

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

TUESDAY

9:00 A.M.

JUNE 16, 2020

PRESENT:

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

**20-084F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**20-085F**      **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District Chief Charles Moore noted Agenda Item 11 would be pulled, as there was no need for a closed session.

Commissioner Hartung requested periodic updates from staff regarding the peer support group, including the Washoe County Sheriff's Office and other first responders throughout the region.

Chair Lucey said it was interesting to observe staff testing a new ladder truck apparatus; they were able to deploy the vehicle and reach the top of a building in just six minutes. He said the new truck would be an asset for the District for years to come.

**CONSENT ITEMS – 5A through 5C**

**20-086F**      **5A** Recommendation to approve the meeting minutes from the May 19, 2020 Board of Fire Commissioners Meeting. (All Commission Districts)

**20-087F**      **5B** Recommendation to approve a Resolution that gives standing authorization to the Truckee Meadows Fire Protection District Chief or designated staff to purchase supplies, materials, equipment, and contractual

services required by the district to accomplish the purposes of NRS chapter 474 in annual amounts or estimated annual amounts of \$100,000 or less per purchase . This resolution would create standing purchase authority like that set forth in Washoe County Code § 15.495(1), which authorizes the county's purchasing and contracts administrator to make similar expenditures for county agencies. The intent of this Resolution is to facilitate common lower-level budgeted expenditures incurred by the district in carrying out its day-to-day operations without having to seek Board approval for each individual expenditure. The resolution also sets forth process and limitations for such purchases including requirements that purchases comply with all applicable laws and be within approved budgetary authority. (All Commission Districts)

**20-088F**      **5C** Recommendation to authorize staff to submit a request for reimbursement on a quarterly basis from the Washoe County, Nevada Other Post-Employment Benefits (OPEB) Trust Fund for the cost of retiree health insurance premiums for FY20/21. This Trust was established to provide a funding source for current and future retiree health costs. Monies transferred from this Trust will be placed into the District's General Fund. (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 through 5C be approved. The Resolution pertinent to Consent Agenda Item 5B is attached hereto and made a part of the minutes thereof.

**20-089F**      **AGENDA ITEM 6** Fire Chief Report  
A. Informational briefing on operational matters and activities for the month of May and June 2020 to include the following items:  
1. ISO Rating  
2. Ash Can Program Roll Out  
3. Grant Application Updates  
B. Commissioner Dashboard: Status update on ongoing Commissioner requests of the Fire Chief  
C. Review of recent critical calls response statistics for May 2020 to include Mutual and Auto Aid for our regional partners

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced the new ladder truck would be officially placed into service on June 23, 2020. He noted Communications Manager Adam Mayberry would provide more details to the media soon.

Chief Moore reviewed the details of the TMFPD's updated Insurance Services Office (ISO) rating and noted the rating had not changed from the previous rating

established in 2016. With a difference of about 5 percent between Class 1 and Class 3 ratings, he did not feel attempting to further improve the District's rating would be a wise investment as it would likely cost millions of dollars. He also noted there was very little difference in insurance premiums between the Class 1 and Class 3 ratings. He expressed pride that the District had been able to achieve and maintain a Class 3 rating.

Chief Moore advised the Board that staff had reversed course on removing all Type 1 engines from the District's volunteer stations, as they were critical to maintaining the District's ISO rating. He explained that, as the five new trucks were received and placed into service, the front-line apparatus they replaced would be moved to the volunteer stations, and the oldest equipment mentioned in the previous month's Chief's Report would still be retired.

Chief Moore thanked Commissioner Hartung for providing funding for the ash can program. The Chief stated there were 300 cans available and Mr. Mayberry would provide program details to the public soon. The cans were excellent for storing not only ashes but oily rags, which could generate heat due to chemical processes and pose a risk for spontaneous combustion. He noted instructions for use would be included inside the ash cans.

Chief Moore outlined the Staffing for Adequate Fire & Emergency Response (SAFER) grants the District had recently applied for and the ways which the funds would be utilized if awarded. If awarded, the SAFER grant funding would be brought back before the Board for approval and acceptance. He said Senator Catherine Cortez Masto's office had been asked to help lobby for these funds.

Chief Moore shared that a recent fire in Wadsworth seemed to indicate a challenging season ahead, with extreme fire behavior starting as early as May at levels not normally expected in the region until July or August. He displayed a brief video of the Wadsworth fire and urged citizens to practice caution when recreating in the backcountry.

