

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

TUESDAY

9:00 A.M.

DECEMBER 13, 2022

PRESENT:

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

**Catherine Smith, Chief Deputy County Clerk**  
**Charles Moore, Fire Chief**  
**Wade Carner, Deputy District Attorney**

The Board convened at 9:03 a.m. in special 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, Chief Deputy County Clerk Cathy Smith called roll and the Board conducted the following business:

**22-184F      AGENDA ITEM 3 Public Comment.**

Mr. Paul Lenart opined Agenda Item 19 would make life even more difficult for the homeless. Chair Hartung advised Mr. Lenart that while he was free to continue his public comment, the item Mr. Lenart was referring to was on the agenda for the Board of County Commissioners (BCC) meeting scheduled for 10:00 a.m. that day. Mr. Lenart declined to continue his public comment.

**22-185F      AGENDA ITEM 4 Announcements/Reports.**

Chief Charles Moore informed that the Truckee Meadows Fire Protection District (TMFPD) would do pile burning, some of which would occur under the supervision of the United States Forest Service (USFS). The pile burnings would be held in Thomas Creek, Pebble Creek, Lemmon Valley, and Silver Lake. He wanted people to know they would see columns of smoke coming from those locations. Fire Communications Manager Adam Mayberry would notify the public of those events appropriately.

Commissioner Lucey noted there had been a large snow event over the weekend. Luckily, most of the snow did not impact the region as drastically as it had for those above the snowline at 5,000 feet. He thanked the staff on service that weekend. He drove by Station 36 on Sunday afternoon and noticed the rigs had to be chained up and driven down the road. Staff was out on calls the whole night to ensure people were safe. He said the TMFPD staff was always prepared and did things such as digging out stations and hydrants to make sure there was access to public safety. He thanked the staff that

worked through the snow event in Washoe Valley, Joy Lake, Station 36, Verdi, and the North Valleys.

Commissioner Lucey acknowledged the County had been active regarding green waste removal and defensible space around the community. He asked that the TMFPD have conversations with the homeowners' associations (HOAs) because the HOAs wanted people to clear out vegetation; however, the removal led to tumbleweeds and smaller vegetation that was quick-burning. He said there had to be a balance with the HOAs and thought it would be best to focus on communities rather than individual lots. He felt there needed to be more education about green waste removal and defensible space. He hoped the TMFPD would have discussions about weed control, abatement, or chemicals, although he did not think chemicals were the best option. He acknowledged it was a problem and thought the TMFPD should handle it as it was the subject matter expert on the issue.

Chair Hartung noted the meeting would be the last of the year. He wished everyone a happy holiday and said he was thankful for the TMFPD.

**CONSENT ITEMS – 5A through 5E**

- 22-186F**      **5A** Recommendation to approve the meeting minutes from the November 1, 2022 Board of Fire Commissioners Meeting.
  
- 22-187F**      **5B** Recommendation to approve a Notice of Cancellation for the regularly scheduled Board of Fire Commissioners meeting scheduled for January 3, 2023, at 10 a.m. (All Commission Districts.)
  
- 22-188F**      **5C** Recommendation to approve a Cooperative Agreement between the Truckee Meadows Fire Protection District and North Lake Tahoe Fire Protection District. (All Commission Districts.)
  
- 22-189F**      **5D** Recommendation to approve a Cooperative Agreement between the Truckee Meadows Fire Protection District and Carson City on behalf of Carson City Fire Department. (All Commission Districts.)
  
- 22-190F**      **5E** Recommendation to retroactively accept a grant award from the Leary Firefighters Foundation for 18 Seek Thermal Imagers, 18 Gear Keepers, and Charging Stations valued at \$19,368.00, and, if accepted, approve the Fire Chief and District Chief Financial Officer to sign on behalf of the chair. (All Commission Districts)

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

On motion by Commissioner Lucey, seconded by Commissioner Jung, which motion duly carried on a 3-0 vote with Vice Chair Hill and Commissioner Herman absent, it was ordered that Consent Agenda Items 5A through 5E be approved.

**22-191F**      **AGENDA ITEM 7** Resolution to Recognize and Express Appreciation for Truckee Meadows Fire Protection District Board of Fire Commissioner Kitty Jung.

Chief Charles Moore thanked Commissioner Jung for her years of service. He recalled Commissioner Jung had been a commissioner since he started with the County. He read the resolution.

