

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

TUESDAY

9:00 A.M.

MAY 19, 2020

PRESENT:

**Bob Lucey, Chair**  
**Marsha Berkbigler, Vice Chair**  
**Kitty Jung, Commissioner (via telephone)**  
**Vaughn Hartung, Commissioner (via telephone)**  
**Jeanne Herman, Commissioner**

**Jan Galassini, Chief Deputy County Clerk**  
**Charles Moore, Fire Chief**  
**Nathan Edwards, Deputy District Attorney (via Zoom)**

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:

Truckee Meadows Fire Protection District Chief Charles Moore requested a moment of silence for the loss of Ms. Lane Johnson, who fought a courageous battle with cancer. Chief Moore said Ms. Johnson was a devoted mother and the wife of Fire Captain Marty Johnson, and she would be deeply missed. A moment of silence followed.

**20-071F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**20-072F**      **AGENDA ITEM 4** Announcements/Reports.

There were no announcements.

**CONSENT ITEMS – 5A and 5B**

**20-073F**      **5A** Recommendation to approve the meeting minutes from the April 28, 2020 Board of Fire Commissioners Meeting. (All Commission Districts.)

**20-074F**      **5B** Recommendation to approve retroactive and continued purchases for needed supplies, materials, equipment and contractual services from various suppliers that have or will exceed in the aggregate \$100,000 during this fiscal year but will remain within available adopted budget funding. All such purchases will continue to be subject to and in accordance with the provisions of the Local Government Purchasing Act. Vendors receiving these additional funds include the following: JBP, LLC, dba Silver State

International and Purcell Tire & Rubber. Amounts to be paid to each of these vendors, respectively, shall not exceed the following: \$150,000. The supplies, materials, equipment and contractual services to be provided by each include but are not limited to equipment repairs, equipment supplies, tires and installation. (All Commission Districts.)

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

On motion by Vice Chair Berkbigler, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A and 5B be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A and 5B are attached hereto and made a part of the minutes thereof.

**20-075F**      **AGENDA ITEM 6** Fire Chief Report:

A. Informational briefing on operational matters and activities for the month of April and May 2020 to include the following items:

1. National Weather Service Briefing on upcoming wildfire season by Chris Smallcomb.

2. Status of Fuels Crew and Division Chief of Fuels of Wildfire.

3. Update on the Process for the Standardization of Emergency Vehicles for Volunteer Stations.

B. Commissioner Dashboard: Status of ongoing Commissioner Requests of the Fire Chief.

C. Review of recent critical calls response statistics for March and April 2020 to include Mutual and Auto Aid for our regional partners.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore cautioned that the County was well on its way to fire season. He introduced National Weather Service meteorologist Chris Smallcomb, who conducted a PowerPoint Presentation via Zoom, a copy of which was placed on file with the Clerk. Mr. Smallcomb reviewed slides with the following titles: Summer Weather Outlook; Last Year's Fire Weather Season in Context; Dry Winter, So-So Spring; Drought Developing Across the Region; Spring & Summer; Fire Season Outlook; NWS Reno Services News; Amazing New Fire Weather Zones; and Executive Summary for Reading.

Mr. Smallcomb displayed a photo of a fire that occurred on Peavine Mountain in February 2020, and a more recent photo of vegetation recovering in the burn area. While the 2019 summer had been a fairly quiet fire season, he noted, the winter was warmer than average with precipitation levels far below normal. He displayed satellite photos which depicted how quickly the snowpack had disappeared between April and May 2020. Large portions of northern Nevada, northern California, and Oregon were entering drought status with continued dry weather and warm temperatures.

Mr. Smallcomb cautioned that the drought could lead to an increased need for mutual aid to Oregon and the Pacific Northwest. He described looking for large signals, such as moisture or temperature patterns, in models and simulations to predict what the

spring and summer might bring. He suggested it could be hotter than average, with a busy fire season due to carryover vegetation from previous years, and there was an elevated concern in mountain areas like Lake Tahoe. He briefly reviewed recent changes to fire weather zone maps and offered to answer any questions the audience might have.

