were set up both in October and November. The November campaign saw so much waste delivered that the District was still working to masticate and dispose of it. He stated the dumpsters they rented were almost full by the start of the event. He admitted there was trash put into the dumpsters which contaminated the green waste they intended to take to RT Donovan Co Inc. Chief Moore said one solution would be to repurpose the funds that were allocated for a command vehicle into capital assets they could use for green waste, such as a truck with a J-hook, dumpsters, or water tanks. He would bring those suggestions back for discussion at the January meeting.

Chief Moore said each site incurred about \$2,000 worth of expenses for an estimated total of between \$12,000 and \$14,000. He felt it would be more prudent for the District to invest in its own capital equipment and it would not take very long to recover

the costs. He mentioned the idea of having two sites, one in the north and one in the south, and rotating them with other sites such as the East Lake fire station, the Bowers Mansion station, Silver Lake, or Lemmon Valley. Having four stations operational at the same time was onerous for staff. He noted the feedback received from citizens was overwhelmingly positive and there were requests to see the program continue.

Commissioner Berkbigler defined green waste for the Boy Scouts in attendance. Chair Lucey mentioned his district was very happy with the program and he hoped to see it expand. He explained how green waste could be contaminated by trash and how the program provided safety for the community. Commissioner Hartung expressed the desire to have a site in Spanish Springs and said he would instigate a discussion with RT Donovan.

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

17-186F **AGENDA ITEM 11** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore stated the District would start the budget process soon and he wanted to schedule a discussion with the Commissioners to determine what their budget priorities were. He cited prior discussions about a rescue crew at Station 15 and the green waste program.

Commissioner Hartung stated he was a proponent of the rescue crew and suggested one near Station 14. He wished to see three flexible crews around the valley to relieve the engine companies of much of their workload. Commissioner Berkbigler requested additional discussion on a future agenda about water storage and other issues in Verdi.

Chair Lucey noted the District's call volumes were increasing every year and said Stations 15 and 17 were the highest-called stations. He noted his district had six stations, Commissioner Hartung's had two including shared stations, Commissioner Herman's had four, and Commissioner Berkbigler's had two. He wanted to know what the capital improvement project allocations were for expansion into areas with fewer stations, suspecting call volume would only get worse over time. Second, he indicated it would be important to consider locations when discussing a regional plan update. He suggested having discussions with the City of Reno and commented Reno had just approved their master plan update. Those decisions would impact the TMFPD's ability to serve its constituents in the north valleys, where he imagined most growth would occur. He urged the District to be more proactive and requested an agenda item for early 2018.

Commissioner Hartung remarked rescue crews could lessen the workload around the region as an interim solution until new stations were built. He said that could result in the District responding to calls more frequently with rescue crews rather than with full engines. Chair Lucey indicated he wanted Chief Moore to put together an interim plan and a long-term plan so the District could fulfill its fiduciary responsibility.

He suggested considerations such as recent fires in Sun Valley and which truck would best handle certain events be included in the report to better educate the Board.

Commissioner Hartung directed Chief Moore to return with a report about the number of medical calls received in Spanish Springs that were made by elder care facilities.

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

17-187F **AGENDA ITEM 12** Public Comment.

There was no response to the call for public comment.

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9:52 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