

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

TUESDAY

10:00 A.M.

APRIL 5, 2022

PRESENT:

**Vaughn Hartung, Chair**  
**Alexis Hill, Vice Chair**  
**Jeanne Herman, Commissioner**

**Janis Galassini, County Clerk**  
**Charles Moore, Fire Chief**  
**Wade Carner, Deputy District Attorney**

ABSENT:

**Bob Lucey, Commissioner**  
**Kitty Jung, Commissioner**

The Board convened at 10:00 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:

**22-055F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**22-056F**      **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore shared an article from Colorado Springs regarding 911 call overload and the prioritization of Emergency Medical Services (EMS) calls. He said the Regional Emergency Medical Services Authority (REMSA) was advocating for a change in the response to EMS calls, noting an ambulance and a fire truck were both sent when 911 was called. Chief Moore thought this was no longer sustainable and asked the Board to invite REMSA to the May meeting for further discussion on this issue.

**CONSENT ITEMS – 5A AND 5B**

**22-057F**      **5A** Recommendation to approve the meeting minutes from the March 1, 2022 Board of Fire Commissioners Meeting.

**22-058F**      **5B** Recommendation to accept a grant award from the State of Nevada's Division of Public and Behavioral Health in the amount of \$18,436.85 for the purchase of three adult manikins, two airway management trainers, two surgical cric trainers, two 5 y/o pediatric manikins, and 4 infant

airway trainers which will be used in training of air management scenarios that may occur during emergency medical services calls, and, if accepted, approve a resolution directing staff to make the necessary budget adjustments. (All Commission Districts)

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

On motion by Commissioner Herman, seconded by Vice Chair Hill, which motion duly carried on a 3-0 vote with Commissioners Lucey and Jung absent, it was ordered that Consent Agenda Items 5A and 5B be approved. The Resolution pertinent to Consent Agenda Item 5B is attached hereto and made a part of the minutes thereof.

**22-059F**      **AGENDA ITEM 6** Promotional introduction and badge pinning.

~ David Corbit, Fire Engineer

Truckee Meadows Fire Protection District (TMFPD) Operations Division Chief Chris Ketring introduced David Corbit. He said Mr. Corbit began his fire service career with the Nevada Division of Forestry in 2004 and was hired by the TMFPD in 2012. Chief Ketring noted Mr. Corbit put himself through paramedic school and was a member of many committees and programs within the TMFPD. Mr. Corbit was pinned by his wife Erin.

**22-060F**      **AGENDA ITEM 7** International Association of Firefighters Local 2487 Report.

No one from the International Association of Firefighters Local 2487 was present to speak on this item.

**22-061F**      **AGENDA ITEM 8** Fire Chief Report

A. Informational briefing on operational matters and activities for the month of March and April 2022 to include the following Items:

1. Emergency Medical Awareness Pilot Program
2. Capital Projects Update
3. Spring Green Waste Dates Update
4. Pile Burning
5. Mutual Aid Tabulations

B. Review of Critical Calls Response Statistics for January and February 2022.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore shared that 911 had been overloaded with calls. He said the TMFPD was working with the Regional Emergency Medical Services Authority (REMSA) to pilot an education program to increase emergency preparedness for various types of situations. He introduced TMFPD

Communications Officer Adam Mayberry and Firefighter/Paramedic Sarah Nemeth and invited them to speak about the pilot program.

Mr. Mayberry said they were working on a series of workshops in honor of the TMFPD's 50th anniversary. He mentioned an educational program that was established to help people prepare for medical emergency situations involving those with chronic illnesses and their caregivers. He indicated a future program would be developed for wildfire preparedness. He also shared that an open house for the new facility would occur in the near future since the TMFPD moved into the building during COVID-19.

