

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

TUESDAY

9:00 a.m.

DECEMBER 17, 2019

PRESENT:

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

Jan Galassini, Chief Deputy County Clerk
Charles Moore, Fire Chief
Nathan Edwards, Deputy District Attorney

ABSENT:

Vaughn Hartung, Chair

The Board convened at 9:01 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:

19-179F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

19-180F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District Chief Charles Moore reported the Gerlach Fire Department had an Insurance Services Office review and received an improved rating. He planned to examine the report, quantify the impact of the new rating on insurance rates, and distribute the results to the Board.

CONSENT ITEMS – 5A through 5C

19-181F **5A** Recommendation to approve the meeting minutes from the November 17, 2019 Board of Fire Commissioners Meeting. (All Commission Districts)

19-182F **5B** Recommendation to approve an Ambulance Transport Rate schedule for Truckee Meadows Fire Protection District when transporting patients on Emergency Medical Services type calls. (All Commission Districts)

19-183F **5C** Recommendation to approve a Technical Amendment and Correction to the collective bargaining agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Firefighters Association, International Association of Fire Fighters (IAFF) Local 2487 Supervisory Unit including but not limited to a typographical error found on Appendix A - Salary Schedule which incorrectly indicates the Position of Division Chief is assigned a 2912-hour annual schedule. (All Commission Districts)

Truckee Meadows Fire Protection District Chief Charles Moore noted Consent Agenda Item 5A had the incorrect date for the previous meeting's minutes. The meeting minutes were for November 19, but the agenda listed November 17 as the date. Deputy District Attorney Nathan Edwards said the item needed to be pulled from the agenda. Vice Chair Lucey said the item would be pulled from the Consent Agenda.

There was no public comment on the Consent Agenda Items listed above.

On motion by Vice Chair Lucey, seconded by Commissioner Jung, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Consent Agenda Items 5B and 5C be approved.

Chief Deputy County Clerk Jan Galassini noted there was one public commenter signed up to speak on Consent Agenda Item 5A. Commissioner Berkbigler stated the motion reflected that Item 5A was pulled from the Agenda. Vice Chair Lucey indicated the commenter would have the opportunity to speak during general public comment.

19-184F **AGENDA ITEM 6** Recommendation to accept a monetary donation in the amount of \$5,000.00 from ADT Security Systems in operational support to Truckee Meadows Fire Protection District Fire Volunteer Program and to express appreciation for the thoughtful contribution and direct Finance Department to make appropriate budget adjustments. (All Commission Districts)

There was no public comment on this item.

On motion by Commissioner Berkbigler, seconded by Commissioner Herman, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Agenda Item 6 be accepted, expressed, and directed.

19-185F **AGENDA ITEM 7** International Association of Firefighters, Local 2487 Report.

A. Announcement of new President, Josh Kutz

International Association of Fire Fighters (IAFF) Local 2487 President Ian Satterfield introduced Josh Kutz, who would become IAFF President on January 1, 2020. He thanked the Board for their work and collaboration during the previous four years when he was the IAFF President. He believed good things were accomplished during his term and he expressed appreciation for the Commissioners' time and effort.

IAFF President Elect Josh Kutz stated he looked forward to working with the Board to continue to make the Truckee Meadows Fire Protection District one of the best agencies in the state.

Vice Chair Lucey welcomed Mr. Kutz.

Commissioner Jung thanked Mr. Satterfield for his work on and off the clock. She expressed appreciation for the information he and IAFF trustee Jon Sieben provided which allowed her to become more knowledgeable about fire services. She welcomed Mr. Kutz to the position of IAFF President.

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

19-186F **AGENDA ITEM 8** Fire Chief Report:

A. Informational briefing on operational matters and activities for the month of November and December 2019 to include the following items:

1. Target shooting update on discussions with our regional partners regarding fire safety.
2. Open burning update concerning private property pile burning.
3. Upcoming capital purchases to include station and apparatus additions.
4. Future fuels projects and wildfire planning and the development of a fuels management crew to include grant and funding resources.

