

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

TUESDAY

9:00 A.M.

DECEMBER 14, 2021

PRESENT:

**Bob Lucey, Chair**  
**Vaughn Hartung, Vice Chair**  
**Alexis Hill, Commissioner via Zoom**  
**Kitty Jung, Commissioner via Zoom**  
**Jeanne Herman, Commissioner**

**Catherine Smith, Chief Deputy Clerk**  
**Charles Moore, Fire Chief**  
**Nathan Edwards, Deputy District Attorney**

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, County Clerk Jan Galassini called roll and the Board conducted the following business:

**21-208F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**21-209F**      **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore wished everyone happy holidays. He announced that former Fire Chief Gene LeBlanc, TMFPD Chief in the early 1980's, passed away recently. He understood the service for Chief LeBlanc would be held in January. He requested a moment of silence and there followed a moment of silence.

Vice Chair Hartung asked whether open burning was currently allowed. Chief Moore replied it was allowed during the month of December. He said residents could log onto the TMFPD website and click on the link to get a permit; the form would determine whether that address qualified for burning. He noted fires should be extinguished before noon. He said the website listed a phone number to call to ensure the winds would be appropriate for burning.

**CONSENT ITEMS – 5A through 5D**

**21-210F**      **5A** Recommendation to approve the meeting minutes from the November 2, 2021 Board of Fire Commissioners Meeting.

- 21-211F** **5B** Recommendation to amend the Employment Agreement between Truckee Meadows Fire Protection District and Charles A. Moore, at Section 12(B) to allow compensation at employee's current rate for annual leave accrued in excess of 240 hours in a calendar year and approve payment of compensation into Charles Moore's 457 Deferred Compensation account, which represents compensation for annual leave in excess of 240 that could not be used this year. (All Commission Districts)
- 21-212F** **5C** Recommendation to approve a Sub-Grant Agreement between Truckee Meadows Fire Protection District and Washoe County to provide for purchase of twenty sets of Ballistic Plates retroactive from July 1, 2021 to June 30, 2022 as part of the FFY 2022 United we Stand Grant, from the Nevada State Emergency Response, passed through from Washoe County in the amount of \$15,122.50. If approved, authorize the Fire Chief or his designee to sign the grant award documents; and to make the necessary budget amendments. (All Commission Districts)
- 21-213F** **5D** Recommendation to retroactively approve an equipment lease agreement for one Type III Ambulance from Regional Emergency Medical Services Authority (REMSA) to Truckee Meadows Fire Protection District (TMFPD) to assist REMSA in patient transport for a base amount of \$0 a month. (All Commission Districts)

There was no response to the call for public comment on the Consent Agenda Items listed above.

On motion by Vice Chair Hartung, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A through 5D be approved.

- 21-214F** **AGENDA ITEM 6** Fire Chief Report:
- A. Informational briefing on operational matters and activities for the month of November and December 2021 to include the following items:
    - 1. Green Waste Program Update
    - 2. Dispatch Transition Update
    - 3. NDF and Forest Service Pile Burning Plans. (Chief Isernhagen)
  - B. Review of recent critical calls response statistics for October 2021 to include Mutual and Auto Aid for our regional partners.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said the green waste program had been successful in the past year with many people using the service. He mentioned the Southwest Vistas community sent a very complementary letter about the program and TMFPD staff.

Wildfire and Fuels Division Chief August Isernhagen said the fall green waste program for 2021 had been concluded. He said the number of loads for the calendar year totaled 1,350 equaling just under 11,000 cubic yards and 700,000 pounds of waste.

Chief Moore commended Chief Isernhagen for expanding the program to other communities, noting the program was originally only in Washoe Valley and Silver Lake. Chair Lucey said this was one of the smartest programs TMFPD had ever undertaken. He thanked Chief Isernhagen for his leadership over the past year in running the green waste program.

Deputy Chief of Operations Alex Kukulus provided an update on the transition to the Regional Emergency Medical Services Authority (REMSA) dispatch which was scheduled for the following day. He said the transition was scheduled for 9:00 a.m. but this would be flexible in case of active incidents. He stated staff had a very robust process and contingency plan for the transition. All of the technological components had been installed and tested except for a couple of non-essential items that could not be tested until the transition was made. He said regional partners throughout Northern Nevada, Lake Tahoe, and Truckee had been notified. He noted TMFPD staff had a meeting with Washoe County and the Cities of Reno and Sparks to answer questions and address their concerns.

Chief Moore reminded the Board about the Nevada Division of Forestry (NDF) piles burned in the Galena area the prior year. He said there were some piles left which the forest service would be burning. Chief Isernhagen stated the NDF sent TMFPD a pile burn plan six weeks prior. The NDF planned to burn in the Hobart, Little Valley, White's/Thomas Creek, and Dog Valley areas. He said the TMFPD had the same stipulations on burning that were requested by the Board the prior year, including having TMFPD on site as well as aircraft on standby.

Vice Chair Hartung requested that future reports of mutual and automatic aid include a cumulative total for the year. Chief Moore acknowledged the request and said that would be easy to do.

Chair Lucey agreed with Vice Chair Hartung's request because he thought a discussion about working more efficiently with the other jurisdictions was needed. He mentioned an automobile accident that occurred on Zolezzi Lane and Arrowcreek Parkway which was the boundary between the City of Reno and Washoe County. He said the City of Reno was dispatched to the accident from Station 6 off of Longley Lane although TMFPD's station 36 was much closer. He expressed disappointment about inefficiencies when responding to those types of calls. He challenged the Board to move forward with a regional plan in 2022 involving all jurisdictions.

