

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

TUESDAY

9:00 A.M.

OCTOBER 4, 2022

PRESENT:

**Vaughn Hartung, Chair**  
**Alexis Hill, Vice Chair, via Zoom\***  
**Jeanne Herman, Commissioner**

**Janis Galassini, County Clerk**  
**Charles Moore, Fire Chief**  
**Mary Kandaras, Chief Deputy District Attorney**

ABSENT:

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

The Board convened at 9:00 a.m. in regular session at the Truckee Meadows Fire Protection District Headquarters, 3663 Barron Way, 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:

**22-152F**      **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**22-153F**      **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore reminded everyone of the open house at the TMFPD headquarters on Saturday, October 8, 2022, from 10:00 a.m. to 1:00 p.m. He said the TMFPD would showcase the new facilities and celebrate 50 years as a District.

Chair Hartung commended Chief Moore and the TMFPD on the Green Waste program. Chief Moore shared that staff had worked hard on this project.

**CONSENT ITEMS – 5A through 5F**

**22-154F**      **5A** Recommendation to approve the meeting minutes from the September 6, 2022 Board of Fire Commissioners Meeting.

**22-155F**      **5B** Recommendation to acknowledge receipt of the Truckee Meadows Fire Protection District's Debt Management Policy as of June 30, 2022. (All Commission Districts.)

- 22-156F**      **5C** Recommendation to approve a Sub-Grant Agreement between Truckee Meadows Fire Protection District and Washoe County to provide for purchase of sixteen (16) cyanokits retroactive to July 1, 2022 through June 30, 2023 as part of the Fiscal Year 2023 United we Stand Grant, from the Nevada State Emergency Response, passed through from Washoe County in the amount of \$16,987.00. 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)
  
- 22-157F**      **5D** Recommendation to approve the purchase of sixty (60) P25 compliant Tri-Band handheld radios to include miscellaneous accessories at an estimated cost of \$138,025.09 from L3Harris Technologies, Inc. 221 Jefferson Ridge Parkway Lynchburg, Virginia 24501 in accordance with Washoe County/Harris Corporation (Now L3Harris Technologies) Agreement MBP#19829. (All Commission Districts)
  
- 22-158F**      **5E** Recommendation to approve the re-classification of one (1) Administrative Assistant I position at a salary range of \$60,632.00 to \$78,894.40 to an Administrative Assistant II position at an annual salary range of \$64,916.80 to \$84,302.40 to provide specified administrative services to the District. (All Commission Districts)
  
- 22-159F**      **5F** Recommendation to approve a Cooperative Agreement and corresponding Operating Plan between the Truckee Meadows Fire Protection District and Storey County Fire Department. (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 Hill, seconded by Commissioner Herman, which motion duly carried on a 3-0 vote with Commissioners Lucey and Jung absent, it was ordered that Consent Agenda Items 5A through 5F be approved.

**22-160F**      **AGENDA ITEM 6** International Association of Firefighters Local 2487 Report.

Truckee Meadows Fire Protection District Chief Charles Moore indicated there was no representative present from the International Association of Fire Fighters (IAFF) Local 2487 to provide the report.

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Chair Hartung requested Item 6 be reopened to hear the IAFF Local 2487 report.

Mr. Patrick Walsh, President of the IAFF Local 2487, shared that a retirement party would be held for the first time in two or three years. It would take place at 4:00 p.m. on October 19, 2022, at Pinocchio's restaurant in South Reno near the Meadowood Mall. He said ten retirees would be celebrated at the event and he invited the Board to attend. Chair Hartung asked if Mr. Walsh would send an email to the Board with the information, and Mr. Walsh responded yes.

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**22-161F**      **AGENDA ITEM 7** Fire Chief Report

A. Informational briefing on operational matters and activities for the month of September 2022 and October 2022 to include the following items:

1. 2022 Report to the Community - final draft for review and comment prior to publication.
2. Capital projects update including a status report on the Spanish Springs Station, Hidden Valley Station, Apple Station, Washoe Valley Consolidated Station, Barron Way Headquarters and a possible report on the Bowers Station bat infestation.
3. Debt financing update including a discussion on projects, costs, amounts, timing of debt issuance and process, debt service payments and a due diligence study for district revenues and expenditures.

