

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

TUESDAY

9:00 a.m.

MAY 22, 2018

PRESENT:

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

Nancy Parent, County Clerk
Charles Moore, Fire Chief
David Watts-Vial, Deputy District Attorney

ABSENT:

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

18-074F AGENDA ITEM 3 Public Comment.

There was no response to the call for public comment.

18-075F AGENDA ITEM 4 Announcements/Reports.

Commissioner Hartung said he noticed the Truckee Meadows Fire Protection District was now using Nextdoor, a social networking service for neighborhoods. He noted there was an announcement on the Nextdoor site regarding open pile burning. He thought the site was a great way to reach people in the community.

Commissioner Lucey said he participated in the Local 2487 Guns and Hoses Golf Tournament for the Northern Nevada Children's Cancer Foundation. He addressed the green waste program and said there were landscaping companies in the Joy Lake area taking advantage of the program by taking multiple truckloads to the collection site rather than to the dump. He expressed concerned more management was needed at the collection area. Concerned citizens had been contacting him regarding the relocation of Fire Station 14 and he wondered whether emergency response would come from Arrowcreek, Eastlake, or if it would continue from the new Station 14. He noted Reno Fire Station 12 would become the closest station to the area. He said discussions regarding automatic aid needed to continue to address fire services and emergency medical services.

AGENDA ITEM #5A

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CONSENT ITEMS 5A THROUGH 5H

- 18-076F** **5A** Approval of minutes from the April 17, 2018 meeting.
- 18-077F** **5B** Approve retroactive and continued purchases for needed supplies, materials, equipment and contractual services from various suppliers that have or will exceed in the aggregate \$100,000 during this fiscal year, but will remain within available adopted budget funding. All such purchases will continue to be subject to and in accordance with the provisions of the Local Government Purchasing Act. (All Commission Districts.)
- 18-078F** **5C** Discussion and possible approval of an amendment to the employment Agreement for Lisa Beaver, Fire Deputy Chief to reflect a salary correction retroactively to date of hire, April 2, 2018. (All Commission Districts.)
- 18-079F** **5D** Discussion and possible approval of an Annual Operating Plan between Truckee Meadows Fire Protection District and North Lyon County. (All Commission Districts.)
- 18-080F** **5E** Discussion and possible approval of a modification to the 2015 Annual Operating Plan for Cooperative Fire Protection between Truckee Meadows Fire Protection District and the Bureau of Land Management, Carson City District Office to extend the current agreement one additional year and authorize the Fire Chief to execute said extension. (All Commission Districts.)
- 18-081F** **5F** Approval of a five (5) year Cooperative Agreement to include a corresponding Annual Operating Plan between Truckee Meadows Fire Protection District and the Bureau of Land Management, Carson City District Office, Winnemucca District Office, USDA Humboldt - Toiyabe National Forest Carson Ranger District. (All Commission Districts.)
- 18-082F** **5G** Discussion and possible approval of a Cooperative Agreement between Truckee Meadows Fire Protection District and the Pyramid Lake Paiute Tribe for Provision of Emergency Response to the Wadsworth Area. (All Commission Districts.)
- 18-083F** **5H** Discussion and possible approval of an Interlocal Agreement between Truckee Meadows Fire Protection District and Washoe County Sheriff's Office for the testing and training connected to self-contained breathing apparatus Equipment. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbigler absent, it was ordered that Consent Agenda Items 5A through 5H be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5H are attached hereto and made a part of the minutes thereof.

18-084F AGENDA ITEM 6 I.A.F.F. Local 2487 Report.

President of the International Association of Fire Fighters (IAFF) Local 2487 Ian Satterfield announced the cancelation of Kids Camp 2018 and extended his heartfelt apology to the kids who were looking forward to the event. He said the Kids Camp team was in the process of revamping the camp to ensure the future of the annual event. He said the 2018 Guns and Hoses Golf Tournament had significant participation with 170 golfers. He stated the tournament raised more than \$30,000 for the Northern Nevada Children's Cancer Association.