Commissioner Jung thanked Chief Moore, his wife, his team, and the Truckee Meadows Fire Protection District (TMFPD) Board. She noted Chief Moore had been hired along with a large number of people who had since left the County. The Board was supportive of the TMFPD's efforts to make it the best fire service in the region. She said that could not have been done without the will of Commissioner Lucey who knew the importance of dealing with millions of dollars. When the County decided to take over fire services, her biggest challenge to Chief Moore was that she wanted it to be the best in the community. The County invested money into that goal to ensure the TMFPD had great subject matter experts by promoting within and seeking employees from outside the department. She was honored to have worked with Chief Moore and said she learned so much from the TMFPD. She appreciated Chief Moore for helping her understand how critical fire services were.

**\*9:17 a.m.**      **Vice Chair Hill arrived.**

Commissioner Jung noted the TMFPD was also the County's frontline for medical care. She thought it was important to have a frontline medical care service for far-reaching constituents. She thanked the voters who held the County to high standards, which she believed were the best in the business.

**\*9:19 a.m.**      **Commissioner Herman arrived.**

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

**22-192F**      **AGENDA ITEM 6** Resolution to Recognize and Express Appreciation for Truckee Meadows Fire Protection District Board of Fire Commissioner Bob Lucey.

Chief Charles Moore read the resolution.

Commissioner Lucey noted he was walking away from friendships and organizations he worked with as a commissioner. He said it had been an honor for him to serve over the past eight years with the Board and the staff. He stated Chief Moore and his wife had become wonderful friends to him. The frontline staff welcomed him with open

arms when he stopped by any of the stations. Staff and the Board worked to change run times to the southern area, buy new buildings, reestablish headquarters, buy new equipment, invest in equipment and the frontline staff, ensure succession plans were in place for internal growth and commitment, and Chair Hartung worked on green waste and advocated for northern battalions and service. He believed all those things done by the Board and the Truckee Meadows Fire Protection District (TMFPD) staff made it one of the best premier fire services in the United States. The TMFPD welcomed the Cities of Sparks and Reno, the airport, and Incline Village. He hoped the Board and its future members continued to participate in the TMFPD's mission. He thanked his constituents who allowed him to be a part of the Board for the past eight years.

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

**9:23 a.m.**      **The Board recessed.**

**9:24 a.m.**      **The Board reconvened with all members present.**

**22-193F**      **AGENDA ITEM 8** Recommendation to accept and express thoughtful appreciation for four monetary and commodity donations in support of the Truckee Meadows Fire Protection District's 50th Anniversary Celebration: \$5000 from Waste Management Corporation, \$2500 from LP Insurance, \$5000 from Tom and Jackie Daly, event design services and décor in the approximate amount of \$2000 from JoAnn Moore, Wedding Design and Event Planning, and coffee estimated at \$500 from Blind Dog Coffee; and if approved, approve a resolution amending the Truckee Meadows Fire Protection District General Fund Budget. (All Commission Districts)

Chair Hartung said the event was wonderful and thanked Mr. and Mrs. Daly. He was pleased to see that a number of people who attended were involved in the early days of the Truckee Meadows Fire Protection District (TMFPD). He thanked Chief Charles Moore for having the event.

Vice Chair Hill expressed her gratitude to Mr. and Mrs. Daly and Mrs. Moore. She said Mrs. Moore had done an incredible job putting on the event. She noted there was so much history she was still learning about. She recalled seeing old pictures and thank you notes from children displayed at the event. She believed those items helped a person understand the magnitude of the anniversary and the work of the people who had gone before the current Board members and staff. She thanked Chief Moore for celebrating and memorializing the anniversary. She did not think that was done enough in government.

Chair Hartung thanked Mrs. Moore and said it was obvious she was a consummate professional. He appreciated her lending her expertise and was surprised the cost was only \$2,000. He thanked everyone for their donations and participation.

There was no response to the call for public comment.

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

**22-194F**      **AGENDA ITEM 9** International Association of Fire Fighters Local 2487 Report.

Chief Charles Moore informed that nobody was present from the association.

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

**22-195F**      **AGENDA ITEM 10** Fire Chief Report

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

1. Summary of the 2022 Green Waste Collection Program
2. Capital Projects Update and Debt Financing
3. Recruitment Update

B. Review of recent critical calls response statistics for August, September and October 2022.

Chief Charles Moore said he would come before the Board in February for authorization to go to the debt financing committee to begin the process for the Hidden Valley apparatus bay, the consolidated station in Washoe Valley, and some improvements at the headquarters.

