

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

TUESDAY

9:01 A.M.

MAY 16, 2023

PRESENT:

Alexis Hill, Chair
Michael Clark, Commissioner
Mariluz Garcia, Commissioner
Clara Andriola, Commissioner

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

ABSENT:

Jeanne Herman, Vice Chair

The Board convened at 9:01 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:

23-074F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

23-075F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced that on May 27 and 28 from 9:00 a.m. to 4:00 p.m., the TMFPD would be giving away all the wood chips it had processed from green waste day. He informed wood chips could be collected at the Lemmon Valley Fire Department and approximately 80 yards of chips were available. He relayed that numerous citizens reported using the materials for livestock pens as the chips helped mitigate mud when it rained. He added they could also be used for gardening or composting. He declared the chips were clean and available free of charge. He asserted there would be a skid steer on site to help load pickup trucks and trailers so it would be relatively effortless for citizens to collect. Chair Hill thanked Chief Moore for providing that service to the community. Commissioner Andriola asked Chief Moore to repeat the hours for the event which he did.

Commissioner Clark thanked Chief Moore for attending a senior event the previous Friday. He opined Chief Moore's presentation was well received and members of the community were impressed with the level of service that the TMFPD provided for seniors.

23-076F **AGENDA ITEM 5** Recommendation to approve a Memorandum of Understanding (MOU) to define processes for design and pre-construction services for the Apple Fire Station and the respective duties and responsibilities of each party between Washoe County (WC), Apple, Inc. (Apple) and Truckee Meadows Fire Protection District (TMFPD) and authorize the Chair to sign the Agreement. (Commission District 4)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore informed the Memorandum of Understanding (MOU) outlined that the District would take the lead on the entitlement and the schematic design of the Apple Station. He declared Apple would pre-fund the cost for services that the District would be able to draw from for bills submitted by the consultants. He informed that for Agenda Item 6, the District would recommend a budget augmentation for those monies to move into the budget. Once that was complete, he stated another MOU would be brought before the Board for the actual design of the station which included the construction documents for the building. He declared the project would be completed in segments; segment one was the entitlement and schematic design, segment two would be the construction documents, and segment three would be the actual construction of the station.

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 4-0 vote with Vice Chair Herman absent, it was ordered that Agenda Item 5 be approved and authorized.

23-077F **AGENDA ITEM 6** Recommendation to approve Truckee Meadows Fire Protection District Resolution TM04-2023 to augment the district's Fiscal Year 2022-2023 (FY22/23) Capital Projects Fund in the amount of \$212,000 and direct the District to make the appropriate budget adjustments. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore informed this augmentation of funds would be forwarded from Apple Incorporated for the entitlement and schematic design of the Apple Station.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 4-0 vote with Vice Chair Herman absent, it was ordered that Agenda Item 6 be approved and directed.

23-078F

AGENDA ITEM 7 Public Hearing discussion and possible action on the Truckee Meadows Fire Protection District Tentative Budget to the adoption of the Final Budget for Fiscal Year 2023-2024 (FY23/24). This item may be continued to Tuesday, May 23, 2023 at 9:00 AM. Estimated FY23/24 general fund revenues are \$47,503,688, and estimated general fund expenditures are (\$46,238,621), the proposed budget also includes expenditures/expenses from the following 7 other funds: Capital Projects Fund (\$1,807,888); Emergency Fund (\$2,878,200); Sick, Annual, and Comp Benefits Fund (\$400,000); Stabilization Fund (\$550,000); Debt Service Fund (\$1,007,141); Worker’s Comp Internal Service/Proprietary Fund (\$507,500); and Emergency Medical Services (EMS) Enterprise/Proprietary Fund (\$4,448,347). Total estimated expenditures/expenses under the general fund and additional 7 funds in this proposed budget is approximately (\$57,837,697) plus an additional \$400,000 contingency. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: General Fund FY24 Budget Revenues; General Fund FY24 Budget Expenditures; General Fund FY24 Budget Summary; Capital Projects Fund FY24 Budget Summary; Sick Annual Comp Benefits Fund FY24 Budget Summary; Stabilization Fund FY24 Budget Summary; Debt Service Fund FY24 Budget Expenditures; Emergency Medical Services Fund FY24 Budget Summary; Workers’ Compensation Fund FY24 Budget Summary.