Commissioner Lucey expressed his disappointment about the Kids Camp being cancelled. He hoped the event would occur in 2019 because it made a measurable difference for many children in the community. He said he played in the golf tournament with Deputy Chief Scott Gorgon. Commissioner Lucey explained it was not only a golf tournament to raise money for charity but it promoted a brotherhood between all the emergency medical service entities. He thought issues within the entities were between the managers, not the individuals who provided services to the citizens.

18-085F AGENDA ITEM 7 Presentation of Awards by VFW Post 10053, Scott Wilcox - Firefighter of the Year Tyler Elderkin; Firefighter of the Year Dave Walizer.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said he was pleased to honor two firefighters this year.

Mr. Scott Wilcox said the Veterans of Foreign Wars (VFW) supported safety awards for firefighters, emergency medical technicians, and the Sheriff's Office. He expressed it was an honor for VFW Post 10053 to recognize two volunteer firefighters and he presented Firefighter of the Year awards to Tyler Elderkin and Dave Walizer.

Chief Moore said last year's wildfire season was very busy and the firefighters dedicated many hours to the TMFPD. He was proud to have such great individuals in his department and congratulated them both on their accomplishments.

Commissioner Hartung thanked the volunteers and said the TMFPD could not perform as well as it did without volunteers.

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

18-086F AGENDA ITEM 8 Badge Pinning for Deputy Chief Lisa Beaver.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore introduced Deputy Chief Lisa Beaver. He said she was extremely smart and a well-qualified individual for the position. He indicated she had made measurable progress in the short time she was with the department and he was thrilled to have someone with her qualifications lead fire prevention. He presented Deputy Chief Beaver's badge to Beverly Lundholm, who proudly pinned it on her daughter.

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

18-087F AGENDA ITEM 9 Fire Chief Report

A. Informational briefing on operational matters and activities for the month of April 2018

1. Verdi Fire Protection Update
2. Station 14 Update
3. Green Waste Update
4. Launch of TMFPD "Nextdoor"

B. Districts Statistics for March 2018.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said he had discussed the fire protection issues in Verdi with retired Chief Mike Brown. He wanted to host a community meeting for Verdi citizens to address wildland fire protection, possibly in early to middle of June. He said as the Board may recall a city neighborhood in Santa Rosa, California, was lost to a wildland fire. He commented Verdi had wildland growth that was 30 years old including six-foot tall sagebrush plants. He thought the Verdi community needed to congregate and develop a Community Wildfire Protection Plan (CWPP). He said a CWPP would allow the community to apply for grant money to assist with green waste removal.

Chief Moore said a parcel had been identified for a possible volunteer station but it was too soon to provide many details except to say the Forest Service and the Regional Emergency Medical Services Authority showed an interest in facilities there. He indicated the location was ideal and was a flat parcel. He commented it would be a long-term project but wanted to announce it was being considered.

Commissioner Jung asked if the developer who was building to the west of Verdi could assist with cleaning up the brush. Chief Moore replied he could request the developers assistance. Commissioner Jung stated she would find out who their lobbyist was and she thought it would be goodwill for them to participate.

Commissioner Hartung asked what was involved in putting a CWPP together. Chief Moore replied it was a grassroots plan that was community and citizen based. He explained the selected group would review the risks, determine what needed to be disposed of, and then collectively manage green vegetation. He said standards would be applied to parcels based on what needed to be harvested and removed. It would create

defensible space and establish a plan that could be brought to the County Commissioners for adoption. Once the CWPP group was established they could apply for grant money. He did not want the opportunity to obtain grant money to slip away, but it was not something the TMFPD could prepare for the community. He said he would assist with the documentation if there was interest.

Commissioner Hartung said a number of communities could benefit from this type of grant. He was interested in seeing an outline from Verdi and thought other areas within the region could benefit from establishing a CWPP.

Chief Moore indicated Station 14 was close to getting the certificate of occupancy. He said they should be operational the week of June 12 and anticipated a grand opening to occur in early July. He stated it was a beautiful building and was in a better location to serve constituents.