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

**BLOCK VOTE - 11, 12, 13**

**22-196F**      **AGENDA ITEM 11** Recommendation to approve the purchase of twenty (20) Self Contained Breathing Apparatus and associated equipment from Allstar Fire Equipment Inc. in the amount of \$176,950.00 using NRS 332.115 (1)(s) exemption from the competitive bidding process the purchase of personal safety equipment for use by a response agency which will be used in responding to emergencies. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Commissioner Jung, seconded by Vice Chair Hill, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 11 be approved.

**22-197F**      **AGENDA ITEM 12** Recommendation, discussion, and possible approval of an estimated fee proposal between Wood Rodgers and Truckee Meadows Fire Protection District for an estimated fee proposal for Entitlement and SUP Services, Survey and Mapping, and preliminary Civil Engineering for the development of the Washoe Valley Consolidated Fire Station located at 0 Pelican Road (APN 050-220-61 through 66) in an estimated amount of \$76,400. (Commission District 2.)

There was no response to the call for public comment.

On motion by Commissioner Jung, seconded by Vice Chair Hill, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 12 be approved.

**22-198F**      **AGENDA ITEM 13** Recommendation, discussion, and possible approval of an estimated fee proposal between H+K Architects and Truckee Meadows Fire Protection District for an estimated fee proposal for preliminary architectural design and development of the Special Use Permit documentation for the development of the Washoe Valley Consolidated Fire Station located at 0 Pelican Road (APN 050-220-61 through 66) in an estimated amount of \$47,800. (Commissioner District 2.)

On the call for public comment, Mr. Keith Lockard provided documents, copies of which were placed on file with the Clerk. He read the documentation into the record. He noted the meeting room was in high demand and could be used for a variety of government and community needs, such as voting, Citizen Advisory Board (CAB) meetings, staff training, emergency incident management and shelter, health services outreach, and new development proposal community meetings. He noted the Site Concept Number 1 Plan incorrectly indicated the size of the site as 5.02 acres, when in fact, the size of the site was 6 acres.

On motion by Commissioner Jung, seconded by Vice Chair Hill, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 13 be approved.

**22-199F**      **AGENDA ITEM 14** Recommendation to approve a 3-year contract in accordance with NRS 474.580 with NV Energy for the purpose of elimination of wildland fire related hazardous fuels to be paid to Truckee Meadows Fire Protection District on a “time and materials basis” which includes personnel and equipment costs in an estimated amount of approximately \$15,467,286.36. The final amount will vary depending on services rendered. Services to be performed by Truckee Meadows Fire Protection District will consist of vegetation management of fuels in NV Energy Right of Ways, stand-by services, and emergency response. (All Commission Districts.)

Chief Charles Moore said Division Chief August Isernhagen was available if the Board desired a presentation.

Chair Hartung asked if the Board wanted to hear a presentation on the matter. The Board did not indicate it wanted a presentation. He was thankful for the relationship with NV Energy and recognized it was a symbiotic relationship because it was helpful for NV Energy to stop errant fires from occurring with its equipment in mostly suburban areas. He commended the leadership at NV Energy and looked forward to a fruitful relationship with them.

There was no response to the call for public comment.

On motion by Vice Chair Hill, seconded by Commissioner Lucey, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 14 be approved.

**22-200F**      **AGENDA ITEM 15** Recommendation to accept Truckee Meadows Fire Protection District's Audited Financial Statements for the Fiscal Year ended June 30, 2022 as presented; approve the re-appropriation of \$2,271,363 for the fiscal year 2023 budget, consisting of \$424,184 in the General Fund and \$1,847,179 in the Capital Projects Fund for purchase order encumbrances committed in fiscal year 2022 and authorize the District to proceed with distribution of the Financial Statements for public record, as required by law. (All Commission Districts.)

Chief Charles Moore informed that Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer Cynthia Vance would be presenting, and Certified Public Accountant Kurk Schlicker from Eide Bailly was available for questions.