Ms. Vance informed the presentation would be a summary of the general fund along with additional information about the TMFPD’s other funds. She declared there were no changes to the tentative budget that had been presented at the previous Board meeting. She went over the “General Fund FY24 Budget Revenues” slide and highlighted that revenues from property taxes were more than \$25 million, consolidated taxes (C-Tax) were around \$12 million, and all other revenue sources totaled about \$9 million. She said sources in the other revenue category included sales-related taxes, reimbursements, and charges for services. She declared most expenditures from the general fund were payroll related including salaries, wages, and employee benefits that, when combined, totaled 83.4 percent of total expenditures. She highlighted other general fund expenditure categories which included services and supplies, and capital outlay and debt service that related to agreements under the NV Energy program to reimburse for specific types of apparatus. She noted the total expenditures from the general fund were \$46 million. She explained the current budget included a projected beginning fund balance of \$7.7 million which was equal to about 18.9 percent of the estimated current-year expenditures. She summarized revenues were \$47 million, expenditures were \$46 million, and other financing uses, which included contingencies and transfers out to other funds, were just over \$4.5 million. She stated these figures gave a projected ending fund balance of \$4.3 million. She informed the District was conservative in planning for the budget which could lead to salary and other expenditure savings.

Ms. Vance stated the TMFPD estimated a beginning fund balance of \$656,000 for the capital projects fund and \$1.2 million would be transferred in from the general fund to cover what the District was expected to spend. She explained the projection for facility expenditures was \$950,000, which included \$500,000 to build a station in Washoe Valley, \$150,000 for an apparatus bay at Station 37, and \$300,000 for an extension of the apparatus bay at Station 46. She informed other expenditures included logistical items that totaled \$857,000. She projected the ending fund balance to be \$48,000. She added the District expected to have augmentations, specifically from Apple. She explained any of the \$212,000 approved in Agenda Item 6 that was not spent by June 30 would be augmented so the District could continue to spend the remaining funds in fiscal year 2024 when new Memorandums of Understanding (MOUs) were brought before the Board.

Ms. Vance displayed the “Sick Annual Comp Benefits Fund” slide and explained the fund was designed to pay out for terminations or compensated absences of employees. She highlighted the projected fund balance was \$153,000 with a budgeted transfer in of \$250,000. She stated there was a high estimate of \$400,000 for compensated absence payouts and the District had already paid out \$300,000. She pointed out the projected ending fund balance would be just under \$4,000, which the District hoped would be higher in the future. She explained the stabilization fund was set up through the Nevada Revised Statutes (NRS) and could only be used if revenues dropped significantly. She pointed out the beginning fund balance was \$625,000. She informed the District budgeted light on investment earnings at \$5,000 and high on expenditures at \$550,000 which left a projected ending fund balance of \$80,000. She stated the balance of this fund was typically rolled over into the following year without any use.

Ms. Vance informed the debt service fund was used to pay the principal and interest on bonds. She stated the fund had a beginning fund balance of \$600,000 that was transferred in during the previous fiscal year in anticipation of future debt issuance. She pointed out that the transfers into the fund totaled \$1,007,141 which would be used to make the current debt payments. She displayed the “Emergency Medical Services Fund” slide and said it was the District’s second year with that proprietary fund. She explained the fund had a beginning net position that was estimated to be \$50,000. She stated operating revenues for the fund were conservatively estimated at \$2.6 million. The estimate was conservative because the District was still learning about the fund, but Ms. Vance thought the ending net position would be higher than estimated. She asserted the operating expenses for the fund included operating three ambulances and totaled just under \$4.5 million which provided a net operating income of \$1.8 million. She stated the fund would receive a transfer in of \$1.9 million and could have a change in net position of \$93,755 with an ending net position of \$144,000.

Ms. Vance summarized the workers’ compensation fund and stated it was also a proprietary fund. She informed it was an internal service fund that was only used to pay workers’ compensation claims to the City of Reno related to the District’s use of the City of Reno for services. She explained the funds were specifically for heart and lung claims. She pointed out that the beginning net position of the fund was \$795,000. It did not receive operating revenues and operating expenses were estimated high at \$507,000, which

left the fund with an ending net position of \$288,000. She stated the only expense that hit that fund would be a change in estimate; therefore, each year the District got an actuary valuation from the City of Reno that was used to estimate the District's portion of those claims.