B. Review of recent critical calls response statistics for July 2022.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore mentioned there were still a few wildland fires in the area despite the wet fall weather. He informed there had been a small half-acre fire near the railroad tracks the previous day, but the District did not expect to have any catastrophic wildfires. Chair Hartung asked for clarification on the location of the fire by the railroad tracks, to which Chief Moore replied it was near Derby Dam, and assistance was provided by Storey County. Chief Moore stated while there had been small brush fires, the current wildland season was moderate, and the TMFPD hoped this would continue into the fall. He observed if the area got a little more rain things would be in really good shape.

Chief Moore informed item A1 was the 2022 Report to the Community. He noted the Board had received a final draft of the report which contained de minimis changes to the run counts. If approved, he said the report would be published online and presented to the public. There were no questions from the Board. Chair Hartung asserted the report looked good.

Chief Moore requested that items A2 and A3 be taken together. Chair Hartung said his agenda did not contain these items, believing his was not an updated agenda but told Chief Moore to proceed.

Chief Moore said the TMFPD wanted to discuss the capital projects update and debt financing, noting Chief Fiscal Officer Cynthia Vance was in attendance to speak about those items. He observed the District was ready to go on Station 37 with respect to the apparatus bay but needed to figure out financing. The estimated cost of the apparatus bay was between \$2 million and \$2.5 million. He said that amount was not a lot to debt finance, but a larger discussion would be held regarding interest rates, the cost of debt financing, and the length of time to debt finance. He observed the TMFPD wanted to lump its projects together rather than issue one bond per project. He thought if the TMFPD wanted to proceed with Station 37 it may want to look for some shorter-term debt, noting it might be possible to obtain a capital lease for a building with a term of about ten years.

Chair Hartung asked for more information about the apparatus bay. Chief Moore responded it was more than a garage, it was also the ancillary rooms: the office, equipment rooms, a room for an air compressor, and all the support rooms that go into a fire station. He stated funding would also go towards parking, site improvements, utilities work, and curb and gutter work the District needed to do. He informed work was proceeding on the residence, and once it was complete the crews could move into that building and the modular could be removed. He noted the TMFPD had not yet decided where the modular would go.

Regarding Station 46, Chief Moore reported the additional bedrooms for the medic crew should be completed by mid to late October, noting the remodel for that station would then be complete. He spoke about the Consolidated Station, noting it was a little more difficult to move forward with. A fee proposal was received from the architect which he did not believe was acceptable. When the TMFPD first interviewed architects for the Washoe Valley Consolidated Station and the Apple Station, plans for a prototype design had been discussed. The prototype would have made everything from the floorplans to the apparatus design exactly the same, except for the site adaptability issues from one site to another. The TMFPD had originally expected an architect fee of about 6 percent, but it came in at about 12 to 13 percent. He said he had been told by Assistant County Manager Dave Solaro and Division Director of Engineering and Capital Projects Dwayne Smith that architects were very busy and were commanding higher fees. Chief Moore asserted the TMFPD would enter negotiations with the architect to try and lower the fee. When preliminary cost estimates were done on the Consolidated Station, the TMFPD asked its construction manager at risk (CMAR) contractor what it would cost to duplicate the station at Foothill and was informed it would cost approximately \$9.5 million. Chief Moore opined the Consolidated Station would be in the range of \$7 to \$7.5 million

Chief Moore turned things over to Ms. Vance to discuss debt financing and how the TMFPD would move forward in approaching the architect's fee and the debt financing. He expressed concerns about the national economy, real estate values, consolidated tax (CTAX) revenues, and the possibility of changing global political events.

Chair Hartung made a correction, noting he did have items 7A2 and 7A3 on his agenda.

