

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

TUESDAY

10:00 A.M.

MAY 7, 2024

PRESENT:

**Alexis Hill, Chair**  
**Jeanne Herman, Vice Chair**  
**Michael Clark, Commissioner**  
**Mariluz Garcia, Commissioner**  
**Clara Andriola, Commissioner**

**Catherine Smith, Chief Deputy County Clerk**  
**Charles Moore, Fire Chief**  
**Mike Large, Deputy District Attorney**

The Board convened at 10:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, Chief Deputy County Clerk Cathy Smith called roll and the Board conducted the following business:

**24-050F      AGENDA ITEM 3 Public Comment.**

Addressing the tentative budget items for the fiscal year (FY) 2024-2025, Ms. Tracey Hilton-Thomas noticed the absence of an item pertaining to the cost associated with the Board's failure to proceed with funding for securing a contract. She shared an experience in which the cost of a recreational vehicle (RV) garage increased by 30 percent in price after a six-month delay by the contractor. She inquired about the increased cost of the fire stations that Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore submitted several years prior for the Board's approval, as the Board delayed funding them. She believed the Board performed a disservice to the County residents by failing to secure a price prior to the delay. Ms. Hilton-Thomas informed that in January 2022, an individual named Mr. Tom Daly brought attention to the expiration of automatic aid for fire services in the interlocal agreements. Additionally, a cooperative agreement between the City of Reno and the County that would hold the City of Reno accountable was not currently in effect. She mentioned the City of Reno failed to request help from the TMFPD during the November 2020 Pine Haven fire, which resulted in a lot of losses. She did not think the TMFPD should consider consolidating with the City of Reno until the City of Reno could be held accountable. She commented there did not seem to be a problem between the City of Sparks and TMFPD and wondered why there was a problem with the City of Reno. Ms. Hilton-Thomas requested that an item be placed on the agenda regarding the matter.

**24-051F      AGENDA ITEM 4 Announcements/Reports.**

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced the final budget hearing was scheduled for May 31, 2024.

Chief Moore advised Agenda Item 5B needed to be pulled from the agenda and pointed out the closed session that was itemized for the meeting.

Chief Moore brought attention to a mild controlled burn for approximately half an acre in the Galena area and said some smoke might be visible.

Chief Moore stated he was invited to speak to the Cold Springs community about evacuations on May 8, 2024, as wildfire season was beginning. He added there would be presentations on the matter in other communities.

Chief Moore shared he received an email from an individual with the City of Reno requesting a meeting to discuss fire regionalization. He believed the City of Sparks was invited to participate. He mentioned some of his staff would accompany him and affirmed he would report on the event to the Board.

Commissioner Garcia acknowledged Chief Moore and the TMFPD for their engagement in the cleanup that was organized on April 27, 2024. She added Sun Valley was included as a site for the Keep Truckee Meadows Beautiful event and commented that the event was the first large-scale comprehensive cleanup organized in Sun Valley in many years. The event resulted from a discussion between Commissioner Garcia and Chief Moore during the previous year, and Commissioner Garcia noted the success of the event. She mentioned one of Chief Moore's contributions to the event was supplying a trailer for green waste and indicated a lot of hazardous materials were removed from the Sun Valley community. Commissioner Garcia shared people were able to bring and dispose of hazardous household items. Seven dumpsters were filled with general waste, and she remarked that the line was becoming problematic, resulting in it being closed within an hour. Paint and tires were still collected for several hours after the line closure. Commissioner Garcia thanked the TMFPD for communicating with some of the staff and mentioned a partner with KTNV did not arrive for the event. She added the TMFPD was on call to provide assistance if needed. She clarified everything was cleaned up by Wednesday. She reported a total of 2,249 car and truck tires were collected from the Sun Valley neighborhoods. Additionally, many homes were decluttered, which could decrease the response time for emergency services. Commissioner Garcia recognized the Board of County Commissioners (BCC) support team for its efforts.

Commissioner Garcia referenced the first informational briefing item for Agenda Item 8 and mentioned she spoke with TMFPD Fire Communications Manager Adam Mayberry. She appreciated his effort in contacting her and prioritizing dual-language social media messaging for the large and growing local Latino community.

Chair Hill thanked Commissioner Garcia for her leadership during the cleanup event.

Commissioner Clark announced a national recognition of skin cancer awareness was scheduled to take place at the Greater Nevada Field between 4:00 p.m. and 7:00 p.m. on the day of the meeting. He invited those interested in participating in a cancer screening or supporting the event to attend. He indicated he would deliver a proclamation at the event.

Commissioner Clark addressed a matter he previously brought to the Board's attention. He stated a property located in a residential neighborhood on Esmeralda Drive in Washoe Valley was formerly zoned for a church, but it appeared to currently be a wrecking yard, auto shop, or vehicle repair shop. He mentioned the property was overcrowded by several different vehicles. He questioned why such a business would be located within a residential area. He claimed there were approximately 60 or 70 gas tanks on the property and wondered how much fuel, hydraulic fluid, transmission fluid, and axle grease, in addition to vehicle parts, were on the property. Commissioner Clark pointed out the fire hazard posed by the clutter, particularly in a residential area. He thought the fire experts could agree that the gases and the toxic fumes from the vehicles were problematic to the community and the firefighters' health and safety. He explained he often wanted to compare and contrast actions that were taking place within the County. He commented that the County was trying to regulate horse facilities with special septic tanks approximately 40 to 50 miles outside of town. He compared the overregulation of the horses to the situation with the Esmeralda Drive property. Commissioner Clark noted a spark from a grinder or welder could result in a fire and thought the condition of the property was a safety issue. He was in favor of the cleanup in Sun Valley and believed there should be a cleanup in Washoe Valley. He informed anonymous complaints were made about horse facilities in the past, and he thought the zoning and County staff needed to investigate the matter. Commissioner Clark thanked Chief Moore for being on the Board of Fire Commissioners (BOFC). He remarked that someone would ask more questions if the property was next to a government official's residence. He wished to know the TMFPD's position on the type of activity he described in a residential area.