B. Commissioner DashBoard: Status update on ongoing Commissioner request of the Fire Chief

C. Review of Response Statistics for September 2019 to include Mutual and Auto Aid between our regional partners.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore asked Fire Prevention Specialist Don Coon to provide an update on target shooting mitigation. Mr. Coon reported the first meeting with stakeholders happened in November and a meeting with shooting sports stakeholders was scheduled for early January 2020. He displayed a map, a copy of which was placed on file, identifying the locations of fires started by target shooters on public lands. He noted many fires were close to town while

some were on the outskirts. He mentioned the goal was to develop unmanaged micro-range facilities in areas where shooting already took place. He stated the Bureau of Land Management (BLM) offered use of their land for facilities where people could practice target shooting. The facilities would be safe and fire resistant because the TMFPD would cut fire lines around them for public use. He noted the range in the northern part of the County was often full during the summer months so people tended to go out into public lands to shoot. He displayed a map of areas identified for development. He stated there were many fires in the Red Rock Winnemucca Road area. He said there was good ground in that area to develop micro-ranges far enough from residential areas so noise would not be an issue. He reiterated the process was in the early development phase.

Commissioner Jung expressed approval for the idea of developing micro-ranges because there was limited availability for residents at the existing range and because shooters would patrol themselves. She asked staff to research a method for declaring countywide no-shooting days when fire danger was high. She was aware of the multijurisdictional nature of the request but she believed the other government entities would want to minimize the incidence of fires. She thought having the ability to declare no-shooting days provided another level of protection. She said the County would then be able to make an example of anyone who went shooting on a high fire danger day. She asked Mr. Coon to speak to Consultant Mike Brown of R&R Partners to find out how other jurisdictions prevented shooting on high fire danger days. She noted construction companies needed to be told to suspend operations on those days as well. She said fires in frontier range areas put firefighters, homes, and lives in danger. She mentioned the air quality was also affected by fires in the region. She wanted to discuss options for preventing fires before summer arrived. She asked Mr. Coon to provide alternative options to the Board if he did not agree with the idea of declaring no-shooting days.

Mr. Coon noted the BLM had regulations based on fire protection red-flag warning days but he was not aware of whether or how the regulations were enforced. He said the Wildland Urban Interface Code included language which might be considered for enforcement because it addressed barring activity.

Commissioner Herman thanked Mr. Coon for the report and for starting the project promptly. She approved of the plan for maintaining the micro-ranges through the use of firebreaks. She offered her assistance on the project.

Vice Chair Lucey requested a meeting with Chief Moore, Mr. Coon, and the new County Manager to discuss the issue. He wanted to see how the County might potentially take part in building micro-ranges in conjunction with the TMFPD to be monitored ranges that would be open to the public. The micro-ranges would not necessarily be managed by a range master but the land would be available to shooters. He noted there was plenty of County land and thought there might be land use opportunities through the federal government.

Chief Moore reported that the TMFPD developed an application to allow the public to apply online for a burn permit, which would help streamline the process. He

noted many people took advantage of the green waste program but it was impractical for many citizens to transport green waste; the TMFPD would issue permits for individual on-site burning beginning January 1, 2020. He said the burning would be limited to seven days which would allow the TMFPD to manage the smoke. Burning would also be limited to a green burn code day and acceptable weather. He commended staff who developed the application.

Washoe County Senior Business Systems Analyst Jay Johnson stated the online form would look similar to the application used by the TMFPD in prior years. He displayed the website with the online form. He said the public completed the form without verification in prior years. The new application form checked the geographic information system when an address was entered and would only accept legitimate addresses. The form automatically filled in the parcel number associated with the address. The person submitting the form would be required to read and agree to the conditions listed on the application prior to signing it electronically. He explained the submission would go through a series of checks including whether the property was located in the TMFPD or in hydro basin 87 which had special conditions; the application also checked for the parcel acreage. If all conditions were met, the permit would be approved and the applicant could print the permit. An application which was not approved would display a message with the reasons for denial. He noted the previous online form sent an email to TMFPD staff who needed to process the application manually. The new form automatically wrote the data from the form into a database whether the application was approved or not. He displayed a website available to TMFPD staff which was a map showing every burn permit application in the County with one icon for approved applications and another for denied applications.

