

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT (TMFPD)**

TUESDAY

9:00 a.m.

APRIL 17, 2018

PRESENT:

Marsha Berkbigler, Chair
Kitty Jung, Vice Chair
Bob Lucey, Commissioner
Vaughn Hartung, Commissioner
Jeanne Herman, Commissioner

Jan Galassini, Chief Deputy County Clerk
Charles Moore, Fire Chief
David Watts-Vial, Deputy District Attorney

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, the Clerk called the roll and the Board conducted the following business:

18-060F AGENDA ITEM 3 Public Comment.

There was no response to the call for public comment.

18-061F AGENDA ITEM 4 Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced the TMFPD's May meeting would be on May 22 and not May 15 because they could not present the final budget early.

Commissioner Hartung made Chief Moore aware of road closings that would occur on La Posada Drive so the District could take appropriate measures. The plan was to close the road for two to three weeks in early summer. He indicated he spoke with the developer and the City of Sparks about maintaining emergency access, but he wanted both Chief Moore and the Regional Emergency Medical Services Authority to be aware.

CONSENT ITEMS

18-062F 5A Approval of Minutes from the February 27, 2018 Concurrent Meeting.

18-063F 5B Approval of minutes from the March 20, 2018 meeting.

There was no response to the call for public comment.

AGENDA ITEM #5A

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that the Consent Agenda Items 5A through 5B be approved.

18-064F **AGENDA ITEM 6** I.A.F.F. Local 2487 Report.

President of the International Association of Fire Fighters (IAFF) Local 2487 Ian Satterfield announced Tim Lucich's funeral would be held April 29 at the Piper's Opera House in Virginia City. He praised Mr. Lucich for his service to the community.

Mr. Satterfield thanked the cadre who attended the Captain's Academy and said their dedication and effort was indicative of the Truckee Meadows Fire Protection District. He stated Local 2487 supported the District's use of TeleStaff as its staffing and payroll model; he felt it would be a more efficient way for members to do their jobs and record their time correctly.

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

18-065F **AGENDA ITEM 7** Introduction of Captain's Academy Graduates and presentation by Academy Coordinator Captain Schum –

FF/PM Garry Garrett	FEO Miguel Orduna
FEO Nathan Harrison	FF/PM Brett Porter
Capt. Joshua Kutz	FEO Brad Steelman
FF/PM Ed Martin	Capt. Vance Taylor
FEO Todd Hovenden	Capt. Mark Thyer
FEO Vincent Murgolo	FEO Shad Vetrock
FEO Eric Olsen	Capt. Ryan Whitlock

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore invited Captains Randall Gates and Joseph Schum to the podium. He indicated the District held the Captain's Academy because training future leaders was important to succession planning. He said when people retired, others would be ready to take on leadership roles such as captains, battalion chiefs, and even his position. He noted it was the first Academy they had ever held.

Captain Schum mentioned Captains Gates and Derek Reid were integral to the success of the Academy. He said planning for the Academy began one year before by creating a peer focus group of 15 to 20 District employees and conducting a survey to discover which items the Academy should cover. He said they developed a purpose and a goal, which was to provide mission-critical resources, experience, and knowledge to prepare students to become accomplished fire captains. He indicated enrollment opened in November and there was so much interest they closed enrollment early so rooms did not overflow.

Captain Schum said the program was delivered over a four-month period and 80 hours of content were provided. 28 students attended the Academy, fourteen of which attended every module, and students as a whole spent 1,560 hours in the classroom. He stated there were 13 instructors and the Academy brought in an outside contractor who was well-versed in leadership development. The program emphasized personal dynamics, how to lead small groups, and how to lead an organization ethically.