Ms. Vance said the TMFPD audit was completed at the end of November and the TMFPD was given an unmodified opinion, which was the highest level given by the profession. The cover of the Audited Financial Report (AFR) was designed by Chief Moore. She said the TMFPD had six government funds, one proprietary fund, and the government-wide fund which joined all of them together. The notes to the financial statements were included and gave detailed information on the items in the financial statements. The notes were important and required supplementary information on the budget-to-actual for the general fund, emergency fund, Other Postemployment Benefits (OPEB) information, pension information, and the reconciliation of the general fund. The stabilization fund and the vacation, sick, compensation fund did not qualify to stand on their own under the Governmental Accounting Standard Board (GASB) terms. While those funds did get consolidated into the general fund for the basic financial statements, the funds were budgeted separately. There was a finding reported in the fund and Nevada Administrative Code (NAC) required that to be stated into the record and the corrective action be approved. She explained the fleet vehicles were delayed and received at the end of June into July. Only the first vehicle was received in June; however, all of the vehicles were marked as received in June. Therefore, the expenses and the liabilities were overstated.

Ms. Vance said the general fund was the main reporting fund and was listed on page 45 of the AFR. For this fund, the TMFPD was over budget for revenues and under

budget for expenses. Public safety expenditures, excluding debt, were approximately \$3.5 million under budget. She explained a lot of that had to do with programs that came for augmentation, such as the NV Energy project and the Staffing for Adequate Fire and Emergency Response (SAFER) grant for the volunteers, as well as the estimated time those positions would be filled. There were savings on salaries because those positions were not filled based on the TMFPD's estimates. There was a decrease of \$1.8 million in the fund balance which was planned and budgeted. This left the TMFPD with a fund balance of 27.7 percent. The TMFPD had budgeted 18 to 20 percent. The actual was where the TMFPD would like it to be. The fund balance was equal to approximately 3.3 months' worth of expenditures, excluding the transfers out to the capital projects fund, the sick and annual fund, and the emergency fund. That was a decrease from the previous year in which the TMFPD had a 36.5 percent fund balance. She explained growth had to be taken into account because it increased expenditures and caused the fund balance to decrease, which resulted in the percentage decreasing significantly. The ending fund balance was just over \$11 million to start the year. She noted the TMFPD had a significant amount of growth during the year. She said there was \$40 million in revenue for the year, compared to \$37 million from the previous year. Expenditures for the year were \$39 million, compared to last year's total of \$35 million. That was an 8 percent increase in revenues and a 13 percent increase in expenditures. The new fuels program operated during the whole fiscal year. Most of the programs started in fiscal year 2021.

The emergency fund was listed on page 47 of the AFR and was for things like wildland liability and COVID-19 (C19). The emergency fund could have up to \$1.5 million in deposits. As of June 30, 2022, the fund balance was \$2.3 million, but much of that was receivable at \$1.7 million. Ms. Vance explained the fund had \$1.4 million coming into the fiscal year. She noted there were timing issues the previous year that had been closed up, and she did not expect any transfers from the general fund.

The capital projects fund was listed on page 61 of the AFR and was funded by transfers from the general fund and surplus equipment sales. \$1.1 million was transferred and the surplus property equaled approximately \$363,000. Ms. Vance said the TMFPD issued debt and that was significant proceeds of \$7.4 million; however, the TMFPD bought a large building on Barron Way. The TMFPD spent approximately \$6.3 million on that property and did a turnout refresh, final payments on apparatus, new ambulance, and new fleet vehicles. The ending fund balance was \$2.7 million which rolled into the next year. Most of that amount was \$1.2 million for restricted bond proceeds that could only be used for construction. The remaining unrestricted portion was at \$1.5 million for other capital purchases.

Ms. Vance informed the workers' compensation fund was the only proprietary fund, but there would be a new one in this fiscal year. This account was used to pay heart and lung claims for former TMFPD employees that were either still with the City of Reno or retired from the City of Reno. Each year, the TMFPD did an analysis using management information assumptions and third-party actuarial reports from the City of Reno. Staff recognized a decrease in the liability similar to a negative expense. Due to that,



the TMFPD adjusted the estimate of the portion it would have to pay related to those claims.

The stabilization fund had a balance of \$600,000 and could only be used if there was a significant decrease in revenues. The vacation, sick, annual, compensation, and benefits fund was set up for large payout liabilities that were accrued for the firefighters' compensated absences. The end balance was \$303,000, which was a slight increase of \$64,000. Ms. Vance reminded Deputy Chief Alex Kukulus retired in July. The end balance represented approximately 4 percent of the current compensated absences balances of over \$7.6 million. Vacation, compensation, and holiday compensation were required to pay out and the sick balance was based on years in the Public Employees' Retirement System of Nevada (PERS). She indicated there was a significant amount that would be paid out.

