

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

TUESDAY

9:00 A.M.

DECEMBER 12, 2023

PRESENT:

Jeanne Herman, Vice 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:

Alexis Hill, Chair

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, Chief Deputy County Clerk Cathy Smith called roll and the Board conducted the following business:

23-197F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

23-198F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore reported that open burning was cancelled due to the yellow, or moderate, air quality index level. This was an attempt to keep the air as clean as possible.

Chief Moore announced the TMFPD meeting scheduled for January 9 would possibly be cancelled due to a conflict with a Board of County Commissioners (BCC) event. He thought there were no urgent items that would need attention in January.

23-199F **AGENDA ITEM 5** Recommendation to approve the meeting minutes from the November 7, 2023 Board of Fire Commissioners Meeting.

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 Chair Hill absent, it was ordered that Agenda Item 5 be approved.

23-200F **AGENDA ITEM 6** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 President Patrick Walsh announced it was his final meeting as the IAFF Local 2487 President. He thanked the Board of Fire Commissioners (BOFC) and said it was an honor to represent the Association's members. He introduced the next President as Fire Captain James Clouser.

Mr. Clouser shared that he had worked in the District since 2012. Before that, he worked in the North Lyon County Fire Protection District and Central Lyon County Fire Protection District. He thanked Mr. Walsh for his work as President and stated he wished to maintain the integrity and work ethic that Mr. Walsh demonstrated throughout his tenure as President.

Vice Chair Herman expressed gratitude to Mr. Walsh for his service. She welcomed Mr. Clouser to his new role.

Mr. Clouser said he was looking forward to getting to know the BOFC and fulfilling its vision for the County.

23-201F **AGENDA ITEM 7** Fire Chief Report

A. Informational briefing on operational matters and activities for the months of November and December 2023 to include the following items:

1. Year-End Green Waste Program Review
2. Capital Projects Update
3. Strategic Plan Update & Standards of Cover Discussion

B. October 2023 Response Statistics

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore reported the Green Waste program was closed. He said many citizens had utilized the District's Green Waste program and curbside chipping services. He mentioned an email sent by a citizen who was very grateful for the curbside chipping service and complimentary of the District's crews. Chief Moore commended his crews for their courtesy when interacting with the public.

Chief Moore referred to the map titled "TMFPD Greenwaste Drop-Offs" that was included in the backup material for this agenda item. He explained the map indicated where citizens brought their green waste from, which was all over the County. He pointed out the information was significant because it could be used to provide data for future grants. He thought the map revealed that people were eager to use the services and

he noted an increase in services provided. He was grateful that citizens continued to create defensible space around their homes.

Chief Moore advised that some of the District's capital projects were in a position to advance depending on the Board of Fire Commissioners' (BOFC) consideration of the architectural contracts for the Apple Station and Washoe Valley Consolidated Station. He announced a kickoff meeting would occur later that week and stated the design for the Apple Station and Washoe Valley Station would begin in earnest. He remarked that the Station 37 apparatus bay in Hidden Valley was complete. He said they wanted to deploy those three stations concurrently and planned to have the same contractor working on each station simultaneously. He explained the stations' design aspects were ready, but they were still working on financing.

Chief Moore advised the Strategic Plan would need to be discussed in February if there was no meeting in January. He shared that Standards of Cover was a document and study that explained how well the District delivered services. It presented an opportunity to examine any gaps in service level and response time. He noted the 2011 Standards of Cover assigned response time based on land use. He explained suburban areas had the quickest response time and rural areas had the second fastest response time. Frontier areas had the longest response time due to their distance from a built environment. This was expected because the farther away an area was from an urban core, the longer it took to reach. He remarked the study examined the number of calls within various pockets of the community to inform them where future fire stations would be needed. He recommended analyzing where other jurisdictions could be served in the future based on calls in those areas. He felt this would inform the development of the unified computer-aided dispatch (CAD) system the District was working on. He disclosed he was very passionate about responding to first priority calls if they occurred near a fire station even if the call did not fall within the District's jurisdiction. He felt strongly the topic should be included in forthcoming studies and not be overlooked, especially as it pertained to the design of the new CAD system. He advised Standards of Cover would take nine months to complete and progress reports would be provided during that time.