Chief Moore addressed Commissioner Lucey's concern regarding green waste in the Joy Lake area, saying the area's homeowners association (HOA) approached him for assistance with green waste disposal. Station 39 was used as a collection site. The HOA hired a landscaping contractor to pick up bags of green waste from homeowners and transport them to Station 39, where the TMFPD had the waste processed and reduced in volume. He estimated nearly 800 cubic yards of pine needles, pinecones, and branches were removed. He said Saint James Village contacted him with interest in the same process. He noted the green waste program was significantly gaining momentum. He said the Bureau of Land Management hosted a Junk the Juniper event at Silver Lake and nearly 150 truckloads of green waste was brought for chipping. His intent for the future was to strengthen the program by implementing more projects and increasing staff. He hoped it could become a full-time program with green waste collection in early summer and late fall along with wildland firefighting during the summer. He said he was extremely pleased with the program's results. He commented open burning was allowed during the prior weekend and close to 50 burn permits were issued. He indicated open burning was currently closed until November. He said his intent was to shift movement from open burning to green waste disposal as much as possible.

Commissioner Lucey appreciated the explanation of the green waste collection in Joy Lake. He thought the green waste program was rapidly growing and he received great feedback.

Chief Moore stated the TMFPD had a presence on the social networking service Nextdoor where they reached approximately 42,000 people. He said many citizen questions regarding green waste were answered using the site. He was pleased with the positive feedback he received.

Chief Moore stated the statistics would stand as reported unless there were questions.

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

18-088F **AGENDA ITEM 10** Discussion and possible approval of the annual performance evaluation for Truckee Meadows Fire Protection District Fire Chief including (but not limited to) discussion regarding results, goals, and objectives and amendments to the terms of the Fire Chief's contract based on the evaluation to include possible changes to compensation and benefits. (All Commission Districts.)

Human Resources Administrator Dena Wiggins stated the annual performance evaluation for Chief Moore was required in his employment contract. The annual performance responses specified Chief Moore met or exceeded the requirements for all key performance indicators. She said a compensation study was performed to evaluate salary and total compensation package for fire chiefs in the region. She explained Chief Moore's base salary was nine percent higher than the second-highest paid fire chief.

Commissioner Hartung thanked Chief Moore for his hard work.

Commissioner Lucey stated Chief Moore had completed his goals and said Chief Moore's reliability, communication, and innovation were impressive. He explained not only did he manage the Truckee Meadows Fire Protection District (TMFPD), but he oversaw the Gerlach Fire Station and volunteer programs.

Commissioner Jung said Chief Moore continued to answer her texts about smoke in the air. She said firefighters brought an engine to a Sun Valley clean-up and the children there loved it. She said firefighters were happy with the how the TMFPD was managed by Chief Moore and Deputy Chief Lisa Beaver. Commissioner Jung expressed her appreciation for the National Weather Service forecasts.

Commissioner Hartung asked whether Chief Moore received cost of living adjustments (COLAs). Ms. Wiggins replied Chief Moore did receive COLAs, but that was the only increase he received.

Commissioner Hartung thought Chief Moore's salary should remain at the current rate based on the budget being flat.

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbigler absent, it was ordered that Agenda Item 10 be approved.

18-089F **AGENDA ITEM 11** Discussion and possible approval of Amendment No. 3 of the Employment Agreement between Truckee Meadows Fire Protection District Board of Fire Commissioners and Charles A. Moore which will extend the term of the Employment Agreement from June 30, 2018, to December 31, 2022. (All Commission Districts.)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore explained he felt blessed to have a wonderful crew and would be honored to extend his contract until December 2022.

There was no response to the call for public comment.

On motion by Commissioner Lucey, seconded by Commissioner Hartung, which motion duly carried with Chair Berkbighler absent, it was ordered that Agenda Item 11 be approved.

18-090F **AGENDA ITEM 12** Discussion and possible action to approve the Truckee Meadows Fire Protection District to pay Workers' Compensation Heart and Lung Claims invoice dated January 26, 2018 from the City of Reno in the amount, not to exceed \$59,978.54 per the Reno-TMFPD Interlocal Agreement, subject to review by our independent actuary.(All Commission Districts.)