Chief Fiscal Officer Cynthia Vance reported there were currently four projects that required financing: Washoe Valley Station, the apparatus bay at Station 37, any additional rooms the TMFPD wanted to add to the Apple Station that would not be reimbursed by Apple, and upgrades to security at Barron Way. She shared that the major revenues to pay for bond financing came from property taxes and CTAX. She pointed out that 56 percent of the budget came from property taxes, and CTAX made up about 33 percent and included other use taxes. She observed the TMFPD saw a big spike in its CTAX during COVID-19 (C19), but they were now tapering down. She advised the last payment of the fiscal year in June 2022 had been less than June 2021, noting it was the first time this had happened. The first payment in July 2022 was approximately \$957,000, which was about \$23,000 more than last year but was only a 2.9 percent increase. She informed it was under the monthly budget; the TMFPD had expected it to be closer to \$980,000. She noted a handout was provided, which included the last five fiscal years of CTAX by month and a graph that showed the decrease for the last fiscal year.

Ms. Vance advised the current debt for the TMFPD included three outstanding bonds, one of which was a medium-term bond for equipment purchased at \$4.4 million. The current outstanding balance was \$3.6 million, which had a 1.5 percent interest rate. She shared that when the TMFPD began issuing debt the interest rates were great. She explained general obligation (GO) improvement debt had been issued for \$2.1 million to purchase the property in Washoe Valley, to make improvements to some of the facilities, and to cover most of the cost of the Station 37 house. She noted the TMFPD still had about \$1.8 million outstanding on that bond, with a 1.53 percent interest rate. The last bond the District issued was a capital improvement bond for \$7 million to purchase the Barron Way facility, and the interest rates ran between 2 and 4 percent. She observed the TMFPD had two 25-year bonds and one 15-year bond, resulting in debt fees of just over \$1 million annually. There were remaining bond proceeds that would cover the Station 37 house and some planning items that were already in the works for Washoe Valley, Barron Way, and Station 46, including the remodel of Station 46.

Ms. Vance informed the TMFPD had been working with JNA Consulting to watch the finance rates and look into different budgeting options. Originally the TMFPD had planned for \$10 million, but due to increased construction costs, JNA Consulting was asked to pull numbers for \$10 million, \$12 million, and \$14 million. She noted current interest rates were about 4.5 percent, which was quite a bit higher than the rates for the previous bond issuances. Based on those numbers, the projected financing would be as follows: a \$705,000 payment for a \$10 million bond; \$850,000 for a \$12 million bond; \$985,000 for a \$14 million bond. Chair Hartung asked where the bonds originated, wondering if they were GO bonds or if they were through the State Revolving Fund (SRF). Ms. Vance responded they were GO bonds, explaining the SRF was for water and sewer projects, so the TMFPD did not qualify. Chair Hartung inquired if there were other bond opportunities through the State, to which Ms. Vance replied the TMFPD had continued to look but had not found anything yet. She said before the District issued any bonds, it would continue to look into grants, federal funding, and federal loan programs that might offset some of the costs.

Chair Hartung asked if the SRF was governed by statute or if the State was able to make its own rules. Ms. Vance responded she was unsure of the SRF's passthrough requirements, but it was part of a federal Council of Infrastructure Financing Authorities (CIFA) program.

Ms. Vance referred to the meeting materials provided to the Board, noting the documents included information regarding the TMFPD's outstanding debt and copies of the previously mentioned projected payments provided by JNA Consulting. She informed the District had originally planned to go through the Debt Management Commission in November but decided to postpone until February to refine things and see if the timing would be right. She stated the TMFPD might decide to delay due to high interest rates and high construction costs, noting it did not want the debt to interrupt its ability to provide services.

**9:17 a.m. Vice Chair Hill joined the meeting in person.**

Ms. Vance reported a growth study had been prepared for the TMFPD by EK Economics in December 2019; however, due to C19, it would be updated. She said the new study would include property and CTAX projections for the next five years, including annexations and future developments which would provide economical clarification to ensure the TMFPD made the best financial decisions without sacrificing any service levels. She advised there were future projects that would require debt payments, such as a ladder truck, and rolling stock apparatus that the TMFPD wanted to bring in every five years instead of doing individual purchases. She pointed out that the debt payment for the previous apparatus did not expire until 2030, so there would be about five years of overlapping.

Vice Chair Hill asked if the infrastructure bonds discussed at a previous meeting had been investigated. Ms. Vance responded the District would continue to watch them, but at that time the bonds were all obligated to charter schools and education facilities.