Chief Moore indicated he would address Commissioner Clark's concerns during Agenda Item 8.

### **CONSENT ITEMS – 5A THROUGH 5B**

**24-052F**      **5A** Recommendation to approve the meeting minutes from the April 2, 2024, Board of Fire Commissioners Meeting.

**24-053F**      **5B** Recommendation to approve and accept a Community Wildfire Protection Plan developed by the Reserve at Monte Rosa Homeowners Association.

Agenda Item 5B was tabled.

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

On motion by Commissioner Garcia, seconded by Vice Chair Herman, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Item 5A, with the exclusion of Item 5B, be approved and accepted. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Item 5A and 5B are attached hereto and made a part of the minutes thereof.

## **PROCLAMATIONS**

### **24-054F      AGENDA ITEM 6 Proclamation in Support of Nevada Wildlife Awareness Campaign.**

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore introduced Ms. Jamie Royce-Gomes, manager of the Living with Fire Program with the University of Nevada, Reno (UNR) Cooperative Extension. He noted Ms. Royce-Gomes led an effort to enhance the community's wildfire awareness.

Chief Moore read the proclamation.

Ms. Royce-Gomes commented that wildfires could threaten Nevada communities as well as impact homes, property, and sometimes human life. She informed the solution for minimizing the wildfire impact in the State was proactive communities that took preparatory actions. In response to the threat of wildfires, local, State, and federal firefighting agencies, wildfire-prone communities, and the UNR Cooperative Extension held a campaign since 2006. Ms. Royce-Gomes indicated the message for 2024 was to plan, prepare, and take action. She advised people to connect with their neighbors and encouraged community projects in order to reduce the wildfire threat. She invited people to attend one of the three statewide events regarding the topic, including a Zoom webinar event with the National Weather Service (NWS) about fire weather on Thursday, May 9, 2024. She added the webinar was free to view for all residents at noon. A Zoom event on Firewise 101 was available on May 16, 2024, and she described it as one of the many tools in the toolkit for residents to utilize to reduce the wildfire threat. Additionally, a call to action was scheduled for the public on May 20 through May 24, 2024, and during that week, there would be a challenge requesting that individuals clean their gutters and provide before and after photographs of the gutters. In exchange for the photographs, those who participated would be rewarded with a free YETI tumbler, and Ms. Royce-Gomes hoped people would help prepare for wildfires.

**10:18 a.m.      The Board recessed.**

**10:20 a.m.      The Board reconvened with all members present.**

Commissioner Andriola moved to adopt the proclamation supporting the month of May 2024 as the Nevada Wildlife Awareness Campaign, and Commissioner Garcia seconded the motion.

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 5-0 vote, it was ordered that Agenda Item 6 be adopted.

**24-055F**      **AGENDA ITEM 7** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 Vice President Jamie Rivera mentioned IAFF Local 2487 President James Clouser was initially planning to attend the meeting. He recognized Truckee Meadows Fire Protection District (TMFPD) Fire Equipment Operators (FEOs) Chris McNaught and Jon Sieben for their assistance with facilitating the Guns and Hoses Golf Tournament. The event raised \$35,000 for the Northern Nevada Children's Cancer Foundation. Mr. Rivera remarked that the firefighter contenders defeated the law enforcement contenders in the tournament.

Mr. Rivera reported the Truckee Meadows Firefighter Foundation (TMFF) organized a successful fundraiser at the Verdi Local Distillery, and he acknowledged the distillery for permitting the use of the facility. He reminded the Board the TMFF was a non-profit charitable organization that helped the community and firefighters in need.

Chair Hill thanked Mr. Rivera for all his efforts in the community.

**24-056F**      **AGENDA ITEM 8** Fire Chief Report

A. Informational briefing on operational matters and activities for the month of April 2024 and May 2024 to include the following items:

1. Dual Language Social Media
2. Green Waste Collection
3. Regional RT-130 Wildland Exercise
4. Fuels Reduction Grants and BLM Community Fire Assistance Program
5. Capital Projects Update

B. Review of recent critical calls response statistics for March 2024.

Truckee Meadows Fire Protection District (TMFPD) Deputy Fire Chief of Prevention Dale Way addressed Commissioner Clark's concerns regarding the property located on Esmeralda Drive in Washoe Valley. He clarified the matter was addressed by the TMFPD prior to it being introduced to the Board and explained enforcing Washoe County Code (WCC) could result in a time-related issue. He indicated a deadline of June 30 was established for removing the tent on the property, which was the last outstanding issue that the TMFPD had related to the property. He did not believe the property owner could obtain proper permitting for the tent. Mr. Way stated once contact was initiated with the property owner, Washoe County Code Enforcement was notified because most

of the issues with the overcrowding of vehicles on the property were Code Enforcement's responsibility to address. He did not believe most of the vehicles were fueled, and if they were, the matter would not be addressed by the County Fire Code. He stated such matters typically were related to proper zoning and placement.

Chair Hill asked a clarifying question regarding whether Code Enforcement would need to handle the rest of the situation. Mr. Way indicated Code Enforcement established a final date of September 1, 2024, to permit or remove the tent, and the TMFPD would work with Code Enforcement on the matter. He mentioned the residents in the area were displeased with the vehicles.

