

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

TUESDAY

10:00 A.M.

MAY 4, 2021

PRESENT:

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

Janis Galassini, County Clerk
Charles Moore, Fire Chief
Mary Kandaras, Deputy District Attorney

The Board convened at 10:03 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:

21-082F AGENDA ITEM 3 Public Comment.

Mr. Bill Steward spoke about his years in public service and mentioned his new venture doing defensible space inspections and fuels reduction for Wilderness Forestry. He expressed gratitude for what the District was doing and offered to help the Green Waste Program with chippers and masticators; Cal-Fire had a few air curtain incinerators that could be utilized. He mentioned National Fire Protection Association Day was just celebrated on May 1 and congratulated Commissioner Hill for winning the election.

21-083F AGENDA ITEM 4 Announcements/Reports.

Fire Chief Charles Moore stated a special meeting would be held on May 18 at 9:00 a.m. to accommodate a public hearing related to approval of the budget as required by Nevada Revised Statute 354.596.

Commissioner Jung requested a presentation from the National Weather Service. She spoke about how the weather had changed in many areas over the past 10 years and thought it would help her as a Commissioner and a citizen to know what to expect in the upcoming summer months. She mentioned billboards and signs with reminders to create defensible space were displayed when entering counties on the west side of the Sierras. She thought people who moved into the community might not be aware of preventative measures to protect their home and property from loss due to fire. She spoke about a recent pallet fire in Sun Valley, noting the area was the perfect environment for a major fire since it was mostly manufactured homes which burned quickly. She commended

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Chief Moore for the proactive measures taken to ensure citizens were taught to be secure going into fire season.

Vice Chair Hartung thanked crews for their quick response to a recent brush fire in Spanish Springs. He asked Chief Moore to provide feedback about that fire during the Chief's Report.

Chair Lucey spoke about the success of the recent Guns and Hoses Golf Tournament that raised \$35,000 for Northern Nevada Children's Cancer Foundation. He said the Washoe County Sheriff's Office, the Truckee Meadows Fire Protection District, the Reno Fire Department, the Sparks Fire Department, the Reno Police Department, and the Sparks Police Department all participated in the event, which featured 190 teams. He said the event was put together by all firefighters and public safety officers in the region on their own time to raise money for children's cancer. He commended them on a nice job and thanked them for their support.

Chair Lucey mentioned open burning and said he wanted more outreach and education about when the season; people burning after the season ended was a concern, especially during heavy wind days that occurred in the region.

CONSENT ITEMS – 5A through 5C

21-084F **5A** Recommendation to approve the meeting minutes from the April 6, 2021 Board of Fire Commissioners Meeting. (All Commission Districts.)

21-085F **5B** Recommendation to approve a correction of a cost of living adjustment (COLA) and a PERS salary adjustment for unclassified, non-represented confidential and administrative employees, presented to and approved by the Board on April 6, 2021. The correction would be amending language stating: PERS has notified the District that there is a scheduled rate increase planned for July of 2021. The increase is going from 29.25% to 29.75% for Regular members, and from 42.50% to 44.00% for Police/Fire members. Staff is recommending that a 3.25% COLA be offered to unclassified, non-represented confidential and administrative employees thereby reducing the COLA to a net of 3% to follow PERS Employer-Pay Contribution guidance of the employer paid plan by splitting the increase between the employer and the employee. For FY21/22 the increase is .50% therefore this increase should be split evenly amongst the District and the employees by .25% each thereby resulting in a net COLA increase of 3%. (All Commission Districts.)

21-086F **5C** Recommendation to approve an interlocal agreement between Truckee Meadows Fire Protection District (TMFPD) and Washoe County Health District for TMFPD to provide Paramedic and medical supplies to staff WC Health District COVID-19 POST/POD retroactively effective April 5, 2021 terminating on December 31, 2021. (All Commission Districts.)