Chief Fiscal Officer Cindy Vance reviewed the third quarter invoice for heart and lung claims. She said the current liability to the City of Reno was \$59,978.54. She requested permission to pay the invoice if the actuary approved the claims.

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbighler absent, it was ordered that Agenda Item 12 be approved.

18-091F **AGENDA ITEM 13** Discussion and possible approval to award Request for Proposals 18-002 for the Construction of Two (2) Mobile Water Supply Fire Apparatus on District-owned cab and chassis to Midwest Fire Equipment and Repair Company at \$197,648 per unit for a total award amount of \$395,296. (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore stated this item was for the construction of two water tenders. He noted two chassis were purchased the previous year but were not ordered with electronic stability control, which were added at a moderate cost. He said the chassis needed to be equipped with water tanks and pumps to be functional; the process would take about nine months to complete. He indicated the chassis would need to be transported to the vendor in Minnesota and then back to Nevada, hopefully in time for the next wildland season.

Commissioner Lucey asked whether reimbursement was issued for the incorrect build of the chassis. Chief Moore explained the error was an oversight by staff. Commissioner Hartung asked where the water tenders would be housed. Chief Moore indicated he was not sure at this time, but said Station 16 was in need of a new water tender; the other would possibly be located in the north. He said the engines were capable

of climbing steep grades and he wanted them placed where they would be most beneficial.

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbigler absent, it was ordered that Agenda Item 13 be approved.

PUBLIC HEARING

18-092F **AGENDA ITEM 14** Discussion and action on the Sierra Fire Protection District Tentative Budget, including possible changes and/or action to adopt the Final Budget for Fiscal Year 2018-19. This item may be continued on Tuesday, May 29, 2018 at 9:00 AM (All Commission Districts.)

Acting Chair Jung opened the public hearing.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore stated this was the last time a budget for the Sierra Fire Protection District (SFPD) would need to be adopted. He explained the budget was for zero dollars but State guidelines required three consecutive years of budgets for the SFPD.

Chief Fiscal Officer Cindy Vance explained this item was to approve the tentative budget with action to adopt the final budget.

There was no response to the call for public comment.

On motion by Commissioner Lucey, seconded by Commissioner Herman, which motion duly carried with Chair Berkbigler absent, it was ordered that Agenda Item 14 be adopted.

18-093F **AGENDA ITEM 15** Discussion and action on the Truckee Meadows Fire Protection District Tentative Budget, including possible changes and/or action to adopt the Final Budget for Fiscal Year 2018-19. This item may be continued on Tuesday, May 29, 2018 at 9:00 AM. (All Commission Districts.)

Acting Chair Jung opened the public hearing.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said the budget highlights were presented to the Board at the last meeting. He provided supplemental information, which was placed on file with the Clerk. He stated the supplemental information included cost center breakdowns and staffing schedules.

There was no response to the call for public comment.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbighler absent, it was ordered that Agenda Item 15 be adopted.

Acting Chair Jung closed the public hearing.

18-094F **AGENDA ITEM 16** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

Deputy District Attorney David Watts-Vial stated a motion was required to have a closed session following the Board of County Commissioners meeting, after which the Board would complete the closed session, call for public comment, and then adjourn.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried with Chair Berkbighler absent, it was ordered that the meeting recess to a closed session for the purpose of discussing with management representatives labor matters and negotiations following the Board of County Commissioners meeting.

18-095F **AGENDA ITEM 17** Announcements/Reports.

Chief Moore said he and Chair Berkbighler discussed a boundary line that divided Palomino Valley in half. He explained the northern half of the valley could receive services but not pay taxes and thought it was logical to expand the boundary to include all of Palomino Valley. He said there was interest to include the Rancho Haven and Red Rock areas with the boundary expansion. He stated he would bring a presentation to the Board next month.

There was no public comment on this item.

18-096F **AGENDA ITEM 18** Public Comment.

There was no response to the call for public comment.

9:52 a.m. **The Board recessed.**

1:12 p.m. **The Board reconvened in Closed Session.**

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1:31 p.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:
Doni Gassaway, Deputy County Clerk