Commissioner Clark noted there were no conversations about the matter since the last time it was brought to the Board's attention. He clarified his intention as a Commissioner was to determine the best approaches to take and likened the matter to the issues related to the horse facilities mentioned previously. He specified he spent the afternoon of Sunday, May 5, 2024, considering horse-related issues and noted many of the vehicles located on the property were no longer operable. Commissioner Clark pointed out many of the vehicles were leaking and expressed concern about an incident occurring with the fuel tanks due to the activities taking place on the property that could cause a spark. His primary concern was the County's requirements imposed on horse owners to ensure compliance, despite there being issues such as the one with the referenced property. Commissioner Clark described the hoop tent on the property as being approximately 25 or 30 feet wide and 25 feet high. He pointed out construction was occurring on the property and stated there were likely 70 to 90 vehicles parked on it, which the neighbors were opposed to. He clarified he was addressing the other Commissioners about the County's rules and regulations. He pointed out the issue of imposing several requirements on one population while another group of individuals converted a church into a business, which likely would not have been approved in the middle of a community. Commissioner Clark said he was using the time during the meeting to inform on the matter and provide insight on his input. He questioned how the County could allow the situation to occur and assign deadlines for the following September. He mentioned the issue persisted for a couple of years. During a trip to the Assessor's Office, he discovered the property was purchased in 2017. He emphasized the need to address the matter in a timely manner. Commissioner Clark thanked Mr. Way for his response and assured him he understood his role but added the TMFPD would be involved in the event a spark ever occurred on the property at the wrong time, regardless of whether regulations were implemented.

TMFPD Chief Charles Moore announced the TMFPD was launching a dual-language social media effort so non-English-speaking citizens of the district could understand, read, and be updated on the many important fire-related issues. He believed the effort would be implemented fairly soon and hoped to report back on it during the following month's TMFPD meeting.

Chief Moore reported the TMFPD organized a green waste collection for one weekend during the year, which he noted was successful. He emphasized the amount of material that was collected would fill roughly 55 large 40-yard construction dumpsters

in the span of one day, which he commented was a significant amount of defensible space. He added that during the previous years in which the TMFPD collected green waste, significant quantities of waste were collected at the Nevada Department of Forestry (NDF) yard on a couple of occasions during a month. He mentioned the waste disposed of at the NDF yard was transported to Full Circle Compost, where it was composted and converted into soil products that could be purchased locally. Chief Moore commented that the green waste collection was a positive environmental program that developed additional fire safety, and he thought it was one of the public's favorite programs based on feedback from the residents. Additionally, the residents wished to see more of the program, and TMFPD would be budgeting to offer more of its service during the next fiscal year (FY).

Chief Moore introduced a term called incident management team (IMT) to the Board. He explained the TMFPD could be committed to a large wildland fire for two to five days, sometimes longer, which posed a challenge for the TMFPD to maintain continuity of the other emergency calls while combatting the wildfire. He stated it was common for the TMFPD to transfer command of wildland fires to an IMT that assumed responsibility for the wildfires on behalf of the TMFPD and all regional partners within and sometimes outside of Northern Nevada.

TMFPD Deputy Chief of Operations Chris Ketring explained how every agency should conduct an RT-130 wildland refresher training every year. In cooperation with the City of Sparks, the TMFPD developed a training with the intent to identify the service gaps between agencies because the TMFPD was working on streamlining processes for their regional service delivery. He clarified the training rapidly expanded into a multi-agency training and drill for the region. The participating agencies included the TMFPD, the City of Sparks, the Reno Fire Department, the Central Lyon County Fire Protection District, Carson City, the North Lake Tahoe Fire Protection District, and the United States Forest Service (USFS). Mr. Ketring said they were all in the middle of the training and noted the training's success. He divulged other agencies contacted the TMFPD to inquire about participating during the following year. He presented a short video during the meeting that was created by Full Circle Productions Media with the assistance of TMFPD Fire Communications Manager Adam Mayberry. The video was in regards to the multi-agency regional training. Mr. Ketring clarified the video was still being edited and indicated a logo for all the participating agencies would eventually be featured in the video. He expressed pride in everyone included in making the training as realistic as possible for the region. He mentioned TMFPD Training and Logistics Division Chief Jay Cwiak's training staff had been working on the video for several months and complimented their work. Mr. Ketring recognized TMFPD Captain Brian Bunn, as he formulated the idea for the training and completed a large portion of the work for it so the staff could supply it to the region. He mentioned Mr. Bunn recently retired from the TMFPD and was currently the interim fire chief for the North Lyon Fire Protection Department.

Chair Hill inquired about the entity that was responsible for leading the effort to collaborate with other agencies. Mr. Ketring stated the TMFPD and the City of Sparks coordinated the formation of the multi-agency training together. Chair Hill congratulated Chief Moore and the TMFPD.

Chief Moore indicated the TMFPD was nearly ready for the construction of the Hidden Valley apparatus bay and stated some utility relocations still needed to be completed. He informed the project for digging the hole could start as early as September 2024. He explained the project was necessary because the apparatus bay in place was the old volunteer building from several years prior, and the size of it was so small that only one type of fire truck could fit inside. Chief Moore clarified the apparatus bay needed to be modernized and constructed to include additional space to serve the Hidden Valley community. He added the current objective was financing the project.

Chief Moore announced the Apple Fire Station project was progressing and referenced Agenda Item 9. He informed the architectural plans were in the process of being prepared for design development, after which the process of completing the construction documents would begin. Additionally, the contractor would soon pursue establishing a guaranteed maximum price. He mentioned the expectation was for construction to start as early as spring.