Ms. Nemeth mentioned a class held in March to educate people about basic calls that came into 911, and critical practices that could be used while waiting for medical responders. She indicated that dispatchers from REMSA were in attendance to share information about calling 911. REMSA discussed what questions would be asked when calling for assistance, and what would take place when responders arrived. Ms. Nemeth commented that people did not expect seven people to respond to a medical emergency call. She noted the TMFPD and REMSA were looking to change the program slightly to cover 911 situations that required an ambulance and fire engine and hoped the education would help reduce the use of unnecessary resources for emergency calls. She stated that 15 people attended the class and they were interested in further education. She believed there were no other classes in the region that educated people about caring for a child or elder with a chronic illness. She said the goal was to educate the community and increase preparedness for emergency situations.

Chair Hartung stated the Board had advocated sending the proper resources for emergency calls, and he thought not all calls required a full emergency response. He expressed concern that people did not always understand the severity of an emergency and thought education was important. Ms. Nemeth stated that was the reason to start with education and teach people the basics and the warning signs of an emergency. She asserted every emergency was important to the TMFPD. Chair Hartung thanked Ms. Nemeth and looked forward to hearing more about the educational workshops. Ms. Nemeth noted the class included information about the use of the nurse's hotline.

Chief Moore indicated REMSA could spend a little more time with callers asking questions to determine the exact issue and whether it warranted a 911 response. He asserted that a call with a person experiencing chest pains would justify a full response with lights and sirens but said a call about abdominal pain would not be as urgent. He stressed he did not want to discourage anyone from calling 911 in an emergency but thought the education would help people understand the processes for determining a full response. Chair Hartung expressed appreciation for moving in this direction. Chief Moore stated REMSA was essential in this program and wanted to give it the credit it deserved.

Chief Moore spoke about the capital projects and stated the TMFPD would present the bids to the Board in May for the remodel of Station 37. He said the house would be remodeled first, the crew would move in, and the modular would be removed. Phase three would be to level the site where the old apparatus bay was and build the new one. He

mentioned the projects in progress: the Apple Fire Station was being funded by Apple, although the TMFPD would pay to add some additional bedrooms; the consolidated Station 32 on East Lake Boulevard at Bowers Mansion was on the drawing table; fleet maintenance modification for Barron Way was being reviewed to increase the accessibility for apparatus; a training component at Barron Way and possibly more office space as the TMFPD had run out in just two years; and the remodel of Station 37 as previously mentioned. He said the costs for construction had significantly increased and would be addressed in the budget presentation. He stated cost estimates had been received from the contractor and the numbers were high, but that was the current building environment everyone was dealing with.

Chair Hartung agreed that both labor and material costs had increased in the region and said the Board understood. Chief Moore indicated the capital projects would be bond-financed and said Fiscal Officer Cindy Vance would address that in her presentation. Chair Hartung stated Station 37 was now in District 4 due to redistricting. Chief Moore agreed, noting it would be updated.

Chief Moore stated one event had already occurred in the Green Waste update and three more events were scheduled.

Chief Moore shared that two brush fires had occurred in April and the TMFPD had received some complaints that pile burning had ended. He explained it was too dry to pile burn and it had not entered wildland fire season yet.

Operations Division Chief Chris Ketring discussed the recent brush fires and said it was very dry. He noted a one-acre brush fire happened in Verdi the previous week due to an ember that blew from a pile burn. A small fire occurred on the Jones Creek Trailhead along the Mt. Rose Highway the previous night, which was being investigated but was contained within a quarter-acre. He said the fire was taken over by the United States Forest Service (USFS) due to jurisdiction. He commented the fire was wind tested through the night and did not grow, noting resources would continue for the entire day.

Chief Moore said mutual aid had not been tabulated yet as the TMFPD was using a new computer-aided design (CAD) system with REMSA, and a conversion would have to occur before things could be tabulated accurately. He stated mutual aid was difficult to tabulate into layman's terms. He indicated there was the National Fire Incident Reporting System (NFIRS) and its definition of mutual aid was two agencies being on the same call, and that was the only time it wanted the TMFPD to report mutual aid to avoid duplication. A call that was responded to by Sparks Fire Department for the TMFPD or vice versa would not be considered mutual aid by NFIRS. He explained that automatic aid was responding to a call for another jurisdiction, and enhanced automatic aid was the exclusive relationship with the City of Sparks to send the closest unit to respond. He believed the public could understand that responding to a call for another jurisdiction was mutual aid. He explained it was hard for staff to track the different types of aid and properly categorize them in their incident reports. He wanted to report calls as responses to other jurisdictions and count them in the total aggregate. He said Geographic Information

Systems (GIS) would plot the addresses collected in a month and count how many times the TMFPD responded for the City of Sparks, the City of Reno, the USFS, and the Bureau of Land Management and would represent that as an aggregate number. He thought it would simplify reporting.