Chief Moore invited any questions related to the October 2023 Response Statistics report. Commissioner Andriola thanked Chief Moore and his team for their work and expressed appreciation for the statistics and call breakdowns provided in the monthly report. She pointed out Spanish Springs had the second highest call volume by station. She inquired if she could obtain more detailed information about the calls after the meeting. She observed there were 40 false alarm calls and mentioned there was a cost impact for those types of calls. She asked if that was an increase from previous years. Chief Moore was not sure if the calls had increased and advised he would report back after further research. He reported that false alarm calls manifested for various reasons and said he would be happy to provide details on the types of calls made to each station. He asserted the information could be provided within one month and spoke about including it in his report to the community. Commissioner Andriola thanked Chief Moore for offering to provide that information. She mentioned that comparisons were helpful and population

growth had to be considered when analyzing comparisons. She acknowledged the District's dedication to prevention education and awareness.

23-202F **AGENDA ITEM 8** Recommendation to approve a revised 3-year contract in accordance with NRS 474.580 with NV Energy for the purpose of elimination of wildland fire-related hazardous fuels and standby services to be paid to Truckee Meadows Fire Protection District on a "time and materials basis," which includes personnel and equipment use costs in an estimated amount of \$17,610,392.07 effective January 1, 2024 (All Commission Districts).

Chief Moore introduced Division Chief of Wildland and Fuels August Isernhagen and NV Energy's Fire Management Officer Kevin Lawson. Division Chief Isernhagen informed that the District's relationship with NV Energy would total four years the following spring. He noted the relationship centered around hazardous fuels reduction and standby services. He reminded that the contract was examined approximately one year prior, when it was approved for a three-year period. He explained that when the Public Utilities Commission (PUC) examined NV Energy's budget for the 2022 calendar year, it had concerns about the differing ways various agencies conducted business. That led to several lengthy meetings with staff from an array of departments and agencies, including legal and fiscal staff. The revised contract was a result of those meetings and was created to unify processes and contract language.

Vice Chair Herman commended the partnership between the District and NV Energy and expressed how valuable it was. Division Chief Isernhagen agreed and stated the partnership was instrumental in developing the District's Wildland Division. He thanked NV Energy for assembling everyone to complete the contract.

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 Chair Hill absent, it was ordered that Agenda Item 8 be approved.

23-203F **AGENDA ITEM 9** Recommend authorizing the Fire Chief to issue a contract award to Western Truck & Trailer Sales, Inc., located at 1885 South 900 West, Salt Lake City, Utah, for the purchase of one low-bed trailer for \$155,400 in accordance with ITB #323-24 (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore explained the contract award was for a lowboy trailer that could haul a dozer in the event it was needed during a wildland fire.

Commissioner Clark asked if there were any local responsive bidders. He stated his interest in keeping business local to the County or State. Division Chief of Training and Logistics Jay Cwiak pointed out the lowboy trailer had specifications

particular to the dozer. He said few quotes were received in response to a request for proposal (RFP), and mentioned the contract was awarded to the bidder that could meet the specifications. He expressed the District's preference to stay within the State, and noted the best thing for taxpayers was for the District to work with companies that could help it accomplish its mission. Commissioner Clark disclosed that he would always pose an inquiry if items were purchased out of state. Division Chief Cwiak added that a dealer could be located in a different state from the region it was serving. He cited Pierce as an example and noted its parent company was based in Texas. He said the dealer might be in a different state but the District could be within its regional sales area.

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 Chair Hill absent, it was ordered that Agenda Item 9 be authorized.

23-204F **AGENDA ITEM 10** Recommendation to approve an agreement between H+K Architects and Truckee Meadows Fire Protection District for the architectural design and preparation of construction plans and specifications for the Apple Fire Station, as outlined in the attached Proposal, for an estimated fee not to exceed \$1,710,145. (Commissioner District 4).

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore explained that the fee for this agenda item would be fronted by the District and reimbursed by Apple, Inc., so there would be no cost to the taxpayers. He estimated the capital contribution would ultimately total \$15 million or more. He further explained that services for the Apple Station were completed in a similar manner. The District paid the invoices. Then Apple, Inc. provided reimbursement after the District signed off on the completed work. He said if approved, the agenda item would launch execution of the Apple Station.

On the call for public comment, Mr. Cliff Low noted similarities between the Apple Station and Washoe Valley Consolidated Station. He asked Chief Moore to explain the differences between the two stations and stated he was less familiar with the Apple Station. He observed the Washoe Valley Station would need water tenders and mentioned a plan to put an ambulance there.

Commissioner Clark asked Chief Moore for clarification on the timeline for the Apple Station's completion. Chief Moore pointed out a timeline completed by the architect in the Staff Report. Commissioner Clark requested the information be discussed on the record. Chief Moore advised that groundbreaking would occur in approximately one year and that construction would take ten to twelve months. Occupation was expected to begin in 2025. Commissioner Clark reiterated his intent to discuss certain topics on the record.