Chief Moore acknowledged the residents' concerns regarding the pace of developing the Washoe Valley Consolidated Fire Station. He spoke about when the TMFPD analyzed the increase in the number of emergency phone calls in the south compared to those placed in the north in 2019. He indicated 75 percent of the TMFPD's phone calls were from the North Valleys, while 25 percent were from the southern half of the district. After identifying the increase in the call volume in the north, the TMFPD attempted to address the matter without a large investment in another fire station, more employees, or both. Chief Moore said the TMFPD critically assessed the number of fire stations and their locations before concluding that two fire stations were not necessary to effectively serve Washoe Valley. He explained a comprehensive analysis was conducted on the response times from the east and west sides. The TMFPD evaluated a property that was available for purchase and considered whether acceptable response times to the east and west sides of Washoe Valley could be maintained if a fire station was constructed on the property. The TMFPD staff concluded that they could ensure acceptable response times that complied with the standards of coverage that were adopted by the Board in 2011. Chief Moore stated the Board approved the development plan for the fire station as well as the purchase of the land to commence construction. He clarified the design for the Washoe Valley Consolidated Fire Station was the same as the one being developed for the Apple Fire Station, including the same floor plan. He mentioned the only differences between the two stations were the site conditions, the soils, the site plan, and the wind and snow loads. Chief Moore remarked the development of the Washoe Valley Consolidated Fire Station and the Apple Fire Station were being completed at the same time.

Chief Moore recalled providing a recommendation to the Board for architectural services for the Hidden Valley apparatus bay in 2022. He clarified he did not direct the Board on actions to be taken; he executed the Board's instructions. He stated the Board at the time believed the cost of the architect was too expensive to complete the Hidden Valley project and asked that Chief Moore redo the process. He outlined the three beginning processes for constructing a building and specified the construction management



at risk (CMAR) method was selected. Chief Moore explained the CMAR method involved hiring an architect and a builder at the same time, forming a team to develop the building and the costs, and using the value engineering approach during the planning process. He said the Community Services Department (CSD) recommended employing the CMAR method for government buildings. He mentioned the CSD used the same method on other buildings. After selecting the CMAR method for the development process, the TMFPD began drafting plans. Chief Moore informed the TMFPD completed the entitlement process, and the architectural plans were in progress. He indicated the costs of the buildings doubled in the past three years, which Vice Chair Herman had predicted. The total cost for the apparatus bay was originally \$2.5 million and it increased to \$4.5 million. Additionally, the total cost for the Washoe Valley Consolidated Fire Station was originally approximately \$7 million, and the latest pricing of the building was \$15 million. Chief Moore voiced his desire to progress with the Hidden Valley apparatus bay and noted the challenge was acquiring the funds. He stated he was working with Washoe County Chief Financial Officer (CFO) Abbe Yacoben and Assistant County Manager David Solaro. He mentioned Mr. Solaro had a lot of expertise. Chief Moore divulged he, Abbe Yacoben, and Mr. Solaro were addressing financing solutions. He anticipated the project being ready to proceed by the end of the year or early spring 2026 once the financing was determined. He expressed hope that the consolidated tax (c-tax) would not continue to decline, and the property tax would at least remain consistent. He affirmed the project would move forward as long as the TMFPD had the financial capacity within the budget, though the project would be somewhat late. Chief Moore apologized for the project's delay and assured the TMFPD staff were working as quickly and deliberately as they could to complete it.

Chief Moore briefly discussed the closure of Station 30 at Bowers Mansion. He explained the building was 70 years old and originally intended to be a Nevada Department of Transportation (NDOT) plow house. He stated the building was a health hazard to the TMFPD employees and revealed there were rat and mouse droppings in areas of the building. The TMFPD spent a lot of funds and attempted to seal the building in order to remedy the contamination from rodents; however, the pest control professionals advised there was no way to prevent the mice and bats from infiltrating the building unless a comprehensive rebuild was completed. Chief Moore decided against spending hundreds of thousands of dollars on Station 30 if a new consolidated station would be constructed because the TMFPD did not own the building, and at the time, he believed the building would eventually no longer be available. He said he could not have his employees work in the building due to several health-related concerns and emphasized the urgency to vacate the building. He informed bat guano could cause a fungal infection in the lungs called histoplasmosis, and individuals bitten by a bat would need to undergo a rabies series. Chief Moore and the Board at the time believed the closure was the correct action. Because of the closure, the TMFPD had to provide services to Washoe Valley through one station for the time being.

Chair Hill asked a clarifying question regarding whether Chief Moore was considering State infrastructure bonds for financing, to which Chief Moore responded in the affirmative. He indicated the application for the Hidden Valley apparatus bay had not yet been submitted because he still needed more information from the contractor regarding

the guaranteed maximum price for the project. He added Ms. Yacoben was assisting the TMFPD with identifying solutions for financing the building.

Commissioner Clark referenced Chief Moore's report about the delayed construction of the Hidden Valley apparatus bay, noting the associated cost had doubled due to the delay. He noticed four of the former Commissioners who delayed the construction were no longer on the Board and remarked that heads would roll if such a delay occurred in the private sector. He referenced Chief Moore's statement regarding how some of the former Commissioners believed the cost of the architect was too costly and wondered what they were currently thinking in regard to the expense. Commissioner Clark asked when the Board would investigate the matter. He noted there were other ways to finance the project and mentioned he had connections with private financiers who would build and lease the building to the County. He offered to facilitate contact between Chief Moore or the County and potential private financiers. He commented that many government facilities were leased to government agencies by private entities. Commissioner Clark did not support allowing the project's cost to increase by extending the timeline. He questioned how the situation represented proper management of the taxpayers' resources, as the funds used for the project were collected from the taxpayers. He pointed out the taxpayers would pay twice the price for the project because the individuals who previously sat on the dais disagreed with the original price. He added he was not in favor of the current price. Commissioner Clark asked about the potential uses for the extra \$2 million from the increased cost and said there were other possible ways for the funds to have been used. He called the former Commissioners' decision irresponsible and spoke in favor of prioritizing the project as well as other County obligations.