Vice Chair Hill wondered about the previous process for tabulating mutual aid. Chief Moore stated the categories were broken down into mutual aid, automatic aid, and enhanced mutual aid. Any call that was responded to by another agency would be tabulated monthly and include a year-to-date total. He indicated multiple years could be tabulated to show month-over-month.

Chair Hartung wanted the reports to clarify the jurisdictions the aid was provided to. Chief Moore confirmed that was how it would be done.

Chair Hartung mentioned Wadsworth Station 225 was now in District 5.

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

**22-062F** **AGENDA ITEM 9** Recommendation to acknowledge status report regarding the current Fiscal Year 2021-2022 budget and discussion regarding the priorities and projects anticipated for the Fiscal Year 2022-2023 budget. (All Commission Districts)

Chief Fiscal Officer Cindy Vance conducted a PowerPoint presentation and reviewed slides with the following titles: General Fund FY21/22 Budget Review Overview; General Fund FY22 Budget Review New Revenues; FY22/23 Budget Priorities; and FY22/23 Board of Fire Commissioners Recommendations.

Ms. Vance stated the TMFPD was in the tentative stages of budget development and noted it needed to be filed on April 15. She explained the presentation was prepared while she was still waiting on numbers. She believed additional property tax revenue would be received, which would put the TMFPD about \$500,000 above budget. She indicated expected expenditures would come in as augmentations related to ambulance expenses were brought back and noted in the fiscal year (FY) 23 budget the new Emergency Medical Services (EMS) proprietary fund would be developed. She informed it would be included with the budget recommendations provided to the Board at the next meeting.

Ms. Vance spoke about an increase in FY23 property tax revenues to \$23,900, which indicated a 6 percent increase but it was not included in the presentation. She said the C-Tax estimate from the State was \$12.1 million, equaling a 9 percent increase over the budgeted revenue for FY22. Overall, she believed FY23 would show an increase of 10 percent in total revenues.

Ms. Vance brought up capital projects with the expectation of bond funding and said that would probably be an augmentation and would not be included in the budget.

Once the costs were known the TMFPD could evaluate the bonding. She said as Chief Moore had mentioned, the costs and interest rates of capital projects were growing and noted the bond consultant said to expect 4.5 to 5 percent interest rates. She stated that was a consideration that was being balanced with the budget.

Chair Hartung wondered whether there were other options such as the State revolving fund. Ms. Vance replied that the bond consultant was looking into it. Chair Hartung inquired about the length of the bonds and Ms. Vance thought they would be for 25 years.

Vice Chair Hill thought the infrastructure bank through the State would be another place to consider since these projects could already be determined and some of the requests could be forgiven. She believed the new projects that Chief Moore discussed could be considered infrastructure and worthwhile.

Ms. Vance remarked the tentative budget would be filed with the State on April 15 and an additional presentation would be made to the Board on May 3. She indicated the May 3 presentation would be more detailed and the TMFPD would ask for additional advice from the Board at that time. She noted a special meeting for the adoption of the final budget was scheduled for May 17.