Commissioner Jung expressed appreciation for Mr. Smallcomb's continued support, his presentations, and his enthusiasm for his work.

Chair Lucey shared that he recently spent time in the high country and noted abundant dry vegetation. He asked those recreating outdoors more frequently during the COVID-19 (C19) pandemic to be cautious in order to avoid starting accidental fires that could strain the resources of first responders. The Chair indicated he had been cautioned by federal firefighters that local responders could end up bearing much of the initial responsibility for fire response this season as resources were strained; it would likely take longer for the Bureau of Land Management or the United States Forest Service to send teams to assist. The Chair concluded this would likely result in a challenging wildland fire season for the District.

Chief Moore requested that Deputy Chief Alex Kukulus provide an update regarding the status of a major fuels initiative. Mr. Kukulus stated the District was beginning to see fires already, mentioning a recent wind-driven 102-acre fire in Wadsworth, and old vegetation burns had begun early this year. He agreed many more people were recreating outdoors and urged caution to avoid fires and accidents. He noted an apparatus would be available on-site in the Moon Rocks area for Memorial Day weekend.

Mr. Kukulus said the District had hired August Isernhagen as Division Chief of Fuels Management and Wildfire; he was an experienced firefighter who had worked with the County when the Sierra Fire Protection District was still in existence. Mr. Isernhagen would be introduced at the next meeting and had also assisted with the recruitment of five new firefighters for the fuels program who were scheduled to start after Memorial Day. Their focus would be on fuels work for the NV Energy project, creating defensible space in high-risk areas, and helping other crews as needed on red flag warning days.

Commissioner Jung asked whether wildland fire training groups had been reduced due to funding cuts because of the C19 response, and she requested information regarding the readiness of deployable groups.

Mr. Kukulus said the District was fortunate to have a squad boss with more than ten years of experience and several other experienced employees who did not require a lot of training. He noted a Chiefs' meeting was scheduled with the BLM for the following day, and a discussion about how other agencies would deal with reductions in training was expected. He agreed resources throughout the region could be impacted during the upcoming fire season.

Commissioner Jung understood the strain on resources could potentially result in increased response times across the County, and she requested an update from District staff after the Chiefs' meeting took place so the Board could continue to plan for anticipated changes in resources. Knowing fires might have to be fought on a much more local level than in previous seasons, she reiterated the need for community members to act and recreate responsibly. She noted medical emergency response was also taking longer due to the C19 pandemic and the need for personal protective equipment.

Mr. Kukulus agreed staff was anticipating a greater reliance on local firefighters for initial attack. He noted that, despite a lower number of red-flag warning days, the District still saw more than 270 fires last season. He explained staff was working on increasing resources.

Commissioner Hartung asked whether public service announcements (PSAs) for target shooters had been considered, and he described hearing significant increases in shooting activity near his home in Spanish Springs. He encouraged shooters to take appropriate supplies, such as safety and fire extinguishing equipment, with them before heading out to go shooting, and asked them to be very aware of potential fire danger.

Chief Moore explained the District emphasized this concept with recent PSAs and social media posts. He also noted Commissioner Herman had provided a map suggesting a location for a potential new shooting area on public land; he intended to discuss this with BLM administration to see if development might be a possibility.

Commissioner Hartung suggested PSAs should also be run on local television for residents who followed news and information that way, or who were unfamiliar with or unable to access social media.

Mr. Kukulus advised a Sierra Front meeting would be held that Thursday. He said Living With Fire had presented recently and he anticipated the public would begin seeing more PSAs over the coming weeks as Wildfire Awareness Month was approaching.

Chair Lucey noted the University of Nevada Reno Cooperative Extension continued to work with Washoe County, which subsidized some of the Extension's programs, including Living With Fire. The Chair requested Commissioner Hartung's suggestion be placed on a future agenda for discussion.

Chief Moore mentioned Mr. Isernhagen had significant experience in grant writing, which could be useful in helping the District pursue funding desperately needed in times of budget strain; Chief Moore suspected those grants would more than pay for that position's salary.