The debt service fund, which was new in fiscal year 2021, was used to pay the principal and interest on debt. Last year the TMFPD paid \$753,000 in principal and \$249,000 in interest. Ms. Vance explained that this year, the TMFPD would focus more on long-term debt. The long-term debt was listed on page 30 of the AFR. \$7 million was issued this year and sold at a premium of \$400,000. This equaled \$7.4 million on a 25-year bond. There was \$12,216,000 in total bonds outstanding as of June 30, 2020. Annual principal interest payments were approximately \$1 million. She said one of those would be paid off in approximately ten years. The TMFPD implemented a new pronouncement, GASB 87 regarding leases, which had a small impact on the District. It required the TMFPD to analyze operating leases and record assets and liabilities related to those leases. Next year there would be a similar one related to software subscriptions. She noted the Board would see an asset related to a software subscription and a liability depending on the terms of the contracts. She recommended the Board accept the financial statements and the corrective action. Regarding the finding, she informed the TMFPD would now require everyone to write the exact dates each item was received. She said generally the focus was on what was missing, rather than what was not there. Additional year-end procedures would be implemented to check what was accrued and ensure the timing of those receipts was in the appropriate year.

Chair Hartung said Ms. Vance's presentation was very thorough, and he thanked her.

There was no response to the call for public comment.

On motion by Commissioner Lucey, seconded by Commissioner Jung, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 15 be accepted and authorized.

**22-201F**      **AGENDA ITEM 16** Announcements/Reports.

Chief Charles Moore mentioned the Board would not meet in January and the next meeting would be held in February.

**22-202F**      **AGENDA ITEM 17** Public Comment.

Mr. William Steward provided documents, copies of which were placed on file with the Clerk. He thanked Commissioners Lucey and Jung for their service. He said they had done a great deal for the community. He did not think the public realized how much effort and time it took to be a commissioner. He thought it was important the commissioners coming after Commissioners Lucey and Jung were as informed as possible, regardless of politics. He opined it was pertinent to do what was best for the community and continue to raise standards as the Board had done for the past several years. He asked the Board to look at past accomplishments, which he believed it had not commended itself enough on. The Regional Emergency Medical Services Authority (REMSA) was a big issue that had been resolved, and now there were ambulances in the fire stations. Dispatch was also an issue because it did not work well when people were transferred multiple times. He noted the Board was on its way to solving that problem. He said regionalization was important and the agencies should work together to ensure the public was served in the best possible way. He thanked the Board and noted that leadership was tough, but the Board had done a great job.

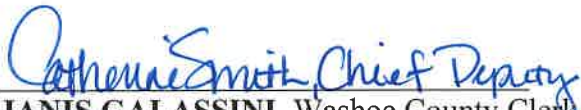
Ms. Elise Weatherly was unsure if she would be able to stay for the Board of County Commissioners (BCC) meeting that day, so she wanted to give her public comment. She thanked the Board. She said her laptop was not working and told a story of how she obtained the laptop. She said her song for Commissioner Jung would not play, but she would be at the BCC meeting to play it. She informed when she saw firefighters and police go by her, she gave them a thumbs up. She said she did not miss workers' compensation. She opined there were two groups of people, those who loved the truth and those who did not. She thought people who were out of their minds pointed a finger at someone else and said that person was out of their mind. She discussed her terminal brain tumor that had disappeared. In 2015, she heard the voice of someone who said they would sustain her. She said she would accept the information she had been given and continue on. She talked about the word of God and exposing the deeds of darkness. She thought it was important to leave room for the wrath of God.

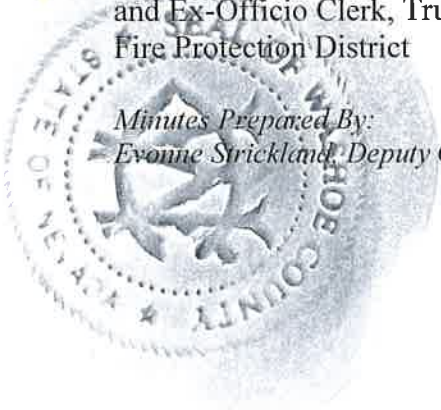
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**9:56 a.m.** There being no further business to discuss, the meeting was adjourned without objection.

  
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**VAUGHN HARTUNG**, Chair  
Truckee Meadows Fire  
Protection District

ATTEST:

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



*Minutes Prepared By:*  
*Evonne Strickland, Deputy County Clerk*