Chair Hartung wondered whether the peer support program was being regionalized with law enforcement and other first responders. He was concerned that services and efforts were being duplicated and thought it would be more cost-efficient if it were regional. Deputy Chief of Operations Alex Kukulus said he had conversations with clinician Dr. Steve Nicholas and Chief Derek Reid and thought there was an opportunity for leverage and increased efficiency. He stated the increase in the budget was to keep the contract with Dr. Nicholas and he thought it was a bargain. Chair Hartung thought it was important for all agencies dealing with fatalities to have a peer support program. Deputy Chief Kukulus said the TMFPD was trying to continue with one doctor and maintain a relationship although one person could not always be available and would need backup. The TMFPD recognized there were smaller agencies around that did not have the ability for this type of program and wanted to bring everyone together to develop a better program.

Chair Hartung expressed concern about downturns and hoped there was a financial plan in place to withstand those issues and not be required to reduce programs or lay off staff. Ms. Vance stated certain programs were budgeted on an annual basis and could be cut before any staff would be laid-off. She said the TMFPD was working with NV Energy and Ground Emergency Medical Transport (GEMT) to provide other sources of revenue and noted discussions had been occurring with the International Association of Firefighters. She explained the ending fund balance could support at least two months as per statute standard.

Vice Chair Hill referred to the second slide in the presentation and asked about the total expenditures of \$26 million. Ms. Vance remarked the expenditures were currently running as expected for the new ambulance program.

Vice Chair Hill asked about budget priorities and wondered whether any Emergency Medical Services or technology contingencies should be built into the budget. Chief Moore stated within the next month discussion would be brought to the Board for direction about working more closely with REMSA. He indicated the program was currently paying for itself with ambulance transports and eventually GEMT. Vice Chair Hill wanted to ensure there was no new technology that needed to be accounted for. Chief Moore stated that the TMFPD was looking at the common computer-aided design (CAD) used by all jurisdictions. He believed it would cost several million dollars and would need to be financed.

Chief Moore noted he had discussions with Director of Engineering and Capital Projects Dwayne Smith about project management. He indicated that Mr. Smith wanted the TMFPD to hire its own project manager rather than having the County run the project and allocate funds back for the services. Chief Moore stated this would include hiring an Asset Manager and a Project Manager. He said these positions would be responsible for the review of current facilities and future plans. He commented that Division Chief Joseph Schum was currently managing training as well as logistics and fleet. In order to provide more focus on training, the responsibility of logistics and fleet would be incorporated into the Project Manager's duties. He noted it would be a full-time position for the TMFPD.

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

**22-063F**      **AGENDA ITEM 10** Recommendation to approve an Annual Performance Evaluation of District Fire Chief Charles Moore to include a discussion of results, goals, and objectives; and authorize the Fire Chief to enter into negotiations and to bring back an amendment to his current contract regarding benefits and contract extension. (All Commission Districts)

Chief Moore indicated his current contract would expire at the end of the calendar year. He stated interest in extending it for an additional length of time.

Chair Hartung said he was open to a discussion of extending Chief Moore's contract but felt it should include the members of the Board who were absent and should be tabled until the next meeting. Deputy District Attorney Wade Carner stated it was appropriate to table the item until the next meeting.

Vice Chair Hill asked for a broader discussion and wanted background information about the current contract. Chair Hartung wanted to see the contract and asked for it to be included with the staff report for the next meeting.

Mr. Carner indicated Chief Moore's evaluation and contract negotiation should be heard in separate agenda items.

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

**22-064F**      **AGENDA ITEM 12** Announcements/Reports.

There were no Board member comments.

**22-065F**      **AGENDA ITEM 13** Public Comment.

There was no response to the call for public comment.

**22-066F**      **AGENDA ITEM 11** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

Chair Hartung asked Chief Charles Moore if there was a need for a closed session and Chief Moore responded yes. Chair Hartung asked Deputy District Attorney Wade Carner to confirm the process. Chair Hartung believed Agenda Item 11 should be moved to the end of the agenda and the remaining items should be heard, and then the Board should adjourn to go into the closed session. Mr. Carner confirmed that was the correct process.

**10:53 a.m.**      **The Board recessed.**

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**11:16 a.m.**      There being no further business to discuss, the meeting was adjourned without objection.

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**VAUGHN HARTUNG**, 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:  
Doni Gassaway & Lauren Morris, Deputy County Clerks*