TMFPD Chief Charles Moore added the budget contained 24 hours per day, 7 days per week, staffing at all fire stations. He stated three ambulances would continue to be operated, one in Spanish Springs, one in Sun Valley, and one in Washoe Valley. He assured the level of service from the District would be unchanged from the previous year.

Chair Hill observed there might be a new station coming online in the next year. Chief Moore responded that the Apple Station would be coming online in 2025. Groundbreaking would occur in 2024, but it would take about nine months to one year to construct the station. The District was getting a meets-and-bounds description of the site that he would present to the Board so it could see where the Apple Station was going to be. Chair Hill clarified the District was still working towards building a station in Washoe Valley to which Chief Moore responded yes.

Commissioner Clark noted he had seen a news report that the Nevada Highway Patrol (NHP) would not be available between the hours of 3:00 a.m. to 5:00 a.m. He asked Chief Moore how that lapse in service time for the NHP would impact the TMFPD during service calls to accidents or incidents on the freeway. Chief Moore asked TMFPD Division Chief of Operations Joe Schum to address Commissioner Clark's question.

Division Chief Schum responded that the TMFPD crew that responded to incidents on freeways or highways in the overnight hours was responsible for mitigating the incident regardless of the law enforcement jurisdiction. He reported that law enforcement from the Washoe County Sheriff's Office (WCSO) or the City of Reno Police Department (RPD) often worked with the NHP to respond to late-night calls. He assured the WCSO was prepared to continue to provide those services for the NHP. He reported the NHP had troopers in other zones who might be able to travel to Washoe County but they would be delayed in responding. He stated another option was to turn the scene over to freeway service patrol if there was a major accident. He added he did not think there would be an impact on the District's resources as staff would still be able to clear the scene and respond to other incidents as needed.

Commissioner Clark indicated he was more concerned with a fatality in the middle of the night because the State usually closed the road until the investigation was complete. He stated if the WCSO or the RPD had to respond to a highway incident, that would mean they were not available to service their own jurisdictions which he thought was concerning. He asked how the situation would affect the TMFPD's work and how the District anticipated covering traffic flow around a major incident. He stated trucks often crashed in the middle of the night and it caused major problems. He wondered how the TMFPD anticipated the change to affect its work. He stated he would ask the same question of the WCSO because it was going to have to pick up the slack for the State.

On the call for public comment, Mr. Thomas Daly asserted he was a resident of the Estates at Mt. Rose. He declared part of the budget the Board was about to approve had about \$5 million allocated to fuel reduction in communities. He stated it was a benefit that flowed directly to homeowners. He pointed out NV Energy power transmission lines traversed the community and were a source of ignition. He reported a contractor began a 44-acre project to remove fuels from his community that morning. He relayed a TMFPD fuels crew would go in later to address issues around the power lines. He thought the project was a private-public partnership that was working for the direct benefit of citizens and their home sites. He stated his community wanted to thank Chief Moore and Division Chief of Wildland Fuels August Isernhagen for their efforts in leading the project and increasing safety.

Chief Deputy County Clerk Cathy Smith advised the Board she received an emailed public comment which she placed on the record.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 4-0 vote with Vice Chair Herman absent, it was ordered that Agenda Item 7 be adopted.

23-079F AGENDA ITEM 8 Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore mentioned that the regularly scheduled July meeting of the Board would fall on July 4. He declared the District was contemplating moving the meeting to July 11. He did not anticipate a long agenda for that meeting. He added the Board would not meet in August.

Commissioner Andriola thanked Chief Moore and his staff for all they did and for taking the time to ensure she was up to speed during onboarding.

23-080F AGENDA ITEM 9 Public Comment.

There was no response to the call for public comment.

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9:28 a.m. There being no further business to discuss, the meeting was adjourned without objection.



ALEXIS HILL, Chair
Truckee Meadows Fire
Protection District

ATTEST:

Catherine Smith, Chief Deputy

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



Minutes Prepared By:
Taylor Chamberlain, Deputy County Clerk