Chief Moore referenced the May 2024 Board of Fire Commissioners' (BOFC) meeting monthly report. He shared an incident that occurred involving a motorist driving off an interstate in California, during which the motorist struck a pole that was embedded into the right side of the individual's shoulder. He mentioned the motorist was conscious and able to communicate with the emergency responders. He noted the TMFPD staff trained on the same type of emergency call a week prior to the incident. Chief Moore stated the skilled paramedics and the extrication equipment were able to cut the pole down to a size that allowed the individual to be placed in a Care Flight helicopter. He commented that the response to the situation was a team effort between the TMFPD staff, Care Flight, and the hospital. He mentioned the motorist was transported to the hospital alive, and based on Chief Moore's understanding, the surgery was successful. He remarked that such incidents were the reason why the TMFPD staff trained rigorously and responded to emergencies with utmost professionalism.

Commissioner Clark clarified he was not irritated with Chief Moore or any of the TMFPD staff. He commented that the situation he was referencing could have been avoided. He noted Vice Chair Herman was one of the individuals who offered a reasonable perspective at the time of the situation. He said the matter was an example of somebody not listening to a person who might have had more insight, business acumen, and experience in real estate to understand the projected increase in cost. Commissioner Clark did not want anyone associated with the TMFPD to think he had any negative feelings

toward them and noted Chief Moore's ability to act was limited by the previous Board. He expressed disappointment that the construction of the apparatus bay had not been undertaken earlier and lamented that it would not be completed for a long time.

**24-057**      **AGENDA ITEM 9** Recommendation to approve the First Amendment to the Phase 2 Memorandum of Understanding between Apple, Inc. and Truckee Meadows Fire Protection District including a \$100,000 increase of the total aggregate amount of \$180,000 in cost for electric service and approve the payment to NV Energy in that amount for the site of the Apple Fire Station, and approve a \$114,700 expenditure to H+K Architects for additional site design, and approve a change order to the current contract in that amount. If approved, additionally approve Resolution TM04-2024 augmenting the district's Fiscal Year 2023-2024 Capital Projects Fund in the amount of \$214,700 and direct staff to make the appropriate budget adjustments. (Commission District 4)

Commissioner Clark asked if Apple Inc. would consider constructing a fire station in Washoe Valley, and Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore stated he could ask the company. Commissioner Clark pointed out there was an opportunity to fund the Washoe Valley fire station with the money saved from Apple Inc.'s financing of the Apple Fire Station. He added one of the fire stations was essentially free, so the money that was saved should have been used to build the other fire station.

Chair Hill informed Commissioner Clark that the Apple Fire Station was not budgeted for. She requested Chief Moore to provide clarification for the record. Chief Moore explained the development agreement that the County negotiated with the previous developer years prior required that the developer construct a fire station. The previous owner, which Chief Moore believed was the Reno Industrial Park, sold the property to Apple Inc., and the requirement for a fire station followed the sale. Apple Inc. was aware of the requirement. Chief Moore mentioned Apple Inc. was planning to build more structures in the referenced area.

Commissioner Clark thought he heard Chief Moore say that Apple Inc. would pay for the Apple Fire Station and repeated his input. He indicated the County was still securing a fire station that it did not have to pay for and maintained his input.

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 5-0 vote, it was ordered that Agenda Item 9 be approved and directed. The Resolution for same is attached hereto and made a part of the minutes thereof.

**24-058F**      **AGENDA ITEM 10** Presentation and overview of the tentative budget for the fiscal year 2024-2025 regarding the priorities and projects anticipated

in the budget and possible recommendations to bring any Board-directed changes back to the Board of Fire Commissioners for a public hearing and approval of the final budget. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore conducted a PowerPoint presentation and reviewed slides with the following titles: Proposed Budget Fiscal Year 24-25; Service Level (9 slides); Organizational Chart.

Chief Moore indicated the second slide depicted the number of TMFPD employees and their respective functions. He pointed out several procedures were carried out internally in order to dispatch a firetruck to an emergency, including administrative duties, logistical support, and mechanical support. He stated the slide illustrated the staffing model proposed for the next fiscal year (FY). Chief Moore informed volunteers were used differently compared to previous years. He said the TMFPD had some operational volunteers who were largely restricted to assisting with wildland fires and sizing up fires in addition to a limited amount of emergency medical services (EMS) responses. The volunteers predominantly served Silver Lake, Palomino Valley, Red Rock, and South Valley.

Chief Moore stated the fourth slide modeled the proposed deployment for the next FY. The TMFPD proposed increasing the Cold Springs station crew from three to four and maintaining the Foothill station with a crew of four, which he mentioned was occasionally a crew of three depending on whether a ladder truck or an engine was being staffed. He stated two additional stations would be staffed by a crew of four, resulting in three stations with a crew of four and four stations with a crew of three. A hybrid model was used with the other stations, which included three crew members on a fire engine and two crew members on an ambulance.

