BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

TUESDAY 10:00 A.M. MAY 6, 2025

PRESENT:

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

Catherine Smith, Chief Deputy County Clerk
Dale Way, Interim Fire Chief
Michael Large, Deputy District Attorney

Pending Board Approval

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

25-072F **AGENDA ITEM 3** Public Comment.

Brett Porter, Captain for the Truckee Meadows Fire Protection District (TMFPD), stated that he did not speak as a representative of the TMFPD but as the company officer in charge of Firefighter/Paramedic Patrick Davis. He prefaced that Mr. Davis was unaware that he would be speaking, and he would likely be scolded by Mr. Davis for it later. Captain Porter felt that the response showed the pride and lack of ego Mr. Davis brought to the job. He said Mr. Davis was self-described as inappropriately optimistic. He mentioned that he had Mr. Davis as a rookie for a short period of time and was run ragged over his shift. He explained that when he checked in with him to see how he was doing, he responded that *everything was a win*. Captain Porter stated that several years later, Mr. Davis's attitude remained unchanged. He said Mr. Davis's love for the job and desire to support those around him were nothing less than wonderful. He noted that the contributions to the agency to increase the efficiency of operations and streamline how business was handled were nothing less than exemplary. He believed that part of what made those endeavors exemplary was that they were entirely voluntary, and Mr. Davis's no-quit mentality helped him push through any constraints in his path. He informed that Mr. Davis was being honored with the Clinical Excellence Award and the Lifesaving Award, and in the previous year, he also received an Internal Agency Award called the Dalmatian Award twice. He said Mr. Davis was recently honored at the Trauma Intervention Program (TIP) award dinner for his service to the public. He felt those honors were only a snapshot of Mr. Davis's daily actions while on the job. He was honored to be Mr. Davis's Captain, and he believed that the TMFPD and the communities in Washoe County were fortunate to have him serving them.

25-073F **AGENDA ITEM 4** Announcements/Reports.

There were no announcements or reports.

CONSENT ITEMS – 5A THROUGH 5F, EXCLUDING TABLED AGENDA ITEM 5D HEARD SEPARATELY

25-074F **AGENDA ITEM 5A** Recommendation to approve the meeting minutes from the April 1, 2025 Board of Fire Commissioners Meeting.

25-075F **AGENDA ITEM 5B** Recommendation to accept and express thoughtful appreciation of a $1,144.95 monetary donation from the Nevada Peer Support Network in support of the Truckee Meadows Fire Protection District Health and Wellness Program. (All Commission Districts)

25-076F **AGENDA ITEM 5C** Recommendation to accept and express thoughtful appreciation of a donation of miscellaneous mechanic tools and a toolbox at an approximate value of $83,392 from Truckee Meadows Fire Protection District employee Thomas Gleason in support of the Truckee Meadows Fire Protection District Fleet Program. (All Commission Districts)

25-077F **AGENDA ITEM 5E** Recommendation to accept a grant award from the State of Nevada's Division of Public and Behavioral Health in the amount of $6,313.73 for the purchase of a training skin for our cut suit. The cut suit is used in trauma scenarios that may occur during emergency medical services calls, and, if accepted, direct staff to make the necessary budget adjustments. (All Commission Districts)

25-078F **AGENDA ITEM 5F** Recommendation to accept a grant award from the State Emergency Response Commission in the amount of $5,317.30 for the purchase of tox medic medications that may be used during hazmat or emergency medical services calls. If approved, direct staff to make the necessary budget adjustments. (All Commission Districts)

Commissioner Andriola pulled Item 5D for further discussion.

Interim Fire Chief Dale Way acknowledged and thanked the Nevada Peer Support for their donation on Agenda Item 5B. He acknowledged 5C and stated that Fire Mechanic Thomas Gleason was donating his tools to the District as he prepared to retire.

Chair Hill said the community was generous and thanked Chief Way for acknowledging those donations.

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

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On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A through 5F, with the exclusion of Item 5D, be approved.

25-088F **AGENDA ITEM 5D** Recommendation to approve a class specification and salary range of $99,099 - $108,202 for a new Executive Office Manager position and to unfreeze and reclassify the vacant position of Executive Assistant effective May 19, 2025. (All Commission Districts.)

Interim Chief Dale Way gave background on Agenda Item 5D and said the Truckee Meadows Fire Protection District (TMFPD) was welcoming their County employee, Administrative Assistant II Sandy Francis, to the District after 13 years. He mentioned that previously, she had been with the District as a Washoe County employee while the District paid her wages. He said that after conducting a salary study, it was found that she was slightly underpaid for the duties she performed in her position classification at the County.