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

On motion by Vice Chair Hartung, seconded by Commissioner Hill, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A through 5C be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5C are attached hereto and made a part of the minutes thereof.

21-087F AGENDA ITEM 6 Risk Leadership Award Presented to Truckee Meadows Fire Protection District from 7710 Insurance.

Via the Zoom app, Bill Adamson, Chief Executive Officer of 7710 Insurance, said the company had the honor of insuring and working with 200 fire districts across the country. The 7710 Insurance Risk Leadership Award was created for leaders and teams who met the holistic approach to risk management, which included loss control, claims reduction, and mentorship of safety committees while developing a safety culture. Leadership that shared ideas and insight was vital to a holistic approach. He stated the best risk leaders brought other leaders together for discussion of specific high-risk topics and followed up on opportunities for overall organizational risk management. By considering best practices, near miss incidents, and areas for improvement, he said, true risk leadership had a proven track record in improving worker safety. He presented the 2020 Risk Leadership Award to Fire Chief Charles Moore and the Truckee Meadows Fire Protection District (TMFPD). He indicated TMFPD leadership and command staff, along with union membership and Washoe County, partnered with 7710 Insurance for a risk reduction initiative with the overall focus of organizational safety. The TMFPD had proven that collaboration could benefit the district in positive ways. He commended Chief Moore's leadership and truly valued the collaborative partnership.

Chief Moore said USI Insurance Services, LLC (USI) Vice President, Brandon Lewis was present in Chambers. Chief Moore mentioned 7710 Insurance and USI, with Mr. Lewis' help, had turned around the loss ratios for worker's compensation claims. He noted the District was struggling with many claims, but 7710 Insurance was able to turn that around and reduce their claims experience.

Mr. Lewis said he was honored to work with the TMFPD and to present the inaugural risk leadership award to the District. Two years prior, he stated, 7710 Insurance stepped up to provide worker's comp and wanted to collaborate with USI to provide coverage. He mentioned 7710 Insurance attended safety meetings, and he praised the safety committee led by Division Chief Joe Schum, who had been diligent in protecting community citizens.

Chair Lucey expressed appreciation for the award and said it was rare that an insurance company presented an award to a fire agency; he thought that spoke highly of the work the TMFPD did in the community.

There was public comment or action taken on this item.

21-088F **AGENDA ITEM 7** International Association of Firefighters, Local 2487 Report.

Chair Lucey indicated no one from Local 2487 was present to provide any information.

21-089F **AGENDA ITEM 8** Fire Chief Report:

- A. Informational briefing on operational matters and activities for the month of April and May 2021.
- B. Commissioner Dashboard: Status update on ongoing Commissioner requests of the Fire Chief.
- C. Review of recent critical calls response statistics for March 2021 to include Mutual and Auto Aid for our regional partners.

Deputy Chief Alex Kukulus stated a recent wildfire in Spanish Springs burned approximately an acre and a half in a subdivision north of the Walmart shopping center on Pyramid Highway. He said it was reported at the same time they were doing preseason wildfire training, so resources were already nearby; they also received automatic aid from the Sparks Fire Department. It was concerning to experience fire activity so early in the season and he mentioned the season was trending about a month ahead of normal, but the fire season was predicted to be average in the area due to a dry spring.

Vice Chair Hartung wondered about the cause of the Spanish Springs fire. Deputy Chief Kukulus indicated the report was not final but it was suspected some juveniles were in the area.

Fire Chief Charles Moore said open burning for spring had been closed and he was working to get that message out to the community. The COVID-19 vaccination dispensing events at Barron Way illustrated that numbers were dropping, just as they were across the region. After June 1, he remarked, they would direct individuals to the Washoe County Fairgrounds for vaccinations unless demand increased, in which case they would continue at their location. He commended Fire Captain Shane Ackerson for coordinating the vaccination events, saying he did a fantastic job.