On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 4-0 vote with Chair Hill absent, it was ordered that Agenda Item 10 be approved.

23-205F **AGENDA ITEM 11** Recommendation to approve an agreement between H+K Architects and Truckee Meadows Fire Protection District for the architectural design and preparation of construction plans and specifications for the Washoe Valley Consolidated Station #30 to be located at 340 US Highway 395 S, as outlined in the attached proposal, for an estimated fee not to exceed \$1,037,870. (Commissioner District 2)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore explained that although the Washoe Valley Consolidated Station and Apple Station would be identical, there would be some differences between the sites. Water was available to the Washoe Valley Station through the Truckee Meadows Water Authority (TMWA) so engineering for a well was not necessary. He mentioned there were many engineering differences between the two stations, although they were architecturally similar. He hoped the Washoe Valley Station would be the prototype for future stations and that efficiencies in architectural design and fees could be obtained moving forward. He addressed Mr. Cliff Low's question from Agenda Item 10 by stating that both the Apple and Washoe Valley stations would have a Type 1 structural pumper and a Type 3 brush engine. He knew the Washoe Valley Station would have an ambulance but was not sure if the Apple Station would because it had not been finalized with the Regional Emergency Medical Services Authority (REMSA). He noted the stations could contain some other support equipment, such as snowplows or staff vehicles, but final decisions had not been made.

Chief Moore commented that the Washoe Valley Station and Apple Station would be designed and executed by the architect concurrently. The contractor would also begin working on them at the same time. The Washoe Valley Station was anticipated to be occupied in 2025. He said site work was expected to occur in the late summer of 2024.

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 Chair Hill absent, it was ordered that Agenda Item 11 be approved.

23-206F **AGENDA ITEM 12** Recommendation to accept Truckee Meadows Fire Protection District's Audited Financial Statements for the fiscal year ended June 30, 2023, as presented; approve the re-appropriation of \$735,170 for the fiscal year 2023-2024 budget, consisting of \$310,286 in the General Fund and \$424,884 in the Capital Projects Fund for purchase order encumbrances committed in fiscal year 2022-2023 and authorize the District to proceed with distribution of the financial statements for public record, as required by law. (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore commented that the District was in good financial shape and introduced Chief Fiscal Officer Cindy Vance.

Ms. Vance remarked the opinions provided in the audited financial statements were an “unqualified” opinion, which was the highest opinion the profession offered. The auditors reported a material weakness related to employee benefits. She said she did not agree with this determination, which she addressed in her response to the finding. She clarified the finding was related to year-end employee benefit accruals and salaries, and other post-employment benefits (OPEB) amounts. She thought the amounts were small and did not require accrual because they were based on estimates. However, the auditors disagreed. She stated the amount was \$54,000 for the Emergency Fund, which was 2 percent of salaries, and approximately \$27,000 for the Emergency Medical Services (EMS) Proprietary Fund, which was 1 percent of the salaries. She thought the District was in a strong financial position.

Ms. Vance informed that the District’s General Fund budget and actual information was presented on pages 47 and 48 of the report. She noted that information was provided on multiple pages because the report had to meet Governmental Accounting Standards Board (GASB) requirements to include information about the District’s Stabilization Fund and Sick and Annual Comp Benefits Fund. She said budget actuals were examined in relation to how operating activity was filed in accordance with Nevada Revised Statutes (NRS).

Ms. Vance announced the General Fund balance had increased approximately 11 percent to \$12.3 million, which represented about 32.2 percent, or 3.9 months, of expenditures, excluding transfers out. She said the fund’s total revenues were under budget by \$96,000. She explained that consolidated taxes (CTAX) were under budget by about \$1 million, but property taxes compensated for a portion of that, as they were \$600,000 over budget. She noted consolidated taxes were coming in much lower than budgeted over time. They had been so delayed that controls were established, and some vacant positions were not filled because they wanted to make sure revenues remained solid. Expenditures were approximately \$3.5 million under budget, resulting in an increase in the total fund balance of \$1.2 million. She informed they had budgeted for a decrease of over \$3 million. She said this balance put the District in good shape and allowed for some extra funds to be used for one time capital expenditures, which would be discussed during Agenda Item 13.

Ms. Vance remarked the Emergency Fund ended with a balance of \$1.2 million. This included about \$418,000 in receivables at year-end and approximately \$1.2 million in cash and investments. She explained the fund was mostly used to assist other agencies with fire emergencies and was also used for various types of emergencies within the District. She stated those funds could be set aside per NRS. She said a budget violation was noted on the fund. When they did the final accrual for salaries at year-end, there was a balance of \$38,000 that pushed the fund over budget. She mentioned an augmentation was performed on June 30 where they tried to calculate projections exactly, but they ended

up being slightly off. She announced those amounts remained fully receivable, and that information would be included in a letter to the State detailing the budget violation.