Commissioner Hartung thanked Chief Moore and TMFPD staff for their work on the ash can program, saying it had been very successful in Spanish Springs. He suggested considering another name for the program that would indicate to the public the cans could be used for oily rags as well. He indicated more residents might be interested in obtaining a can if they realized the containers were not just for ashes and these dangerous combustibles could also be safely contained.

Chief Moore informed the Board he had just been notified that backup documents for Agenda Item 6C were missing from the Board's packets. Chair Lucey said that item would be revisited at a separate meeting.

Chair Lucey wondered how many homes in Washoe County still had wood-burning stoves or fireplaces. Chief Moore did not know but suspected the County's Geographic Information Systems staff might be able to provide that data. Chair Lucey

thought it might be helpful to offer ash cans to homeowners whose houses still had wood-burning stoves or fireplaces.

Chair Lucey also mentioned the fire danger, abundant vegetation, and recent high winds in the region, and implored the public to be fire-conscious, especially as people began recreating more frequently outdoors as a result of the COVID-19 pandemic.

Vice Chair Berkbigler asked whether the North Tahoe Fire Protection District was also using an ash can program. She recalled that residents in Lake Tahoe were no longer allowed to use charcoal for barbecues, but she knew many homes at the lake still had wood-burning stoves or fireplaces. She stated she would work with the Incline Village General Improvement District to see if ash cans were needed there.

There was no public comment on this item.

**20-090F**     **AGENDA ITEM 7** Recommendation to approve and accept a resolution changing the existing meeting schedule of the Board of Fire Commissioners from the current standing meeting schedule of the 3rd Tuesday of the month at 9am to the 1st Tuesday of the month at 10am effective September 2020. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore indicated that one hour did not seem to be sufficient time to conduct Board of Fire Commissioner meetings. Staff recommended changing to a different day and time in order to allow more time for discussion and avoid overlap with Board of County Commissioners' meetings, which were scheduled at 10:00 a.m.

Chair Lucey agreed TMFPD meetings felt rushed. Moving forward, he said, the District's meetings were likely to include lengthy discussions about operations, growth, and expansion of fire services in the North Valleys, as well as legislative and property tax issues. He felt it was important to have the ability to discuss business thoroughly without running up against another meeting. Vice Chair Berkbigler expressed agreement.

At some point during this item, Commissioner Jung's call disconnected, and Technology Services staff was unable to reconnect her.

Commissioner Hartung stated he would prefer the third Tuesday of each month with an 8:00 a.m. start time. Chair Lucey responded he would support either option, whether it be the third Tuesday of each month at 8:00 a.m., or the first Tuesday starting at 9:00 or 10:00 a.m.

Vice Chair Berkbigler thought it would be better for staff if the meetings started later, and proposed a motion that meetings be moved to the first Tuesday of each month starting at 10:00 a.m. effective September 2020, to allow a 2-hour time period in which to accomplish business. Commissioner Herman seconded the motion.

Commissioner Hartung asked whether Chief Moore would be opposed to an earlier starting time, such as 8:00 a.m. The Chief responded he would prefer to start the meetings at 10:00 a.m. in order to allow time for Information Technology and Clerk's Office staff to set up.

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 4-0 vote with Commissioner Jung absent, it was ordered that the meeting schedule of the Board of Fire Commissioners be changed from the current standing meeting schedule of the third Tuesday of the month at 9:00 a.m. to the first Tuesday of the month at 10:00 a.m., effective September 2020. The Resolution pertinent to Agenda Item 7 is attached hereto and made a part of the minutes thereof.

**20-091F**      **AGENDA ITEM 8** Recommendation to approve a Property and Liability Insurance and Workers' Compensation Insurance Proposal for the Truckee Meadows Fire Protection District for one year beginning July 1, 2020 for a total annual premium not to exceed \$1,146,019 and authorize purchase of insurance based upon the Proposal. The Proposal includes Property, Casualty and Excess Liability Insurance to be provided by VFIS and will include Crime/Employee Theft Insurance through Travelers Bond & Specialty, Data and Security Liability through AIG Specialty, and Workers' Compensation through 7710 Insurance/Benchmark Insurance Company. (All Commission Districts)

Chief Financial Officer Cindy Vance explained staff's recommendation was to approve the Truckee Meadows Fire Protection District's (TMFPD's) Property and Liability Insurance and Workers' Compensation Insurance proposals. She recalled the previous year's bid process and this year's renewal quotes, saying staff would have gone to bid if they felt the renewal quotes were unreasonable. She discussed the renewal premiums detailed in the staff report and said those amounts had been considered in the budget.