Chief Moore mentioned two structure fires occurred simultaneously on April 10 and additional resources were instrumental in helping the TMFPD extinguish both fires quickly. He wanted to move more resources to the north due to the number of incidents in that area.

Chair Lucey commented it was lucky the ladder truck was back in service the night of the Sun Valley pallet fire as it proved to be a helpful resource in extinguishing the fire. He noted the ladder truck had been out of service for a month while waiting for parts. He asserted a second ladder truck was needed or that truck might need to be moved to the northern battalion.

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

21-090F

AGENDA ITEM 9 Presentation, discussion, and direction to Staff on the status of the Fiscal Year 2020-21 budget with expected General Fund expenditures of \$36,689,230 and an estimated ending fund balance of \$9.6 Million and the Fiscal Year 2021-22 Tentative Budget with proposed General Fund expenditures of \$38,906,980 and an ending fund balance of \$6.4 Million for Truckee Meadows Fire Protection District. (All Commission Districts.)

Fire Chief Charles Moore spoke about service levels, saying they anticipated the continued response of a medic unit at Station 45, making a crew of three on the engine and two on the ambulance. He said the feedback he received from staff was it was proving to be effective. Discussions about expansion with the Regional Emergency Medical Service Authority (REMSA) would take place soon. He noted the Fuels Program continued to have strong efforts from the fuels division without costing taxpayers much money because 18 of the employees were largely grant funded by NV Energy. He said it increased the number of firefighters available to address wildland fires, and they also handled fuels projects for individual homeowners. He stated the District had 170 employees, up from 100 when the District started nine years before. He explained there was a need for more administration support and the District was adding more firefighters along with receiving a grant for three additional positions. He mentioned the Firefighters Academy would end in June or July, which would help the District at the peak of wildland fire season. He said they anticipated being fully staffed and in great shape due to the good work of his staff and the new programs initiated.

Chief Fiscal Officer Cindy Vance conducted a PowerPoint presentation and reviewed slides with the following titles: FY 21/22 Tentative Budget; Summary of General Fund; General Fund Revenues; General Fund Expenses; General Fund Expenses by Cost Center; Funding for Special Programs; Capital Projects Fund; and Augmentation.

Vice Chair Hartung asked about an actuarial on the cost of using outside resources for fuels reduction and management programs. Division Chief August Isernhagen replied one key piece was 90 percent funded outside of the Truckee Meadows Fire Protection District (TMFPD), so the District was not absorbing any of those costs. He stated they would lose the ability to field extra firefighters if it was contracted out to an outside resource.

Vice Chair Hartung noted the NV Energy grant funds might not last forever. Division Chief Isernhagen agreed. Vice Chair Hartung thought it would be wise to do an actuarial to determine if it made sense to contract out some of the work. Division Chief Isernhagen indicated those conversations had occurred with contractors, but the District had about \$3.5 million in grant applications out and would be at capacity if these were awarded. Vice Chair Hartung mentioned leveraging those dollars made sense and they would not have the overhead associated with it.

Chair Lucey said he assumed the money for the Peer Support Group that Battalion Chief Derek Reid ran was included in the budget under special programs. Ms.

Vance replied \$50,000 was the cost last year and they added an additional \$25,000 for this year. Chair Lucey asserted it was a wonderful program and he wanted to ensure they had adequate funding.

Chair Lucey thought the \$110,000 for radio repair and replacement was ongoing until the P25 radio system was in place. He did not understand why it was being classified in the special programs fund as opposed to a general fund allocation. Ms. Vance replied it was so they could monitor how it was doing. She said they discussed exactly what was needed for the following year because it could change depending on when the P25 radios arrived, which would trigger a major purchase and reduce the special programs fund. Chair Lucey asked about the liability for the P25 radios and system. Ms. Vance did not know but could get that information and provide it to the Chair.