Captain Schum said Captains Gates and Reid took on the tasks of content development, strategy, and tactics specific to how the TMFPD conducted its business. The program addressed administrative duties, a captain's daily functions, and what was expected for technical competencies. He noted four graduates were at the meeting: Operator Nathan Harrison, Captain Josh Kutz, Operator Brad Steelman, and Captain Ryan Whitlock; others could not make it because of scheduling conflicts. He read the names of the other graduates and remarked all graduates spent vacation time or days off to be a part of the Academy.

Chair Berkbigler thanked the graduates for everything they did for both unincorporated Washoe County and the municipalities.

Commissioner Lucey thanked them for their participation and said the Academy was proof there was commitment from the District to grow internally. He thanked the families of the graduates for allowing them to participate.

Commissioner Hartung pointed out it was difficult for Chief Moore to catch up when he was appointed and emphasized the importance of a succession plan, saying it utilized the historical knowledge and relationships of those involved. He stated it provided solace to know the individuals who would become the leaders as opposed to performing a nationwide search. He felt it was beneficial to have knowledge about how the District worked.

Chair Berkbigler praised the three Captains who put the program together and thanked them for their time.

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

18-066F **AGENDA ITEM 8** Fire Chief Report

- A. Informational briefing on operational matters and activities for the month of March 2018.
 - 1. Demonstration of Station Location Software
 - 2. Update on TMWA Fire Hydrant Maintenance Agreement
 - 3. AVL Dispatching Update
 - 4. Open Burning Update
 - 5. Sierra County Agreement
- B. District Statistics for February 2018

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore mentioned there were audio issues on the internet broadcast of the meeting though the County Clerk's recording was fine.

Chief Moore indicated Commissioner Hartung asked him to investigate a complaint about a 20 minute response time for a medical emergency. He invited Division Chief Joseph Kammann as well as Adam Heinz from the Regional Emergency Medical Services Authority (REMSA) to speak on the incident.

Chief Kammann stated he was able to pull the fire report and the computer-aided design data, but he did not have a patient care report because the TMFPD did not make patient contact on the scene. He said Communications Director Adam Heinz could answer any questions about dispatch.

Chief Kammann indicated TMFPD's Engine 13 was dispatched at 1648 hours on the day of the incident though it was located at Station 18 due to required training. The engine initially used lights and sirens due to the priority 1 designation given to the call. He indicated one minute after Engine 13 was dispatched Care Flight was contacted given the priority 1 nature. He said at 1655 hours REMSA notified the TMFPD the patient's acuity was downgraded from a priority 1 response, resulting in the cancellation of Care Flight. Engine 13 continued to the location without lights and sirens, driving normally. He stated when Engine 13 arrived at the scene, REMSA had been with the patient for six minutes and informed the TMFPD they were not needed.

Chief Kammann reported Engine 13's travel time was comparable to Geographic Information Systems mapping estimates. He said normally when calls were downgraded to priority 3 calls, fire departments often did not respond at all. However, Engine 13 continued in case there was a change in the patient's condition or in case REMSA was diverted to a higher-priority call.

Commissioner Hartung asked for more information about the transport time to the hospital. Mr. Heinz answered REMSA was informed a pediatric patient had a fever and was described as having had a seizure. He noted the closest REMSA unit was assigned within 14 seconds and, because of a change in that unit's posting, was already en route to Lemmon Valley. The unit responded with lights and sirens. The medically-trained dispatcher asked questions of the distraught caller and, based on the responses, they deduced the patient was no longer seizing and was breathing effectively. The answers resulted in the response being downgraded to a priority 3, which was communicated to the TMFPD. He mentioned paramedics treated the patient en route to the hospital.

Moving on to Agenda Item 8A1, Chief Moore said he was not able to put together a demonstration but he saw the station location software while on a training trip to Oregon. He indicated the program could simulate moving fire stations to new locations and provide response time analysis. He anticipated having a presentation for the Board in May.

Chief Moore stated a draft of the Truckee Meadows Water Authority (TMWA) fire hydrant maintenance agreement was given to TMWA. The agreement might not be ready until June but it was in progress.