Chief Moore stated there were many unknowns regarding the TMFPD's revenue picture and the costs of construction for the Consolidated Station. He said the District wanted to be more methodical and patient as it proceeded. He said financial options were being explored to begin work on the apparatus bay at Station 37 ahead of work at the Consolidated Station. He wanted the Board to know the TMFPD was still working and moving down the path of planning; however, progress was slower than previously projected.

Chair Hartung shared he had a conversation with the Storey County Manager, and he believed Storey County had an interest in some type of a consolidated station. He pointed out that the current Storey County station at the Tahoe-Reno Industrial (TRI) Center was very limited, noting it was a good station, but it was small. He asked Chief Moore if there was an appetite to have this conversation with Storey County and wondered if it was feasible from a legal standpoint to have a consolidated station for two

counties. Chief Deputy District Attorney Mary Kandaras responded it could be done but would require coordination between both counties. Chair Hartung suggested Chief Moore speak with Storey County Manager Austin Osborne to discuss this. He noted there were a lot of moving pieces, and it would be contingent on the TMFPD's ability to staff the station. Chief Moore stated the District was in the early planning stages and agreed to reach out to Storey County to see what options were available.

Chair Hartung wondered if action needed to be taken on this item or if the Board could just provide direction to Chief Moore. Chief Deputy District Attorney Mary Kandaras said the item was listed as "possible action" and advised a motion to approve the Fire Chief Report.

There was no public comment taken on this item.

On motion by Vice Chair Hill, seconded by Commissioner Herman, which motion duly carried on a 3-0 vote with Commissioners Lucey and Jung absent, it was ordered that the Fire Chief Report be approved.

Chief Moore presented item 7B, the monthly statistical report for July 2022, advising he would answer any questions the members of the Board had. He reminded that during the last meeting he reported that the TMFPD now counted responses to and from other jurisdictions numerically instead of using the labels "mutual aid," "automatic aid," or "enhanced automatic aid." He remarked because the TMFPD operated three medic units, it often responded to priority one calls when the Regional Emergency Medical Services Authority (REMSA) was extraordinarily busy and did not have enough ambulances. He said these instances were counted as responses to other jurisdictions, noting assistance was given primarily to the Cities of Reno and Sparks. He informed these responses to other jurisdictions were a combination of calls for fire, hazardous materials, emergency medical services (EMS), water rescue, and any other type of call. They were counted as a total aggregate number, not limited to who called who or how the call was received. He said often the TMFPD would be driving through another jurisdiction and come upon a car accident and would stop to render aid. That incident would be logged in with dispatch and counted as a response to another jurisdiction.

Chair Hartung inquired about the responses to and from other jurisdictions. He wondered if it would be counted as one or two calls for the City of Sparks if two pieces of apparatus were sent. Chief Moore responded that the TMFPD counted it as one incident. Chair Hartung mentioned some jurisdictions counted calls on apparatus response versus incident response. Chief Moore replied the District did track the number of pieces of apparatus that responded in the totality of the month as well as the aggregate number of incidents. He added that in any one incident there could be any number of pieces of apparatus, but for reporting purposes to the Board, the TMFPD only counted it as one incident.

Chair Hartung asked if the District compared its reporting values with other jurisdictions' reporting values to see if there were any disconnects. Chief Moore responded

no, noting that other jurisdictions might have their own methodology. Chair Hartung understood but said he wondered if all the counts were the same. Chief Moore explained that the National Fire Incident Reporting System (NFIRS) had a quirky definition for mutual aid. According to the NFIRS definition, it would only be considered mutual aid if both the City of Sparks and the TMFPD responded to a call. If the TMFPD were to handle a call for Sparks and Sparks did not respond to the call, it would not be considered mutual aid. He believed the NFIRS definition was confusing to the public, stating that was the reason the TMFPD shifted to the new definition. He mentioned the District was going back to January 2022 to ensure the counts were accurate, noting they were difficult to quantify. He spoke about a call that was excluded, explaining that it was incorrectly reported by the computer-aided dispatch (CAD) system as a call within the City of Reno, but the house was actually in the TMFPD's district, right on the border. As a result of this, the TMFPD was going through every call back to January that had been presented to the Board, to refine the list and ensure the Board had confidence in its accuracy. Chair Hartung asserted that self-audits were a legitimate function. Chief Moore mentioned REMSA had been asked to request mutual aid from the TMFPD only if it was a priority one incident. The TMFPD would prefer to keep its ambulances in its stations for priority two and three calls.