Chair Lucey wondered whether the \$25,000 cost for maintenance and repairs to hydrants was in conjunction with previous conversations. Chief Moore commented they were talking to the Truckee Meadows Water Authority (TMWA) and Division Director of Engineering and Capital Projects Dwayne Smith, but the issue centered around the ownership of and responsibility for the hydrants. TMWA had agreed to perform minor maintenance including testing, painting, and lubing of the threads, and Washoe County would assume ownership; the TMFPD was asked to perform major repairs and replace hydrants if needed. He said it was a conversation they needed to have with the Board because there were approximately 3,000 hydrants, and each would cost \$7,000 to replace. He indicated hydrants had a life span of approximately 50 years. Nothing was settled yet, he said, but they needed some money to replace hydrants as necessary. Chair Lucey agreed repairs were imperative. He wondered whether \$25,000 was enough to ensure the necessary repairs and replacements could be performed when needed. Chief Moore replied it was difficult to know whether it was enough as expenditures had fluctuated over the years. Chair Lucey thought this was just an estimate to start the fund. Chief Moore confirmed it was.

Commissioner Hill wondered whether special events were built into the budget since things were opening and events were going to happen. She knew the TMFPD helped with the Earth Day event, which she thought could be a great recruitment opportunity. Chief Moore said those events were funded out of the normal overtime pool and there was plenty of money in the budget to cover events.

Referring to command vehicles, Commissioner Hill suggested Chief Moore inform her if there was interest in green vehicles; she could work to partner with NV Energy and apply for grants to provide a charging station for the new fire station.

Commissioner Jung brought up the responsibility of fire hydrants and asked the representative serving on the TMWA Board to provide her with the requirements and contractual agreements for the Cities of Reno and Sparks. She felt costs needed to be fair and TMWA could afford to take on that responsibility. She said the County needed to fight this issue because they did not deserve to pay for something that should be TMWA's, responsibility, especially if the cities were receiving a different arrangement. She thought

the County was experiencing discrimination by being required to pay, and all entities needed to be treated equally.

Vice Chair Hartung responded by saying the Cities of Reno and Sparks were required to pay for the laterals that connected to hydrants. Chair Lucey stopped Vice Chair Hartung, saying the Board was not agendized to talk about this issue. Although Commissioner Jung's point was prudent, he remarked, it would have to be brought back on a later agenda for discussion.

There was no response to the call for public comment.

On motion by Vice Chair Hartung, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 9 be approved.

21-091F **AGENDA ITEM 10** Recommendation to approve a two-year Interlocal Contract between Truckee Meadows Fire Protection District and the State of Nevada acting by and through the Nevada Division of Forestry Department of Conservation and Natural Resources in the amount of \$198,702.00 per fiscal year, not to exceed \$397,404.00 for the purpose of providing resources, equipment and financial assistance in the mitigation of emergency fire incidents. If approved the agreement would be effective July 1, 2021 and would require the District to pay the State in exchange for the provisions of specified emergency fire incident services by the State. Services to be provided by the State generally include but are not limited to: assistance in the use of an incident management teams, cooperation in the training, equipping and maintaining of firefighting forces, reimbursement of approved costs and assistance with fire investigation. (All Commission Districts.)

Fire Chief Charles Moore stated this was a contract with the Nevada Division of Forestry (NDF) which was instrumental in keeping the District afloat financially. There had been millions of dollars in costs fighting wildland fires the previous year, which the Truckee Meadows Fire Protection District (TMFPD) could not have afforded without this program. He explained the NDF and the State of Nevada provided the insurance policy to the TMFPD for a fee of \$198,000 per year and they reimbursed firefighting costs. He could not think of a better deal for the District, and he strongly recommended approval of this item. He asserted the same contract had been approved in previous years.

Vice Chair Hartung wondered whether the cost was always \$198,000. Division Chief August Isernhagen stated it had cost \$125,000 the previous year, and the increase was due to previous fire activity. Vice Chair Hartung understood the increased cost of insurance but also the need for this.