Commissioner Jung expressed enthusiasm for the new application. She approved of the interface which provided immediate results, built-in accountability, and access to permit application data. She thought the application was an excellent tool for fire management. She said compliance would increase as the process became more user-friendly. She thanked staff for developing the application.

Vice Chair Lucey thought the application would increase the ease of access in completing the permit process. He asked whether the application was tested to ensure the permit would be accessible on mobile devices as easily as on a computer. Mr. Johnson said yes.

Chief Moore said the TMFPD was considering debt financing for many capital purchases. The capital projects spreadsheet provided to the Board was a reflection of what staff was considering. He mentioned the City of Reno had approved the boundary line adjustments for Station 37. He reviewed the capital projects schedule spreadsheet.

Commissioner Jung asked whether Chief Moore could put a fiscal note on items approved by the Board, including projects and changes in direction. She thought it would help provide clearer reporting. She knew the TMFPD was not cash rich so she wanted to know the costs and personnel impacts of decisions made by the Board. She thought decisions made by the Board often took precedence over the long-term strategy.

She wanted to solidify the fact that the TMFPD could stand alone even in light of annexation and the loss of resources.

Chief Moore said the strategic plan which was in development would be helpful to the Board. He wanted to give the Board a view of what the TMFPD would resemble in the following five years. Staff was considering station locations, fuels, and the use of volunteers, among other concerns. He expected to have the plan completed in January or February. He requested the Board spend a couple of meetings reviewing the strategic plan once it was complete to verify some of the issues mentioned by Commissioner Jung.

Vice Chair Lucey asked whether Apple Inc. would contribute the I-80 corridor station. Chief Moore said it would. Vice Chair Lucey asked whether the station would be constructed in 2023. Chief Moore replied the station would be constructed when the money was available. He mentioned a local economist was hired to conduct a revenue study with the help of the University of Nevada, Reno. The study would equate the expected growth during the next five years to dollars. It would be part of the strategic plan to show the available funds for the improvements the Board wanted to make. TMFPD staff would then ask the Board to prioritize projects based on the available funds. He was not sure when the TMFPD would have the capacity to fund the Apple station.

Chief Moore mentioned the Board would consider a new Division Chief of Fuels Management & Wildfire position in Agenda Item 9. He said staff was seeking grant money from NV Energy, fire management assistance grants (FMAGs), and the Southern Nevada Public Lands Management Act (SNPLMA) to help develop fuels projects within County parks and public lands. He believed the TMFPD would qualify for a significant amount of funds for fuels projects and it would be part of the new Division Chief's job to pursue those funds. Regarding FMAG funds, he noted priority was given to areas that had qualifying fires and the TMFPD had two the previous season. He understood there were approximately \$1.8 million in funds which would be disbursed over the following three years, allowing the TMFPD to undertake fuels projects. He expected to develop two fuels crews for the following season, one in the north and one in the south. He displayed the map of the Jasper Fire and explained that the fire threatened Spanish Springs and many structures in Sun Valley. He noted FMAG money could be used to strengthen fire lines. Over time the fuels crews would continue to make the fuels management program more robust. He expected the fuels division to be a significant initiative for the following year's budget.

Commissioner Berkbigler pointed out the TMFPD had received a significant amount of money for public land protection in northern Nevada from SNPLMA. She hoped the TMFPD would continue to receive funds when the Truckee Meadows Public Lands Management Act (TMPLMA) was established in approximately five years.

Vice Chair Lucey said one of the intended goals of TMPLMA was to set aside money for conservation, including fuels management projects, throughout the region.