Chief Moore reported a large number of fires in the Sun Valley area recently, for which the TMFPD was able to dispatch the fire engine and the medic unit. He believed doing so provided the public with immense efficiency with crew size and the TMFPD's capabilities. In each of those instances, the TMFPD was able to supply a crew of five. He mentioned the Spanish Springs, Sun Valley, and Washoe Valley stations had a crew of five, which the TMFPD was proposing for the next FY.

Chief Moore referenced the slides titled Service Level, which outlined the major functions of the divisions for administration, logistics and fleet maintenance, EMS, training, fire prevention, and wildland and fuels. He informed the division related to logistics and fleet maintenance performed a significant effort to repair the stations and apparatus and store all the supplies. He mentioned Training and Logistics Division Chief Jay Cwiak headed that division, noting how busy he was.

Chief Moore indicated EMS was 85 percent of the TMFPD's role and expressed pride on behalf of the TMFPD for being well trained. He stated EMS was responsible for functions other than responding to emergencies, including educating the public, collaborating with other healthcare agencies, and quality improvement.

Chief Moore conveyed the Training Division was involved in many training evolutions conducted in any one year. He informed the TMFPD did not combat fires every day, and less than 1 percent of all phone calls received were structure fires. The TMFPD needed to conduct trainings for combating fires due to the limited experience opportunities.

Chief Moore reported the Fire Prevention Division had a successful arson conviction. He informed maintaining codes and standards within new buildings was especially important. He revealed the division was responsible for organizing many public safety events in addition to contacting schools and educating the community's children about fire safety, aiming to instill the mindset from an early age.

Reviewing the tenth slide regarding the Wildland and Fuels Division, Chief Moore expressed pride in the TMFPD's accomplishments during the last few years. He noted the projects that were completed through NV Energy and announced there were other cooperators with the Nevada Division of Forestry (NDF) and Liberty Utilities. Additionally, the TMFPD was broadening the services provided to the community, which would not be a significant expense for taxpayers because they were funded through contracts with private companies.

TMFPD Fiscal Officer Cindy Vance continued the PowerPoint presentation and reviewed slides with the following titles: Revenues (4 slides); Funds; Revenues; Funds; Fund Overview; Special Programs (2 slides); Special Notes - General Fund Items; Capital Projects; Debt Service Schedule; Questions.

Ms. Vance referenced the twelfth slide. She highlighted the property taxes starting from FY 2021, for which the budgeted funds and the funds that were received were included. She stated approximately 90 percent of the property taxes were determined by the State. She commented that the TMFPD was close to its budget and considered projecting FY 2024 to exceed the budget. After completing the tentative budget, roughly \$786,000 was the TMFPD's projection; however, the actual collections missed the budget and appeared to be around \$450,000 over budget at this time. She noted an adjustment might be reflected in the final budget.

Ms. Vance indicated the consolidated tax (c-tax) was another major revenue source for TMFPD. She commented that prior to FY 2021, the TMFPD was collecting almost 10 percent or more over budget. In FY 2023, the TMFPD started to view large declines. When the FY 2024 budget was being composed, the TMFPD staff hoped for a recovery and budgeted at \$12 million, but Ms. Vance stated it appeared \$11.5 million would be collected. She indicated the TMFPD was \$920,000 under budget at this point, though the amount could possibly be closer to \$1 million under budget. She informed the State adjusted its FY 2025 predictions for the c-tax considerably, which she specified was mostly sales taxes from different items.

Ms. Vance outlined the general fund revenues, noting the property tax and c-tax were nearly 75 percent of the TMFPD's total revenues that were generated for the

General Fund. She clarified the revenues supported the Sick, Annual, and Comp Benefits Fund as well as the Capital Projects Fund. She explained the other governmental funds referred to grants and sales tax-related items. She mentioned the largest item related to governmental funds was the grants for the fuels program and elaborated that in order to diversify the revenues, several different State- and federally-funded grants were obtained to fund different projects for fuel reductions. Ms. Vance noted the large amount associated with the miscellaneous revenues for the current FY and disclosed the TMFPD developed a new cost center to operate for out-of-district fire assignments. She mentioned the existence of the TMFPD's Emergency Fund, which was regulated by Nevada Revised Statutes (NRS) to hold up to \$1.5 million in deposits. Due to the regulations imposed by NRS, the TMFPD encountered problems that resulted in borrowing from the General Fund and reimbursing it before June 30. Ms. Vance added the TMFPD sometimes did not acquire its reimbursements until June 30 or slightly after that date. She stated the out-of-district assignments would mitigate the cash flow issues and explained the TMFPD could send employees to assist other agencies to help with training. Additionally, when the out-of-district assignments were in the General Fund, the cash flow control could be improved. Ms. Vance pointed out the out-of-district fire assignments accounted for a major portion of the miscellaneous revenues. She clarified the charges for services revenues totaling approximately \$4 million were mostly related to fuel. She mentioned the TMFPD had contracts with NV Energy as well as fuel agreements with the federal and State governments. She indicated the total general fund revenues were tentatively budgeted at roughly \$52 million, which was a \$5 million increase from the FY 2024 projection. She reminded \$5 million of those funds were allocated for the new cost center.

**11:12 a.m. Commissioner Clark left the meeting.**

Ms. Vance highlighted the current budget of approximately \$27 million for salaries and wages. Since the TMFPD was in negotiations, she anticipated a change in salaries and benefits and hoped to add those changes to the final budget. She calculated the total for salaries and wages and employee benefits, which amounted to 84.5 percent of the total expenditure budget. She mentioned that this was to be expected given the type of agency the TMFPD was. Ms. Vance acknowledged the services and supplies budget item of roughly \$8 million and noted the total expenditures were approximately \$53 million.