Commissioner Jung asserted Vice Chair Hartung was a subject matter expert for this as the Board had appointed him to the State Policy Board; she had explained

to Commissioner Hill the history and financial risk the County would be taking. She stated Vice Chair Hartung came back and explained to the Board that one big fire here would decimate the County. She admitted this was an expensive business expense, but there was so much liability that it was needed. She encouraged Vice Chair Hartung to stay involved since he represented the County so well. The Board had no idea what information the Vice Chair would bring back, but they knew it would be fair and balanced because he looked out for the District as a fiduciary agent. Due to its holding of the risk for the region, the County had a greater responsibility to the entire region to not get into a position where bankruptcy was an issue.

Division Chief Isernhagen stated the Poeville Fire last season totaled \$150,000 for personnel and equipment costs, not including cooperators or aircraft, which would be covered by this agreement. The Rock Farm Fire had three large air drops that cost between \$80,000 to \$100,000 per drop. He stated it was a substantial amount of money, but the District had covered its cost for the year in just those two fires. He noted there were benefits in participating, such as access to an NDF engine stationed in the District.

There was no response to the call for public comment.

On motion by Vice Chair Hartung, seconded by Commissioner Jung, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 10 be approved. The Interlocal Contract for same is attached hereto and made a part of the minutes thereof.

21-092F **AGENDA ITEM 11** Recommendation to authorize Washoe County Community Services Department, Engineering and Capital Project Division, to initiate a Request for Qualifications (RFQ) process for architectural design and construction support services for the Hidden Valley Fire Station Tennent Improvement and New Truck Bay Project (Project) located at 3255 West Hidden Valley Drive and upon successful scope review and negotiation with the selected professional firm, provide the Board of Fire Commissioners with a professional services agreement for consideration and possible authorization in support of the Project. (Commission District 4.)

Fire Chief Charles Moore said discussions had taken place about moving capital projects to Washoe County experts to manage for the District.

Dwayne Smith, Division Director of Engineering and Capital Projects, expressed appreciation for the opportunity to work with the Truckee Meadows Fire Protection District (TMFPD) on more capital projects. As previously stated, he wanted to ensure they were bringing confidence to the projects by following Nevada Revised Statute requirements and Washoe County policies. This item was seeking direction to initiate a RFQ for the Hidden Valley Tennent Improvement and Truck Bay project. He explained the desire was to identify the best architectural design firm to provide the best value and the greatest opportunity for competition. He said they had a head start with some of the

items; the comprehensive special use permit was complete as was the action order. He indicated they would bring an agreement for professional services to the Board in July, which would include a schedule. They would continue to report progress to the Board.

Vice Chair Hartung commented that subject matter experts were right here within the County, and he could not agree more with allowing the Capital Projects Division to take over the projects since they had the District's best interest in mind. He fully supported this item.

Commissioner Jung agreed with Vice Chair Hartung and said working with subject matter experts was her favorite part of her job. She believed the expertise of County employees went unspoken far too often. She spoke about college degrees and how not all jobs requiring them actually needed them.

Chair Lucey agreed this was a smart way to approach the capital projects process, and Commissioner Hill bringing this forward created some amazing ideas and opportunities. He believed each project would be looked at with a collective understanding, and different ideologies would bring forward a multitude of information. Having this process in-house provided the opportunity to be advocates not only for the area, allowing the public to have a voice, but also to have expertise in County processes. He was supportive of this item because he believed the County owed this benefit to the citizens, even with the increase in cost.

There was no response to the call for public comment.

Chair Lucey noted the agenda said the item was for Commission District 2 when it should have said District 4. Deputy District Attorney Mary Kandaras indicated that could be overlooked.

On motion by Vice Chair Hartung, seconded by Commissioner Hill, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 11 be authorized and provided.