Commissioner Berkbigler mentioned 85 percent of the proceeds of public land sales went to a fund managed at the federal level for environmental protection issues in Nevada. She noted some of those funds were used to protect Lake Tahoe from fires and environmental encroachment. She thought those types of projects were important and she expressed gratitude for the earmarked funds.

Vice Chair Lucey pointed out that 70 percent of the call volume for October was managed by the northern battalion, which was comprised of five stations, while the southern battalion had six stations and received only 30 percent of the call volume. He emphasized there was a considerable disparity every month in the call volumes of the two battalions. He noted the southern battalion stations were in his district and he wanted to protect citizens in his district, but the disproportion of calls was clear. He stated the other districts in the north needed attention.

Commissioner Jung mentioned the citizens of the southern battalion had successfully prevented growth in their area, which meant they could not receive all of the resources. She stated services needed to be prioritized to serve areas with a dense population. She asserted that Sun Valley residents needed TMFPD services. She said she would work with Mr. Low to explain the issue and make things equitable. She stated the Commissioners were aware of the disparity and she emphasized prioritization of resources was a consequence of density.

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

19-187F **AGENDA ITEM 9** Recommendation to approve and create a position, provisional job classification and salary range of 118,393.60 - \$135,054.40 with police/fire Nevada Public Employees' Retirement System (NV PERS) and \$125,424.00 - \$143,083.20 with regular PERS. for a Division Chief of Fuels Management & Wildfire and authorize staff to submit to NV PERS for evaluation. (All Commission Districts)

There was no response to the call for public comment.

On motion by Commissioner Jung, seconded by Commissioner Berkbigler, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Agenda Item 9 be approved, created, and authorized.

19-188F **AGENDA ITEM 10** Recommendation to accept Truckee Meadows Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2019 as presented; approve the re-appropriation of \$300,509.22 for the fiscal year 2020 budget, consisting of \$33,700 in the General Fund and \$266,809.22 in the Capital Projects Fund for purchase order encumbrances committed in fiscal year 2019 and authorize the District to proceed with distribution of the Financial Statements for public record, as required by law. (All Commission Districts)

Chief Deputy County Clerk Jan Galassini noted she received an updated staff report for the Board, a copy of which was placed on the record.

Chief Fiscal Officer Cindy Vance reported the audit was clean. The Truckee Meadows Fire Protection District was fiscally conservative during negotiations and the general fund ended the year with revenues higher than expenditures. She said funds were not transferred into the capital improvements fund or the general fund. She stated staff provided an updated report because several sentences were inadvertently deleted from the original staff report.

There was no response to the call for public comment.

On motion by Commissioner Berkbigler, seconded by Commissioner Jung, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Agenda Item 10 be accepted, approved, and authorized.

19-189F **AGENDA ITEM 11** Recommendation to approve a Single Tenant Lease Agreement between Truckee Meadows Fire Protection District and CKMR2, LP and Ricky W. and Debra L. Massie, Trustees of The Massie Family Trust for 34,000 square feet of office and warehouse facility located at 3663 Barron Way, Reno, NV 89511 for a term of sixty (60) months and a base rent of \$26,860.00 per month plus \$3,964.40 in Common Area Maintenance (CAM) per month commencing on March 1, 2020 for the purpose of establishing new Administration Offices, Logistics and Fleet Maintenance offices and operations, and if approved, authorize Staff to negotiate a termination or sublease of an existing lease at 1315 Greg Street, Suite 105, Sparks NV approved by the Board of Fire Commissioners on November 17, 2015. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said the amount spent on administration in the Washoe County Administrative Complex (WCAC), the Greg Street lease, and the Regional Public Safety Center were only approximately \$47,000 different than what would be spent for the building on Barron Way. The new building would provide four times the amount of space. He mentioned the TMFPD was out of space at the WCAC which made it difficult to conduct business. He noted the lease was negotiated down to 79 cents per square foot blended with the option to purchase the building within the first three years for \$185 per square foot. He said

purchasing the building would only cost approximately \$100,000 more than what would be spent on rent. He suggested the TMFPD rent the building for a couple of years and then consider purchasing the building. He stated the building offered many opportunities including a possible emergency operations center. He asked Chief Deputy County Clerk Jan Galassini to distribute the lease to the Board.