Ms. Vance emphasized the projected fund balance of around \$10 million, noting it was greater than the budgeted beginning fund balance. The TMFPD expected to conclude with the expenditures amounting to somewhat less than what was budgeted and the revenues slightly more than what was budgeted, resulting in a larger fund balance than anticipated. Additionally, some of the \$4 million from when the FY 2023 items were closed were transferred to the Capital Projects Fund, but the rest of those funds would be added to the fund balance and reallocated. Ms. Vance stated the estimated ending fund balance was \$9.4 million at this point, which she described as reasonable with other governments but indicated it was a matter that was discussed because it was not feasible to continuously deficit spending going forward. She added the TMFPD was fortunate to have larger fund balances that could be used for necessary equipment services and employees.

Referencing the sixteenth slide, Ms. Vance summarized the EMS Fund revenues were derived from charges for services as well as some investment earnings. The Ground Emergency Medical Transportation (GEMT) program, which was provided through Medicare, accounted for \$3 million of the \$4.2 million budget, and \$1.2 million was attributed to charges to patients and insurance companies. Ms. Vance noted the total revenues were approximately \$4.2 million. She stated the salaries and wages were for the TMFPD's permanent EMS staff and 18 firefighter/paramedic staff who were charged to the fund as they staffed the ambulance. She clarified different employees might fill the 18 firefighter/paramedic positions at different times. She indicated the \$630,000 in service and supplies applied mostly to medical supplies and depreciation. She mentioned the EMS Fund was a full accrual fund and recorded some non-cash items. Additionally, there were approximately \$210,000 of non-cash items related to recording the pensions and the other post-employment benefits (OPEB) expenses that were not present in the General Fund. Ms. Vance noted the expenditures were greater than the revenues and affirmed the EMS Fund was still being refined. She explained the EMS and firefighter/paramedic positions were moved into the fund, and there were certain services that were financed by the General Fund regardless of the program. She mentioned the GEMT program was self-sustaining, and the TMFPD received \$4.9 million from the GEMT program during FY 2024, so there would be a more significant rollover into the EMS Fund in FY 2025. Ms. Vance stated the fund would be monitored as it grew and the TMFPD gained more experience.

Ms. Vance outlined the other funds that were associated with budgeted expenditures on the eighteenth slide. Per NRS, the established deposit amount for the Emergency Fund was \$1.5 million, which would only be used for district emergencies. The funds from the Emergency Fund would primarily be reimbursed under the Wildland Fire Protection Program (WFPP). Ms. Vance mentioned the TMFPD did not borrow money from the Emergency Fund to address cash flow issues. The Sick, Annual, and Comp Benefits Fund was used for payouts for terminations or other accrued liabilities, for which \$900,000 was budgeted. She said the TMFPD tried to estimate its retirements as accurately as possible. However, employees also had the option to request payouts, which were occasionally permitted and supported, as they were a benefit that increased if not paid out. The Debt Service Fund, which contained approximately \$1 million, was used to pay the principal and interest for long-term debt. Ms. Vance indicated the estimate for the current liabilities would go through 2030, at which point the first of the three obligations would be paid off. She stated the Stabilization Fund was available in the event of an economic downturn. The purpose of the Workers' Compensation Fund was to pay the TMFPD's portion of heart and lung claims that were to be paid from the City of Reno, as the TMFPD was liable due to a 2012 service agreement. She clarified the expenditures were a change in the claims liability estimate that was based on actuarial results.

Ms. Vance reported the Sick, Annual, and Comp Benefits Fund's balance increased slightly from FY 2021-2022 and decreased in 2023. The TMFPD anticipated it would continue to decrease in FY 2024. There was a transfer of \$800,000 for FY 2025 that was budgeted based on possible retirements and other expected payouts. She noted an increase in FY 2022 due to a change in the TMFPD's OPEB contract, as the TMFPD paid out more sick time and increased the payouts of sick time. She explained the growth of

liability increased from 11 percent to 15 percent based on the cost of living adjustments (COLAs), which increased the liability, as well as accrued liabilities that did not have a cap.

Ms. Vance read from the listed special programs on the twentieth and twenty-first slides, which were itemized in the General Fund. She mentioned the Rapid Extrication Module Support would be added to the final budget, as it was not included in the tentative budget. She stated the Assessment Program was part of the training program. She indicated the New Recruit Academy was typically organized twice a year. Ms. Vance mentioned a special line item was added for Recruitment and Diversity Consulting. She also explained the line item for Personal Protective Equipment (PPE) Replacement was previously in the Capital Projects Fund when it was not capital in nature. She further elaborated the PPE was replaced around every five years.

Ms. Vance discussed additional items related to the budget and clarified the new cost center would improve cash flow for out-of-district fire assignments. She explained the TMFPD was budgeting some of the large purchases in the Capital Projects Fund, resulting in the need to transfer more money into the Capital Projects Fund despite the purchases not meeting the capital threshold. Furthermore, the radio purchases were relocated from the Capital Projects Fund to the General Fund.

Ms. Vance indicated the Capital Projects Fund did not have a revenue source, so the Sick, Annual, and Comp Benefits Fund, the Capital Projects Fund, and the General Fund were supported primarily through tax revenues. She explained possible asset sales would stay in the Capital Projects Fund. She mentioned the TMFPD would often use what she described as one-time savings for the capital projects when there was a beginning fund balance. She noted \$1 million was budgeted for capital projects for FY 2025 with the intention of preparing Station 37 and the Washoe Valley Consolidated Fire Station for construction and completing Apple Fire Station with the TMFPD's budgeted contribution. Ms. Vance added the funds for the three Board-approved apparatus bays would be sourced from the beginning fund balance. While the TMFPD aimed to reach the \$10 million for the projected beginning fund balance, she explained the TMFPD might need to explore options for acquiring additional money to support funding the apparatus bays. Approximately \$1 million per year was designated for the apparatus bays.