21-093F **AGENDA ITEM 12** Public Hearing and possible action to approve a Lease Agreement between Truckee Meadows Fire Protection and the United States Bureau of Land Management for property located at 400 Stampmill Drive, Wadsworth, Nevada 89442 APN 084-332-02. (Commission District 4.)

The Chair opened the public hearing.

Fire Chief Charles Moore stated the Board might be aware that this property was leased to the Pyramid Lake Tribe, who was the first response agency to a smaller area of Truckee Meadows Fire Protection District in Wadsworth. He noted the Bureau of Land Management would also be a leasee of that station and occupy one bay, along with storing their firefighting assets there.

There was no response to the call for public comment.

Vice Chair Hartung spoke about how the District responded in Wadsworth and the Chief produced a partnership in 2014 with the Pyramid Lake Tribe to cover the area, which had never had regular fire service, only volunteer services. He indicated it was difficult to get volunteers to an incident. He thanked Chief Moore for his hard work.

On motion by Vice Chair Hartung, seconded by Commissioner Hill, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 12 be approved.

21-094F **AGENDA ITEM 13** NRS 350.020 Public hearing on the proposed issuance of the Truckee Meadows Fire Protection District's General obligation (limited tax) Capital Improvement Bonds (Additionally Secured by Pledged Revenues) in the maximum principal amount of \$7,000,000 to finance the acquisition of properties for stations and administration authorized by NRS 474.511, including fixtures, structures, stations, other buildings and sites therefor and appurtenances and incidentals necessary, useful or desirable for any such facilities, including all types of property therefor; and providing the effective date hereof. The proposed bonds will be secured by a pledge of 15% of the District's receipt of Consolidated Taxes. Budgeted Consolidated Taxes in fiscal year 2021 are \$7,806,607, and the corresponding amount pledged to repayment of the proposed bonds is \$1,170,991. Maximum annual debt service on the proposed bonds is estimated to be \$416,000, and debt service will be repaid over a 25-year period. (All Commission Districts.)

Fire Chief Charles Moore indicated this item was not styled for action and asked that it be tabled until the May 18 meeting.

Deputy District Attorney Mary Kandaras said the item did not state it was for possible action, so it could be opened, public comment taken, and then closed with no action.

Discussion took place between Chair Lucey, Chief Moore, Chief Fiscal Officer Cindy Vance, and Deputy District Attorney Mary Kandaras where it was determined this item did not require action as a Resolution would come before the Board on June 1 for action. This was a public hearing to hear public comment. The Chair opened the public hearing. There being no response to the call for public comment, the public hearing was closed.

21-095F **AGENDA ITEM 14** Announcements/Reports.

Vice Chair Hartung asked Deputy District Attorney Mary Kandaras whether a blanket statement could be placed in the beginning of the agenda stating all items could be for action. Based on instruction from the Attorney General's Office related to Open Meeting Law, Ms. Kandaras thought that was not possible. She would investigate

this issue specifically and provide a recommendation to the Board to ensure consistency. She was comfortable with the decision about Agenda Item 13 not including action. Vice Chair Hartung suggested permanent language be embedded in the agenda that public hearings could be for action. Ms. Kandaras replied that could be a viable solution. Chair Lucey thought the agenda could read that items were for action unless notated as 'for discussion only'.

Chair Lucey asked for an agenda item to be placed on a future agenda to discuss the possibility of adding another ladder truck to the fleet for the northern battalion. He stated the Truckee Meadows Fire Protection District took pride in having three-man crews at all stations, but the Washoe Valley Station could potentially have a five-man crew with the expansion of transports and ambulances. He wanted to discuss the potential utilization of five-man crews at stations with high call volumes.

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

21-096F AGENDA ITEM 15 Public Comment.

There was no response to the call for public comment.

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11:28 a.m. There being no further business to discuss, the meeting was adjourned without objection.

BOB LUCEY, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

Minutes Prepared By:
Doni Gassaway, Deputy County Clerk