Regarding the process for standardizing emergency vehicles for volunteer stations, Chief Moore explained the District had long ago transitioned to the use of volunteers in a more support-oriented capacity, and away from situations requiring emergency medical services or hazardous materials response. Chief Moore stated

volunteers were now primarily utilized in a supportive capacity, such as water tending. Within the District's jurisdiction, he noted, some Type 1 engines were now almost 25 years old and approaching retirement age. He planned to shift apparatus placement to ensure a standard compliment of capable Type 3 and Type 6 brush engines as well as a water tender at every volunteer station. He said water tenders were one piece of equipment needed at almost every type of fire. Less training was required for water tending and the job itself was less physically demanding, so volunteers could be relied upon to provide this meaningful support. Chief Moore said this was the direction staff would take if the Board agreed.

There was no response to the call for public comment.

**20-076F**     **AGENDA ITEM 7** Recommendation to approve leasehold improvements (the project) to the administration and warehouse location at 3663 Barron Way in an amount not to exceed \$250,000 including, but not limited to, computer network and cabling, keyless entry security doors, compressed air and electrical lines for fleet maintenance and an exhaust system for the removal of diesel exhaust. (All Commission Districts.)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said staff had known some improvements to the Barron Way location were needed in order to improve building functionality.

Chair Lucey felt the relocation of TMFPD headquarters to the Barron Way building was one of the smartest decisions the Board had made to support operations, and it would save the District a lot of money over time. He explained the TMFPD's executive offices and management staff were now centralized in the same location as the fleet's service center. The new location was a beautiful site which allowed the District room to grow and train staff, and he thought improvements in vehicle maintenance might also help improve response times.

Commissioner Hartung agreed the move was a wise decision and said it was important for the District to be able to do its own maintenance.

There was no response to the call for public comment.

On motion by Vice Chair Berkbigler, seconded by Commissioner Hartung, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 7 be approved.

**20-077F**      **AGENDA ITEM 8** Recommendation to approve a resolution pursuant to NRS 354.612 authorizing the creation of a debt service fund as defined by NRS 354.510 and known as the “Truckee Meadows Fire Protection District Debt Service Fund” to account for the accumulation of resources for and the payment of principal and interest on any general long-term debt or medium term debt obligation of the District. The source of revenues to be deposited in the Debt Service Fund will be transfers from the TMFPD General Fund and/or Capital Projects Fund. The short-term and long-term plan for expenditures from the Debt Service Fund will be for the debt service requirements and the payment of reasonable and customary agent, investment and any continuing disclosure fees. The residual funding at the end of the fiscal year will roll over to the next budget year. (All Commission Districts.)

Chief Financial Officer Cindy Vance was available to provide a presentation if the Board desired. Chair Lucey indicated one was not needed.

There was no response to the call for public comment.

On motion by Vice Chair Berkbigler, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 8 be approved. The Resolution for same is attached hereto and made a part of the minutes thereof.

**20-078F**      **AGENDA ITEM 9** Discussion and possible approval of the Truckee Meadows Fire Protection District Tentative Budget, including possible changes and/or action to adopt the Final Budget for Fiscal Year 2020-21. This item may be continued to Tuesday, May 26, 2020 at 9:00 AM. Estimated Fiscal Year 2020-21 general fund revenues are \$31,340,644, and estimated general fund expenditures are (\$33,066,923), broken down into the following 10 cost centers: Standalone (Overhead), Administration, Operations, Training, Fire Prevention, Fleet Maintenance, Fuels Management, Emergency Medical, Logistics, Reserve/Volunteer Program. In addition to the general fund expenditures, the proposed budget also includes expenditures from the following 6 other funds: Capital Projects Fund (\$14,250,430); Emergency Fund (\$1,482,950); Sick, Annual, and Comp Benefits Fund (\$690,000); Stabilization Fund (\$550,000); Debt Service Fund (\$624,600); and Worker’s Comp Internal Service/Proprietary Fund (\$257,500). Total estimated expenditures under the general fund and additional 6 funds in this proposed budget is approximately \$50,922,403 plus an additional \$100,000 debt issuance cost and \$620,000 contingency. (All Commission Districts.)

Chair Lucey opened the public hearing.