Chief Moore mentioned the TMFPD had several mutual aid requests for the City of Reno and it took up to five or six minutes to launch the mutual aid partner; this was true of both jurisdictions. He stressed automatic vehicle location (AVL) was critical to improve services in the district. He noted Reno obtained \$10,000 from the E911 Board to implement AVL. He said Reno wanted to launch AVL for their jurisdiction to address any issues since the software AVL used was on Reno servers. He said Reno would make sure the protocols worked and then pass it on to Washoe County and the City of Sparks. He did not have a timeline for when that would happen.

Chief Moore remarked he would close the open burning period after the upcoming weekend because the dry period was approaching. He announced 763 burning permits were issued and he was happy people were reducing their green waste. After the burn period ended the District would concentrate on green waste recycling. He did not expect to allow burning in the fall because it was usually dry until the end of October when Health District regulations precluded burning for air pollution concerns.

Chief Moore reported he and Chief Fiscal Officer Cindy Vance met with their counterparts at Sierra County to discuss the TMFPD's service agreement with that county. They discussed redefining the service area and addressing costs, and he anticipated having something to present to the Board in June

Chief Moore concluded by saying he would be happy to answer any questions about the District's statistics.

Commissioner Lucey mentioned a complaint from a Hidden Valley resident and asked how large a property a resident needed in order to obtain an open burning permit. Chief Moore said the TMFPD asked for at least half an acre and explained that policy was only implemented this fire season. He expressed concern about the number of pile burns that escaped, noting twelve escaped last season. He stated half an acre was a standard lot size in most subdivisions. He remarked people who lived on smaller lots were encouraged to recycle their waste, though he noted he would consider certain reasonable exceptions.

Commissioner Lucey stated the constituent was frustrated because he was denied a permit since his lot was only a third of an acre. Commissioner Lucey agreed it was important to have a minimum of half an acre, though he admitted even some of those lots could experience fire spread. He felt the District needed to communicate with citizens applying for burn permits they should have adequate water and space when burning.

Commissioner Lucey, citing the call volume statistics found in the report, noted the TMFPD received 799 calls in February, but the northern five stations

represented 592 of those calls; the southern battalion received only 187 calls. He summarized almost a half of all Emergency Medical Service (EMS) calls were handled by three stations: Sun Valley, Spanish Springs, and Stead. He expressed frustration there were not more resources in those areas and he wanted to make sure the capital improvement was in place as they continued to discuss development in the north. He pointed out this demand pulled resources from the south. He wanted a plan to address the call volume disparity and requested an update about the Capital Improvement Project expansion plan he asked for in December.

Chief Moore stated the simulation software he referenced earlier showed the Silver Knolls/Lemmon Valley area had response times in excess of 10 minutes. The reason for that was Station 13 was surrounded by the City of Reno. Response times were higher because the station's service area was split by a valley. He said they were considering converting Station 221 from a volunteer station to a career station, particularly considering the potential development of 2,000 units in Silver Knolls. He also indicated there were discussions about expanding the volunteer station in Lemmon Valley to a career station. He indicated it could take several years but acknowledged the need to add resources in the north.

Commissioner Hartung stated one solution could be the use of rescue crews, which could take some of the call volume from the engines. He said he wanted to see a crew at volunteer Station 221 and another one to service Stations 15 and 17. He pointed out many EMS calls could be handled by a medical crew and did not necessitate a full engine.

Commissioner Hartung questioned whether the half acre minimum for burn permits was the physical size of a parcel or the average size, noting some plots in a subdivision that averaged half an acre might be less than half. Chief Moore replied it would be the average size but admitted the number was arbitrary; it was the Chief's best guess for a size where an escaped fire would still allow time for a response. He said the District would be reasonable for people without exactly a half acre lot. In the case of the previously-referenced constituent, Chief Moore said he might have been able to discuss the situation and see what needed to be burned.