Ms. Vance shared that the Capital Projects Fund was funded mostly through transfers from the General Fund. The General Fund received most revenues, although some revenue was added to the Capital Projects Fund through sales of capital assets and investments. She stated \$913,000 in reimbursements was received that year, which was higher than most years. She clarified that the reimbursements were received through agreements with Apple Inc., as well as Enhanced 911 (E911) for different technology and radio projects. As of June 30, 2022, she noted, there was a fund balance of \$1.2 million that would rollover to use for capital projects the following year.

Ms. Vance informed it was the first year the EMS Proprietary Fund was included in the financial statement. She said it was the very first “full business” type fund and explained it was a full accrual fund that showed the District’s accrued liabilities for OPEB, as well as capital assets. She noted the fund had \$2.9 million in revenue. She clarified that \$1.2 million of that amount was for patient direct charges for ambulance services and \$1.7 million of the amount was from the Ground Emergency Medical Transport (GEMT) funds that were received annually. She stated operating expenses were \$3.3 million, which was mostly for salaries and benefits for ambulance drivers and EMS overhead divisions. She mentioned the beginning net position for the fund was displayed as a result of an augmentation. She further explained the fund was new, but much of its activities existed during fiscal year (FY) 2022. The fund’s beginning amounts were transferred in as a beginning fund balance adjustment, so asset and employee benefit liability information had been included.

Ms. Vance stated the Workers’ Compensation Fund was an internal service fund that paid the City of Reno for liabilities related to heart and lung claims presented after July 1, 2012. She reported the District was responsible for a portion of these claims due to employees that were transferred to Reno. She explained the District bought out claims presented before July 1, 2012. She noted that heart and lung claims could be presented at a later date, not necessarily when the employees were active, so the District would always be responsible for a portion of the employees. She said the fund ended with a net position of \$1.5 million and expressed hope that the money set aside in the fund would cover all future claims.

Ms. Vance shared that the Stabilization Fund had \$633,000 in assets set aside for any unforeseen revenue decreases.

Ms. Vance explained the Sick and Annual Comp Benefits Fund was used to pay out accrued liabilities for employees. This included vacation time, sick time, compensated time, retirement, or year-end vacation payouts. The fund balance was \$264,000, which decreased from the previous year. She noted the District’s total accrued liabilities concerning compensated absences was \$8.4 million. She stated the fund balance was a small portion, approximately 3.1 percent, of the liabilities and she wanted to build it in the future.

Ms. Vance said the Debt Service Fund was meant to pay principal and interest on the District's debt of approximately \$1 million in annual payments. She clarified that about \$742,000 in principal and about \$262,000 in interest was paid.

There was no response to the call for public comment.

Commissioner Andriola commented that she was impressed to see how forward thinking the District was regarding outside opportunities for funding, including grants and contributions. She commended the District for doubling its capital grants and contributions from the previous year. She mentioned the potential for decreased CTAX revenues in the future and noted there was an opportunity to stay ahead of those prospective changes by continuing to explore outside contributions. Ms. Vance commended the staff for finding and obtaining grants.

Commissioner Andriola asked if the District had a full-time employee dedicated to finding grants. Chief Moore explained there was a position within the District that focused on grants as a primary segment of the work, but it was not done on a full-time basis. He noted that the position did a lot of grant research and was able to consistently find grant opportunities.

9:41 a.m. Commissioner Garcia left the meeting.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Chair Hill and Commissioner Garcia absent, it was ordered that Agenda Item 12 be accepted, approved, and authorized.

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Chief Moore announced that he wished to clarify a statement he made during the previous budget augmentation. He said he provided incorrect information when he stated the previous budget augmentation was for Type 1 structural engines. He informed that it was actually intended to pay for the additional program for the Apple Station, where they were adding an additional bay and a couple bedrooms. He noted the additions were above and beyond what Apple Inc. was obligated to do. He added that Ms. Vance would provide further clarification.