Chief Moore stated Chief Financial Officer Cindy Vance would review the final adjustments made to the budget. The Chief briefly mentioned some of the larger

initiatives, such as a new ladder truck which would be placed into service soon, the fuels crew, and planning for new fire stations, although construction would not begin on these until the economy stabilized.

Ms. Vance conducted a PowerPoint presentation, a copy of which was placed on file with the Clerk. She reviewed slides with the following titles: Truckee Meadows Fire & Rescue Fiscal Year 20/21 Final Budget; Revenues; Changes from Previous; Final Projections; and Impact of Changes – FY21.

Ms. Vance said changes had been made to the Fiscal Year (FY) 20/21 final budget since it was presented to the Board in April; there had been no changes to the FY21 budgeted revenues. She noted a significant decrease in the State's projected consolidated tax (C-tax) revenues and a slight increase in expected FY20 revenues. She hoped projected property tax increases, if approved, would help offset the decrease in C-tax revenues, and the revenue projections now included a grant of approximately \$437,000 from NV Energy. There had also been a reduction in budgeted salary expenses, Ms. Vance explained. When the tentative budget was first prepared, two budgeted positions had not yet been filled, and these positions would now remain vacant. One firefighter had also retired, and the savings from these three vacancies were included in the revised budget. In addition to the changes listed on the second slide of her presentation, Ms. Vance noted a correction was made to a Deputy Chief position, which should have been budgeted as a Division Chief.

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Vice Chair Berkbigler, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 9 be approved.

**20-079F**      **AGENDA ITEM 10** NRS 350.020 Public hearing on the proposed issuance of the Truckee Meadows Fire Protection District's General Obligation (Limited Tax) Capital Improvement Bonds (Additionally Secured By Pledged Revenues) in the maximum principal amount of \$2,100,000 to defray wholly or in part the cost of acquisition of properties for stations authorized by NRS 474.511-512, including fixtures, structures, stations, other buildings and sites therefore and appurtenances and incidentals necessary, useful or desirable for any such facilities, including all types of property therefor. The proposed bonds will be secured by a pledge of 15% of the District's receipt of Consolidated Taxes. Budgeted Consolidated Taxes in fiscal year 2020 are \$9,134,413, and the corresponding amount pledged to repayment of the proposed bonds is \$1,370,162. Maximum annual debt service on the proposed bonds is estimated to be \$151,350, and debt service will be repaid over a 20-year period. (All Commission Districts.)

The chair opened the public hearing by calling on anyone wishing to speak. There being no response, the Chair closed the public hearing.

On motion by Commissioner Hartung, seconded by Vice Chair Berkbigler, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 10 be approved.

**20-080F**      **AGENDA ITEM 11** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced the District would pursue Staffing for Adequate Fire and Emergency Response (SAFER) grants. He explained the deadline and parameters had changed, making it possible for the TMFPD to apply for firefighter positions whose expenses could be paid for by the federal government; the only risk, he said, was whether the District would have funding to continue those positions at the end of the three-year grant period.

Commissioner Jung asked if TMFPD would be required to maintain those full-time positions after the 3-year period ended; Chief Moore did not believe this was the case. Commissioner Jung recommended that if the grant was procured and firefighters hired, the District should be fully transparent with them regarding the uncertainty of funding for their positions after the three-year grant funding period. Chief Moore agreed with Commissioner Jung's recommendation. The Chief also clarified staff would prepare four separate SAFER grant applications because the District also managed fire services for Washoe County in Gerlach and Red Rock; resources for those areas could be pursued both on the career side and the volunteer side.

Chair Lucey requested staff prepare a future agenda item for the Board to discuss how SAFER grant funds could be spent, if awarded.

Commissioner Hartung applauded Chief Moore for pursuing these grants and indicated one possible strategy for cost savings if the District anticipated difficulty funding the positions after the grant periods ended would be not filling other vacancies resulting from retirements over the next few years. He admitted this was not a preferred strategy, but was a possibility nonetheless. He thanked staff, noting everyone was working together to maintain the District's equilibrium during these difficult times.

**20-081F**      **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.

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**BOB LUCEY**, 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:  
LJ Burton, Deputy County Clerk*