Commissioner Hartung thanked Chief Moore for working with TMWA to address fire hydrant maintenance which would result in savings to the District. He requested a photographic presentation of the training equipment stored near Station 17. He thanked Chief Moore for the response time report and told a personal story of a similar situation to the child needing medical attention mentioned earlier in the meeting.

Commissioner Lucey agreed with the half acre minimum for burn permits and pointed out some lots in the Saddlehorn area were long but narrow. He asked how difficult it was for the District to review a person's property for potential burning, wanting to make sure the decision was not based solely on the Assessor's map. Chief Moore responded the District did not have time to review every lot. He wanted citizens in smaller lots to utilize the green waste recycling program and suggested the possibility of

the District providing a small crew to pick up waste if necessary. He admitted there was an inherent risk when people utilized open burning but it was also difficult to get rid of green waste. His hope over time was to eliminate open burning on small lots altogether.

As Chair of the District Board of Health, Commissioner Jung noted open burning made it more difficult to obtain Environmental Protection Agency attainment levels. She described burning as unhealthy and risky, and felt it should be reserved for large lots in rural areas. She pointed out Assessors' maps did not paint an accurate picture of the fire danger on any given lot. She praised the direction the Chief wanted to take.

On the response time issue, Chief Moore mentioned Commissioner Hartung asked him to measure the delta between where the engine responded from and where it would have been if it was in its quarters. He concluded the new location resulted in six additional minutes of response time but added REMSA had arrived six minutes before the TMFPD; in essence there was no degradation of response time. He praised REMSA's emergency medical dispatch process and noted the TMFPD did not call Reno, who had a closer station, because it was not a life-threatening situation at that point.

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

18-067F **AGENDA ITEM 9** Approve the purchase of two (2) new type I structure engine from Superior Equipment, 7285 South 700 West, Midvale, Utah in an amount of \$1,244,228.84 using the NPPRGov Fire Rescue GPO program as allowed by NRS 332.195. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore noted this item was part of ongoing capital acquisitions and the new vehicles would replace two structural fire engines. He stated it was more efficient to buy two every other year rather than the prior custom of replacing one annually.

Responding to Commissioner Hartung's query, Chief Moore indicated they deferred the acquisition of a ladder truck to a future date. Before spending \$1.4 million on a ladder truck, the District would study staffing such a truck and where it would best be positioned. He added only Stations 15 and 14 could currently accommodate a ladder truck.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, it was ordered that Agenda Item 9 be approved.

18-068F **AGENDA ITEM 10** Presentation, discussion and possible direction to staff on the Fiscal Year 2018-19 budget for Truckee Meadows Fire Protection District. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore indicated Chief Fiscal Officer for the TMFPD Cindy Vance would present an overview of the budget financials and service level improvements. Chief Moore added he would discuss planning initiatives.

Ms. Vance pointed out the District filed the tentative budget and there would be a hearing on the budget in May with any changes to be adopted into the final version. She conducted a PowerPoint presentation and reviewed slides with the following titles: Overview – FY 18/19; General Fund – FY 18/19 (2 slides); Service Level Improvements – 18/19; Planning and Initiatives – 18/19; Conclusion – 18/19.

Ms. Vance pointed out the District had six funds but seven would be presented in the budget, including the Health Benefits Internal Service Fund which had a zero balance and had been closed. She mentioned property taxes in the General Fund revenues were 7.4 percent larger than the current projections for the year and C-Tax was 6.5 percent over those projections. These surpluses were offset by a significant refund to a tax entity, though there was little information about the duration or size of the reduction. She noted the Capital Project Fund was funded by transfers, though there were no budgeted transfers from the General Fund for Fiscal Year (FY) 2019.