Vice Chair Lucey congratulated Chief Moore, Deputy Chief Alex Kukulus, and staff for their work on the lease. He thought consolidating TMFPD operations for the cost savings and cohesiveness of the District made sense. He pointed out negotiating a purchase price of \$185 per square foot was remarkable considering the cost of replacing a building of that nature. He thought the lease was a credit to Chief Moore's fiscal savviness.

Commissioner Berkbigler asked whether the move would result in a need for new administrative or management staff. Chief Moore replied it would not.

Commissioner Jung asked when the move would take place. Chief Moore said the move would take approximately two months because phones and technology needed to be installed. He thought operations would begin in February 2020. Commissioner Jung stated she was supportive of the move. She noted the TMFPD needed its own campus, particularly because they were providing critical care services after mental health incidents. She believed the TMFPD needed to purchase the building while the terms were favorable. She thought Chief Moore needed to consider establishing a secondary regional operations center as a precaution for large-scale critical incidents. Duplication and redundancy were necessary because of the reliance on technology. She suggested the region might eventually pay into the secondary operations center.

Vice Chair Lucey noted the lease stated it was honored before March 1, 2020. Chief Moore confirmed that was correct. Vice Chair Lucey asked whether the TMFPD could take possession of the building prior to January 1. Chief Moore said yes, the rent would commence when the TMFPD took possession of the building. He said the TMFPD could move in after the landlord completed some tenant improvements, which were expected to take two weeks.

Vice Chair Lucey asked whether there would be any costs for the tenant improvements to the building. Chief Moore said the necessary improvements were negotiated into the contract so additional costs were not expected.

Vice Chair Lucey noted the new regional headquarters for the TMFPD was another station which would be located in the southern part of the County. The station would have the ability to respond to calls because it would have equipment and staff. He thought it was another reason to consider moving some resources to the north where they were needed.

Deputy District Attorney Nathan Edwards mentioned the lease agreement was available at the back of the room for the public to review.

There was no response to the call for public comment.

On motion by Commissioner Jung, seconded by Commissioner Berkbigler, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Agenda Item 11 be approved and authorized.

19-190F **AGENDA ITEM 12** Recommendation to authorize the Fire Chief, or his designee to contract with a vendor for the purpose of refurbishing three Type III fire engines in an amount not to exceed \$600,000, through adopted purchasing provisions. Upon identification of an acceptable vendor and sales price, authorize the Fire Chief to execute a service agreement on behalf of the District for the refurbishment of the apparatus. If approved, authorize the chair to execute a resolution augmenting the Truckee Meadows Fire Protection District Capital Fund Capital Outlay Account from the Truckee Meadows Fire Protection District Capital Fund Beginning Fund Balance in the amount not to exceed \$600,000. (All Commission Districts).

Commissioner Berkbigler opined Agenda Item 12 was a good idea. She noted governments often purchased equipment but did not refurbish or maintain it. She commended Truckee Meadows Fire Protection District Chief Charles Moore for his focus on maintaining equipment to benefit residents and protect firefighters.

On motion by Commissioner Berkbigler, seconded by Commissioner Herman, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that Agenda Item 12 be authorized.

19-191F **AGENDA ITEM 13A** Public hearing on the intention of Truckee Meadows Fire Protection District to act upon a resolution authorizing the issuance of medium-term obligations in one series or more, in the aggregate principal amount not to exceed \$4,415,000 for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles. (All Commission Districts)

Deputy District Attorney Nathan Edwards stated Agenda Items 13A and 13B were related and both provided information on one item. Agenda Item 13A was the public hearing portion of the item.

Vice Chair Lucey opened the public hearing by calling on anyone wishing to speak. There being no response, the hearing was closed.