Vice Chair Berkbigler was curious whether the move to the new facility had resulted in a difference in the District's insurance premium. Ms. Vance said there might have been a slight increase due to the value of the new building and the move from the office at the County Complex, but the change in premium was not significant.

Chair Lucey recalled that premiums for workers' compensation insurance had decreased the previous year but seemed to have increased again for the 2020 renewal. Ms. Vance explained the previous carrier, Travelers Bond & Specialty, Inc., had given the District a good renewal premium for 2019 but had since exited the workers' compensation insurance market; therefore, the District now had to seek that coverage from a new carrier.

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 4-0 vote with Commissioner Jung absent, it was ordered that Agenda Item 8 be approved and authorized.

**20-092F**      **AGENDA ITEM 9** Recommendation to approve the payment of up-front expenses in a total amount of \$249,200 which are associated with the Hazardous Fuels Management and Stand-by Services Agreement (Agreement) approved on April 28, 2020 to include the purchase of one Type V fire engine in an amount not to exceed \$180,000, under the award of bid #3132-20, salaries and benefits for 5 fuels staff in an amount not to exceed \$30,055, radios, equipment and supplies in an amount not to exceed \$39,145, the total cost of which ultimately will be reimbursed by NV Energy pursuant to the Agreement and recommendation to approve a resolution directing staff to make the necessary budget adjustments for estimated expenses of \$249,200 through FY19/20. (All Commission Districts)

Truckee Meadows Fire Protection District Deputy Chief Alex Kukulus explained Agenda Item 9 was a follow-up to previous presentations regarding the NV Energy Fuels Crew and, if approved, would provide authorization to adjust the budget and make needed expenditures. He noted the District would be reimbursed by NV Energy for the Type 5 fire engine, which he expected to be delivered by Labor Day.

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 4-0 vote with Commissioner Jung absent, it was ordered that Agenda Item 9 be approved. The Resolution pertinent to Agenda Item 9 is attached hereto and made a part of the minutes thereof.

**20-093F**      **AGENDA ITEM 10** Recommendation to approve a Purchase and Sale Agreement with a close of escrow date of July 8, 2020 and documents in support thereof and the authorization to execute a Short Term Agreement for Sellers to occupy premises after close of escrow, for the acquisition of property located at 5335 Pelham Drive (APN 051-122-09). This purchase is intended to accommodate the replacement of Truckee Meadows Fire Protection District's Fire Station #37 modular residential building and provide for a temporary apparatus bay the District's Type 1 engine, in an amount not to exceed \$540,000 plus closing costs and 3% compensation to Broker, less \$5,000 in an earnest money deposit and authorize the Chair to execute final documents. (Commission District 2)

Chief Charles Moore discussed the recommended purchase of 5335 Pelham Drive. He explained the home was in excellent condition and the proposed agreement would allow the current owners to occupy the property until August 2020, unless they chose to move out sooner. The Chief felt the purchase would be an excellent solution for

the District. He anticipated staff would return in July 2020 with a recommendation to sell the property at 5455 Pelham Drive and possibly relocate that property's existing modular structure for use at a fire station in Lemmon Valley.

**9:37 a.m. Commissioner Jung returned to the meeting.**

Vice Chair Berkbigler said the large garage bay on the property would facilitate storage of the District's trucks and equipment. Chair Lucey also expressed support of the proposed purchase, agreeing it was a smart move due to the good condition of the home and the large garage on the 5335 Pelham Drive property. He said the real estate market was one of the only things that had not taken a hit during the recent economic shutdown; if trends continued, he thought the future sale of 5455 Pelham Drive would likely offset the cost of the purchase of the subject property.

Commissioner Hartung asked whether the home at 5335 Pelham Drive was connected to the municipal sewer or a septic system. Chief Moore answered the property was connected to the sewer, whereas the existing property at 5455 Pelham Drive had a septic system. He also noted 5335 Pelham Drive was not within the flood plain.

There was no response to the call for public comment.

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

**20-094F AGENDA ITEM 11 Possible Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.**

As per Chief Charles Moore's announcement during Agenda Item 4, there was no need for a closed session.

**20-095F AGENDA ITEM 12 Announcements/Reports.**

Truckee Meadows Fire Protection District Chief Charles Moore advised that, for Agenda Item 10, staff would request Chair Lucey's signature on a paper contract rather than a digital signature. He said Chief Deputy County Clerk Jan Galassini would present the documents to the Chair after the meeting.

**20-096F AGENDA ITEM 13 Public Comment.**

There was no response to the call for public comment.

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**9:41 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*