Chief Moore thought it was important for the Board to understand how many times the TMFPD responded to other jurisdictions because when the apparatus left a station, it was no longer available to serve its own constituents. He said the TMFPD had known for some time that it provided a lot of responses to Sparks because it had stations that were close to the City's boundary. He indicated the TMFPD and Sparks had a good working relationship with respect to boundary drops, and Sparks provided a lot of assistance when there were structure fires in Sun Valley and Spanish Springs, and brush fires everywhere. He opined while the assistance provided to Sparks appeared tilted in terms of aggregate counts, it was beneficial for the TMFPD to maintain that mutual aid back and forth.

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Chair Hartung requested Item 7 be reopened so Chief Moore could respond to Commissioner Herman's question regarding bats.

Chief Moore advised Station 30 was still infested with bats, noting the TMFPD was informed that the bats could only be removed in the month of October because they were a protected species. He reported the District could go in and remediate the bats and repair the construction, but he feared it would cost tens of thousands of dollars. He said he was hoping to have a conversation with the State of Nevada about terminating the lease and giving the station back. He noted whatever the TMFPD did to remediate the bats, short of an extensive remodel, the bats would still come back and reinfest the building. He did not want to spend \$50,000 or more just to buy the District some time, since the bats would return in the spring to nest in the place they were born. He asserted that short of taking all the exterior walls off, and rebuilding and sealing the station and the attic, there was no way to keep the bats out. He explained the station was built with corrugated steel covered in siding, providing lots of small spaces for bats to enter. He said no matter how great the



effort, the bats would always be able to find a way back in. He advised he would meet with the State to figure out either a short-term or long-term plan to transition the building back to the State. He noted he was waiting for the State Forester to get back into town. Commissioner Herman thanked Chief Moore for the explanation.

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**22-162F**      **AGENDA ITEM 8** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore reported the health insurance renewed at 2.5 percent and would soon drop to 1.9 percent. He understood the Internal Revenue Service (IRS) was changing some rules with respect to contributions for Health Savings Accounts (HSA), noting the rate of increase on health insurance was dropping to offset the change. Chair Hartung asked for clarification, wondering if the IRS was counting the HSA as income for the employees. Chief Fiscal Officer Cynthia Vance responded no, stating the HSA contributions did not count as income as long as the plan was kept as a qualified plan. Chair Hartung recalled a scenario with the Flood Management Authority where houses were being elevated and taken out of the flood plain which became a taxable event for the homeowner. He said it cost the Federal Emergency Management Agency (FEMA) billions of dollars to make people whole again. He wanted to make sure there was no taxable event for the employees due to the rule changes for HSA contributions.

Commissioner Herman asked Chief Moore if the bats had been removed. Chair Hartung reopened Agenda Item 7 so Chief Moore could respond.

Vice Chair Hill asked if it had been a year since the TMFPD started working with the Regional Emergency Medical Services Authority (REMSA) dispatch. Chief Moore responded it had not been quite one year; he thought the transition occurred in January. Vice Chair Hill requested an update and progress report on the partnership in January 2023. Chief Moore agreed and praised the County for allowing dispatch to temporarily transition back to Washoe County Dispatch (Washoe Dispatch) following a tragic situation involving a REMSA dispatch employee. He acknowledged Washoe County Technology Services and the Washoe County Sheriff's Office (WCSO) for making technological changes to allow dispatch to transition back to the County for a couple of days so REMSA could regroup and grieve. Vice Chair Hill thought it appeared to be a seamless transition and thanked the County and the WCSO for their work.

**22-163F**      **AGENDA ITEM 9** Public Comment.

There was no response to the call for public comment.

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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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VAUGHN HARTUNG, Chair  
Truckee Meadows Fire  
Protection District

ATTEST:

*for*   
\_\_\_\_\_  
JANIS GALASSINI, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

*Minutes Prepared By:*  
*Sally Casas & Lauren Morris, Deputy County Clerks*