Chief Moore intended to provide a follow-up in January about the structure fire that occurred one thousand feet from a District station on September 4 for which the Reno Fire Department was dispatched. He thought the Board would be shocked to see the number of incidents for which responses were delayed because of jurisdictional boundaries. He asserted the government would need to intercede to help save people's lives

by addressing this issue. He said he had engaged his peers as far as possible and additional progress would require intervention from elected officials. Vice Chair Hartung noted TMFPD responded to 23 automatic calls for the City of Sparks, saying he believed the data supported the efficacy of automatic aid. He stated that people who called emergency services did not care who responded as long as someone arrived. He expressed pride in how well the agreement with the City of Sparks was working.

Commissioner Jung noted fire protection agencies were eligible to receive American Rescue Plan Act (ARPA) funds. She expressed concern about the TMFPD undertaking transformational capital improvements without coordinating with those responsible for allocating ARPA funds. She said she would be happy to initiate a motion or to coordinate action on this issue. She wanted to ensure staff was examining all funding sources, such as State funding to avoid inadvertently overfunding one area and thereby underfunding another area which would be wasteful. She pointed out the Cares Camp would not have been possible without the infusion of federal funds. She noted funding was always a hurdle to making transformative changes in this community, so it was important to take advantage of the opportunity to use those federal funds.

**21-215F**      **AGENDA ITEM 7** Recommendation to accept Truckee Meadows Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2021 as presented; approve the re-appropriation of \$904,324 for the fiscal year 2022 budget, consisting of \$450,884 in the General Fund and \$453,440 in the Capital Projects Fund for purchase order encumbrances committed in fiscal year 2021 and authorize the District to proceed with distribution of the Financial Statements for public record, as required by law. (All Commission Districts)

Chief Fiscal Officer Cindy Vance mentioned the Truckee Meadows Fire Protection District (TMFPD) received an unqualified opinion on the financial statements, which was the highest opinion the profession provided. She said the recommendation to accept the financial statement included rolling encumbrances which were open purchase orders approved in Fiscal Year (FY) 21's budget. She stated the General Fund was the working fund. She noted the biggest increase in the fund was consolidated tax (C-tax) which had been budgeted low in relation to COVID-19, but it ended up being one of the highest years. Other items included in revenues were the NV Energy fuels program, Safer grants, Nevada Division of Forestry fuels program, and permits.

Ms. Vance mentioned the Emergency Fund, a Major Special Revenue Fund, had some significant differences from the prior year. She said \$1.8 million dollars of revenue were deferred. They were receivables not collected within 60 days of year end, so the revenues were not recorded against expenditures. She noted the expenditures increased 240 percent from the prior year, so that resulted in a deficit balance of \$42,000 because revenues were deferred. She said staff was working on increasing collection speeds in that fund. She reviewed the long-term debt issued by the TMFPD in the Capital Projects fund and outlined some of the purchases. She said the vacation and sick leave fund was rolled up into the General Fund, but it was also discretely presented, which ended with a balance

of \$239,000 rolled over for the current year. She stated the TMFPD had a stabilization fund which had just over \$642,000 and could only be used if there was a significant decline in revenue; it was a kind of safety net fund. She said the TMFPD opened a new debt service fund to account for annual debt payments and transferred \$630,000 into the fund to pay the principal and interest on the two debts that were opened in FY21. She noted the Workers' Compensation fund, which was an internal service fund, only paid workers' compensation claims. She noted that fund had a significant increase in claim payments. She said the estimate for that fund was also increased from \$1.4 million to \$1.9 million. She noted the TMFPD always had an obligation for employees since heart and lung issues could resurge even after employees left the fire service. She noted the other post-employment benefits increased by \$1.8 million, stating \$651,000 was paid towards that. She said the TMFPD was working with the actuaries to get back to a good funding method to return to 80 percent coverage because it was currently at about 52 percent. She said the pension liability increased from \$32.8 million to \$35.2 million, a liability the TMFPD could not reduce because it was related to the District's portion of the Public Employees' Retirement System of Nevada. She noted the financial statement showed a \$5.9 million debt for the first time.

There was no response to the call for public comment.

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

**21-216F**      **AGENDA ITEM 8** Possible Closed Session for the purpose of discussing labor negotiations with Washoe County and Truckee Meadows Fire Protection District per NRS 288.220.

Chair Lucey indicated there was no need for a Closed Session.

**21-217F**      **AGENDA ITEM 9** Announcements/Reports.

Truckee Meadows Fire Protection District Chief Charles Moore said staff would present some master plan concepts in January. Specifically, staff would discuss how the District would move forward with the consolidated Washoe Valley Station and the Apple Station. The plan was to hire the same architect, start construction at the same time, and use the same design for both stations to increase the efficiency of architectural and construction fees. He said reviewing the plan would take approximately 45 minutes to an hour, so he might need the full two hours for next month's meeting.

**21-218F**      **AGENDA ITEM 10** Public Comment.

Mr. William Steward implored the Board to work together regionally to provide a sustainable, safe, secure, and healthy community. With regards to the accident described by Chair Lucey he said it was a typical call that people did not often hear about. He worked for the fire service for nearly 22 years, so he knew they needed to do better, which meant working together with elected officials, utility companies, and developing

relationships. He observed that more people would be relocating to the area and there would be more fires the following summer, so it was incumbent upon everyone to work together.

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**9:39 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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**JANIS GALASSINI**, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

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