19-192F **AGENDA ITEM 13B** Recommendation to adopt a Resolution authorizing the issuance of Medium-term Obligations in the maximum principal amount of \$4,415,000 under Nevada Revised Statutes ("NRS") 350.087 to 350.095, inclusive (the "Project Act"), and NRS 350.500 to 350.720, inclusive (the "Bond Act"), in order to finance all or a portion of the cost of purchasing fire-fighting equipment, including fire engines and other vehicles (the "Project"), bearing interest at a rate or rates which do not exceed by more than 3% the "Index of Twenty Bonds" most recently published in The Bond Buyer before bids are received for such medium-term obligations or a negotiated offer is accepted, and maturing within 10 years of the date of issuance thereof, in order to pay the costs of the Project. (All Commission Districts)

Truckee Meadows Fire Protection District Chief Charles Moore mentioned the Board needed a super majority approval vote to pass the Resolution.

John Peterson, Vice President of JNA Consulting Group LLC, said the Resolution was the first step in the process for issuing a medium-term bond for the purchase of firefighting equipment. Approval from the Department of Taxation (DOT) would be sought if the Board approved the Resolution as required by Nevada Revised Statutes (NRS). After DOT approval was obtained, the item would then be presented to the Board for final bond Resolution approval. A request for financing proposals would be sent out so interest rates and actual debt service costs could be available and presented to the Board during the February meeting. He noted the debt service payment term would be evaluated to determine whether a 7-year or 10-year payment schedule was most appropriate for the equipment being purchased. The equipment had a useful life of approximately 15 years and the repayment schedule would be between \$510,000 and \$700,000 per year. The maximum repayment schedule allowed was 10 years because of the type of debt being issued.

Vice Chair Lucey summarized the Resolution was the first step for issuing the bond and a that the final Resolution would be presented to the Board during a future meeting. He thanked Mr. Peterson for the presentation and said the Board looked forward to a future presentation of the final Resolution, which would clarify and complete the process.

Sherman & Howard L.L.C. Attorney Ryan Henry reiterated NRS 350.087 required a two thirds vote of the entire Board to move forward with the Resolution.

On motion by Commissioner Berkbigler, seconded by Commissioner Herman, which motion duly carried on a 4-0 vote with Chair Hartung absent, it was ordered that the Resolution be adopted for the issuance of medium-term obligations in the maximum principal amount of \$4,415,000.

19-193F AGENDA ITEM 14 Announcements/Reports.

Truckee Meadows Fire Protection District Chief Charles Moore mentioned the consolidation of Stations 30 and 32 would be brought before the Board during the January meeting. He said staff would present the additional information requested by Commissioners, further analysis, and a final recommendation on the issue. He suggested the Board consider starting the meeting 30 minutes earlier in anticipation of significant public comment on the issue.

19-194F AGENDA ITEM 15 Public Comment.

Mr. Cliff Low stated the minutes from the previous meeting had not captured his comments accurately. He hoped a correction would be made to them before they were brought back to the Board for approval. He indicated he would work with the County Clerk on the correction. He opined the new administrative location for the Truckee Meadows Fire Protection District should be located in the North Valleys because it would provide an additional presence where it was needed. He wondered whether the Board should have directed Truckee Meadows Fire Protection District Chief Charles Moore to focus the search for a location in the North Valleys. He noted a commitment was made that REMSA would put an ambulance at the new consolidated station. He suggested the ambulance might be placed in the North Valleys, which would allow Washoe Valley to keep the two existing stations.

Ms. Tammy Holt-Still agreed with many of Mr. Low's comments. She spoke about homeless individuals who were squatting on Peavine Mountain without sanitation facilities. She expressed concern about the added contamination to Swan Lake caused by runoff from Peavine. She believed public safety would be hindered by the additional development in the North Valleys. She said Swan Lake needed to be fixed and better services were necessary for the North Valleys. She thought staff and the Board should have said no to new development.

* * * * *

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

VAUGHN HARTUNG, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

*Minutes Prepared By:
Carolina Stickley, Deputy County Clerk*