Ms. Vance briefed the Board on the TMFPD's budget process and informed the finance staff met with the division chiefs to discuss the agency's needs. Starting toward the end of February, the finance staff assessed the current status and the division chiefs' plans in order to project whether the full budget would be used or need augmentations. They also considered the possible expenses for the following year and what the TMFPD was able to afford. Ms. Vance commented that the process was a team effort among the division chiefs and their employees.

Referencing the twenty-fourth slide, Ms. Vance reviewed the debt service schedule, noting the totals for each FY were slightly over \$1 million for at least the next



five years. She indicated the TMFPD would be in the process of paying off \$480,000 in equipment bonds during FY 2030.

Ms. Vance inquired about feedback from the Board. Chair Hill thanked Ms. Vance and Chief Moore.

Commissioner Garcia asked if this would be the first year for the out-of-district fire assignments to be sourced from the General Fund, and Ms. Vance confirmed FY 2025 would be the first year. Commissioner Garcia questioned whether supplemental funds could be transferred from the General Fund in the event any emergencies exceeded the \$1.5 million allocated in the Emergency Fund. Responding to Commissioner Garcia's question, Ms. Vance indicated the TMFPD had transferred funds from the General Fund to the Emergency Fund in the past, but since most of the out-of-district assignments were fully reimbursable, there was revenue available to offset the expenses. She mentioned it was taking up to eight months to receive that money, and the TMFPD was currently awaiting \$3 million from the State. She further explained that waiting for the funds drained the Emergency Fund, and the TMFPD was unable to pay the payroll due to the lack of available funds. Leaving the \$1.5 million to use only for district emergencies prevented the need to borrow from the General Fund. Furthermore, while the TMFPD had the option to assist with out-of-office fire assignments, the staff still wished to provide aid.

Chair Hill requested clarification on the additional staffing that the TMFPD was recommending, and Ms. Vance stated the TMFPD was not increasing positions. She clarified the TMFPD had flexible staff. Chief Moore indicated there actually would be somewhat of a staff increase. Chair Hill commented that she did not see the staff increase in the tentative budget breakdown.

TMFPD Deputy Chief of Operations Chris Ketring added the TMFPD currently employed approximately 13 floating personnel, including firefighters, captains, and engineers. He said the floating captains and engineers were from the closure at Station 30. Some of the floating staff would be allocated for the increase at Station 42 and to ensure Station 33 was maintained. Mr. Ketring stated there were four personnel allocated for the ladder truck at Station 33, but if the ladder truck was inoperative, the fourth individual would be assigned to assist with filling vacancies for overtime. In the future, the four-person staffing would be maintained at Station 33. He mentioned there were three firefighter/paramedic vacancies that the TMFPD would hire for likely within the next 30 to 45 days. Chair Hill asked if there were any additional staffing requests, and Mr. Ketring indicated there were not.

Commissioner Garcia referenced Chief Moore's report indicating that less than 25 percent of the phone calls to the TMFPD were placed in Washoe Valley. She questioned the reasoning for the staffing at the Washoe Valley station, as Sun Valley and Spanish Springs had the same staffing requirements despite being high-call stations. Mr. Ketring explained the 3-2 model was effective for the Washoe Valley station because of the geographic distance. Furthermore, in the event of a major incident, transporting five

personnel and other resources to the station in Washoe Valley would take longer, so the current staffing model helped mitigate that.

Ms. Vance pointed out the TMFPD budget hearing would take place on May 21, 2024. In response to Chair Hill's question regarding whether three Commissioners needed to be present for the meeting on May 21, 2024, Ms. Vance indicated that was correct.

Chair Hill conveyed pride in the efforts of Ms. Vance, Chief Moore, and the staff, emphasizing the existing uncertainties surrounding the district's budget and the need for a strategic approach to fund allocations and labor negotiations. She complimented the work of the TMFPD's team and looked forward to adopting the final budget with the minor amendments that were noted during the presentation.

Commissioner Andriola moved to approve the tentative budget, and Vice Chair Herman seconded the motion.

There was no response to the call for public comment.

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

**24-059F**      **AGENDA ITEM 12** Announcements/Reports.

There were no Board member comments.

**24-060F**      **AGENDA ITEM 13** Public Comment.


Ms. Tracey Hilton-Thomas referenced Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore's statement indicating a lack of bonding power, and Ms. Hilton-Thomas did not understand why the Board was not providing its bonding power. She thought another funding source could be the American Rescue Plan Act (ARPA) funds. She commented that she was certain the citizenry would prefer the construction of fire stations over remodeling the Office of the County Manager again or Building C of the Washoe County Administrative Complex. She did not believe those modifications were critical necessities and believed the residents would think that a fire station was more important than an office remodel.

**24-061F**      **AGENDA ITEM 11** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

**11:30 a.m.**      **The Board recessed to a closed session for the purpose of discussing negotiations with Employee Organizations per Nevada Revised Statutes (NRS) 288.220.**

\* \* \* \* \*

**11:59 a.m.** There being no further business to discuss, the meeting was adjourned without objection.



**ALEXIS HILL**, Chair  
Truckee Meadows Fire  
Protection District

WASHOE COUNTY \*  
NEVADA \*  
ATTEST:  
*Catherine Smith, Chief Deputy*  
for **JANIS GALASSINI**, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

*Minutes Prepared By:  
Danielle Howard, Deputy County Clerk*