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23-207F **AGENDA ITEM 13** Recommendation to approve Truckee Meadows Fire Protection District Resolution TM23-2023 to augment the District's fiscal year 2023-2024 General Fund Budget in the amount of \$2,410,000 and Resolution TM24-2023 to augment the District's fiscal year 2023-2024 Capital Projects Fund Budget in the amount of \$2,410,000 and direct the District to make the appropriate budget adjustments. (All Commission Districts)

Chief Fiscal Officer Cindy Vance informed that a budget augmentation occurred the previous month in the Capital Projects Fund for the Apple Station. It was not for an apparatus. She stated the augmentation related to the Memorandum of Understanding (MOU) and the items Apple, Inc. would reimburse the District. She explained the augmentation in this Agenda Item was to pay for some apparatus and a portion of the District's responsibility for the Apple Station. She said the General Fund balance grew more than anticipated and was higher than they planned to start fiscal year (FY) 2024 with. She explained it provided the opportunity to pay for some items with capital since they were one-time fees and would not need to be paid every year. They were first asking to transfer \$2.4 million into the Capital Projects Fund. After that, they could augment the Capital Projects Fund to use a portion for the Pierce Type 1 trucks, which was previously approved by the Board of Fire Commissioners (BOFC) and included transferring one third of the money annually. She explained that Phase 2 of the Hidden Valley Station was the apparatus bay for the NV Energy line extension for \$85,000. She mentioned the extrication equipment was \$23,000. She noted a portion of the Station 46 remodel was included in the FY 24 budget, but cost increases meant the proposal was approximately \$110,000 more than anticipated so they were asking to cover the additional cost. She said the re-tanking of two water tenders was approved the previous month and the budget augmentation for that was \$180,000. She advised \$1 million was set aside for portions of the Apple Station that were the District's responsibility, such as planning additional rooms or a larger bay.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Chair Hill and Commissioner Garcia absent, it was ordered that Agenda Item 13 be approved and directed. Any and all Resolutions pertinent to Agenda Item 13 are attached hereto and made a part of the minutes thereof.

23-208F **AGENDA ITEM 14** Announcements/Reports.

There were no announcements or reports.

23-209F **AGENDA ITEM 15** Public Comment.

On the call for public comment, Mr. Cliff Low announced he would most likely not attend the next meeting. He wished a happy holiday season to the Board of Fire Commissioners (BOFC), Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore, and County Manager Eric Brown and expressed his hope that the County would continue to have the resources to protect lives, health, and property. He announced he would be commenting at the forthcoming Board of County Commissioners (BCC) meeting. He disclosed that he and a group of people met with two individuals from the Planning and Building Division (PBD). He said they met with Planning Manager Trevor Lloyd two weeks prior and he noted the meeting was cordial but did not answer a lot of the group's questions. He remarked that Mr. Lloyd stated he wanted Senior Planner Eric

Young to answer some of their questions. Mr. Low explained that he reached out to Mr. Lloyd twice to ask when Mr. Young could provide answers. Mr. Low said he met with Mr. Young the previous day and stated the PBD was not successful in assuaging all his concerns. Mr. Low asserted that his concerns were valid and said he would make comments at the next BCC meeting regarding actions he did not believe should be completed regarding Master Plan Development Code amendments. He noted that his comments were not necessarily intended to dissuade the BCC from approving the agenda item, but he thought more work needed to be done in a timely manner.

Mr. William T. Steward displayed two documents, copies of which were placed on file with the Clerk. Mr. Steward discussed FireWise USA and fire prevention in communities. He informed that he brought this topic forward numerous times and stated it was a national program for the National Fire Protection Association (NFPA) that assisted in community preparation for wildfires. He disclosed that the topic was of great significance to him and posited the community could more effectively prevent wildfires and ensure residents were prepared, educated, and informed of their fire score. He asserted that insurance rates were rapidly climbing and cited the Napa Valley area as an example of insurance consortiums advising communities to mitigate. He stated that fuel destroyed homes and said decreasing fuels around people’s property was one of the most important actions to take. He mentioned Chief Moore’s comments about defensible space and grants and asserted that money was available at the federal level to help local communities prepare for wildfire. He stated Somersett was an example of this because they had \$3.2 million going towards fuels reduction, education, home hardening, and prevention measures. He noted the Arrowcreek community was in a similar situation and mentioned the community was surrounded by the federal government and the US Forest Service. He commented that he was working with other individuals to ensure communities were safe and opined insurance rates would climb if they did not plan ahead. He mentioned a discussion he had with Chair Hill regarding insurance rates in the Lake Tahoe area and said it was a big deal. He remarked that having a plan and working together were paramount. He advised that the BOFC should talk to State and federal officials to bring in as much money as possible to the local community for wildfire prevention and education. He said he had dedicated his time to this topic for multiple years and appreciated the BOFC’s time.

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9:54 a.m. There being no further business to discuss, the meeting was adjourned without objection.



ALEXIS HILL, Chair
Truckee Meadows Fire
Protection District

ATTEST:





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

Minutes Prepared By:
Kendra DeSoto-Silva, Deputy County Clerk