Ms. Vance said the Special Revenue Funds were budgeted for worst-case scenarios like small revenues or large expenses. She stated the Emergency Fund had been consistently replenished by reimbursements from the Wildlife Protection Plan and other entities the TMFPD assisted. The Sick Annual Comp Benefits Fund was used for large payouts to employees who left the District and it paid out about \$100,000 in the current fiscal year. She said the Stabilization Fund was used for unforeseen drops in revenue. She mentioned the District originally budgeted a transfer to close down the Workers' Compensation Fund, but they chose to leave funds there to address the invoices received from the City of Reno related to heart and lung claims.

Addressing the General Fund chart in the presentation, Ms. Vance noted financing sources included a \$100,000 transfer to the Sick Annual Comp Benefits Fund and a \$4.3 million transfer to the Capital Projects Fund. The ending fund balance for FY 2018/19 was 23 percent of current expenditures, which she indicated was a good ratio. She commented the District was in negotiations so she anticipated changes before the tentative budget was finalized in May. She calculated salaries and benefits accounted for 80.9 percent of the General Fund expenses.

Ms. Vance stated the funding for two new structural engines would come out of the current budget to take advantage of a large pre-pay discount. The new water tenders would be encumbered in the current budget but not finished until FY 2019.

Chief Moore stated he wished to take significant staff time in the upcoming fiscal year to plan the District's future. He hoped to involve both the Board and the community in revising the strategic plan and he added the station location study was already underway. He said future vehicle acquisitions included a ladder truck and additional engines for future stations. He stated there were current staff members he wished to develop to become chief officers as well as division and deputy chiefs.

Chief Moore announced he previously reported the special use permit for Station 37 expired in 2018, but he corrected it did not expire until 2021. The site where Chief Moore anticipated moving Station 37 was in a flood plain and, while they could mitigate the 100-year flood risk, they could not mitigate the 500-year impact. The District was actively looking for a new site and money was budgeted to acquire the land and begin construction. The station was a priority because it had a small bay that could only accommodate one structural engine. He mentioned the District wanted to understand the cost of splitting Station 13 and then would present the Board with information about response time and service level improvements. They wanted to confirm with the Board and citizens it was a good idea before proceeding.

Commissioner Jung asked whether there was a policy about the minimum end fund balance. Ms. Vance replied she was unsure if there was a written policy but the District tried to remain above 20 percent of current expenditures. Chief Moore believed the Board gave direction to stay above 20 percent.

When asked whether the District planned to sell the land that was unsuitable for a fire station, Chief Moore responded the land was owned by the County. He admitted the current station was in the flood plain. He noted he wanted to give the County the District's modular units in exchange for being able to build on the County parcel, but there was concern from the County engineer that critical infrastructure should not be in a flood plain. Commissioner Jung wondered whether the County could sell that parcel, to which Chief Moore responded the parcel's zoning could preclude it from being sold. He mentioned it was currently used as open space. Chief Moore reported they were considering a parcel in southern Hidden Valley given the TMFPD's great relationship with the City of Sparks. Positioning the TMFPD station there could serve Hidden Valley better than it was currently being served. Commissioner Hartung noted the City of Sparks' Fire Station 3 could easily access Hidden Valley once the southeast connector was completed.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 10 be approved.

18-069F **AGENDA ITEM 11** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said there was no need for a closed session.

18-070F **AGENDA ITEM 12** Announcements/Reports.

There were no Board member comments.

18-071F **AGENDA ITEM 13** Public Comment.

Ms. Tammy Holt-Still thanked Fire Chief Moore for thinking ahead regarding closed basins and fire response. She stated 20 minutes was too long to get to a citizen in need. She said if more attention was given when developing, Chief Moore could have been able to position things in better places. She stressed infrastructure needed to be considered and the Chief should give his written endorsement before the Planning Commission approved any projects.

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10:05 a.m. There being no further business to discuss, the meeting was adjourned without objection.

MARSHA BERKBIGLER, Chair
Truckee Meadows Fire
Protection District

ATTEST:

NANCY PARENT, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District

Minutes Prepared By:
Derek Sonderfan, Deputy County Clerk