Chair Hill asked for clarification on the unfreeze and reclassification of the vacant Executive Assistant position and wanted to understand the process. Chief Way said the purpose was to keep the position within the District for when Ms. Francis retired and TMFPD needed to underfill her position at a lower level. Chair Hill wondered if the Board would be notified if a new position was created. Chief Way responded yes.

Commissioner Andriola explained that she requested to pull the item because she felt transparency was important. She did not want to infer that TMFPD was not transparent, but clarified that the budget for Fiscal Year (FY) 2026 looked like there would be challenging times ahead. She added that one of the recommendations was to review the budget and hold vacant positions open, which raised some questions regarding the Agenda Item. She reminded that a new fire chief was appointed the previous day and thought that person should have the responsibility to work through the budget and analyze positions.

Chair Hill said that she preferred reclassifications to be included with the budget instead of being separate; however, she was aware that the position had been contemplated for many years, and Ms. Francis was underpaid. Chair Hill asked for clarification on the matter. TMFPD Human Resources (HR) Manager Carla Arribillaga explained that the Executive Assistant position was reclassified to the Executive Office Manager position. She noted that TMFPD eliminated that position and would reclassify the same position as one salary grade higher. Chair Hill asked if the action resulted in essentially opening another position. Ms. Arribillaga said that was correct, it was currently a frozen position and would be unfrozen to move Ms. Francis over to TMFPD. She added that the position was presently paid by TMFPD through Washoe County, and Ms. Francis would be moved under TMFPD's direct budget and systems. Chair Hill asked if the salary increase was a $13,000 annual hit to the budget. Chief Way confirmed that was correct. Chair Hill asked the Board if they were prepared to move forward.

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Commissioner Andriola said it was a very difficult situation because she also felt it would be helpful if the position were included in the budget. Chair Hill asked if the Board preferred to table the item until the budget conversation. Commissioner Andriola preferred that, due to the fact that it involved holding a position that was open and the balance of the vacancy. She explained that her request was not against anyone, and she acknowledged the dedication of everyone who worked for TMFPD; however, she felt that to give full transparency to the entire process, it should be included in the budget. Chair Hill decided to discuss Agenda Item 5D as part of Agenda Item 14. Chair Hill asked if a formal motion to table the item was required. Deputy District Attorney (DDA) Michael Large said the item would be tabled until Agenda Item 14 and would receive a separate vote at that time.

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For additional discussion on Agenda Item 5D, please see Agenda Item 14, Minute Item Number 25-087F.

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PROCLAMATIONS

25-079F **AGENDA ITEM 6** Recommendation to approve a Proclamation, proclaiming the month of May 2025 as Nevada Wildfire Awareness Month. (All Commission Districts)

Ms. Abbey Pike, University of Nevada, Reno (UNR) Extension County Coordinator, with the Living With Fire Program, read the proclamation.

Ms. Pike said they were grateful for the proclamation and encouraged all residents to visit their website for additional information on how to prepare for wildfires.

Chair Hill thanked her for her work.

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

25-080F **AGENDA ITEM 7** New Hire introduction and badge pinning. Introduction and badge pinning of confirmed promotional employees and new employees.

New Hire Introduction
Brett Taylor, Wildland Urban Interface Coordinator

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Promotional Announcements
Brandon Meredith, Captain
Thomas Ames, Captain

Truckee Meadows Fire Protection District (TMFPD) Division Chief August Isernhagen introduced Mr. Taylor. He provided a brief history of his background. Mr. Taylor was pinned by his wife, Kimberly Taylor.

TMFPD Division Chief Joseph Schum introduced Captains Brandon Meredith and Thomas Ames. He provided a brief history of their backgrounds. Captain Meredith was pinned by his wife, Heather Meredith, and Captain Ames was pinned by his wife, Jordyn Ames.

25-081F **AGENDA ITEM 8** Awards and Recognition.

Stork Pin Award
Captain Joshua Kutz
Engineer Anthony Schiro
Firefighter/Paramedic Greig Jameson

Clinical Excellence Award
Captain Noekeef Henry
Engineer Shad Vetrock
Firefighter/Paramedic Beau Retzer
Firefighter/Paramedic Patrick Davis
Firefighter/EMT Joseph Eguen

Clinical Excellence Award
Captain Michael Krysztof
Engineer Schiro
Firefighter/Paramedic Matthew Nuthall
Firefighter/Paramedic Ryan Arnaud
Firefighter/Paramedic Jaden Protain

Clinical Excellence Award
Captain Derek Hirsch
Engineer Vetrock
Firefighter/Paramedic David Watson
Firefighter/Paramedic Kason Clary
Firefighter Dylan Sawyers
Chief's Medal of Commendation
Bernardo Noriega, Citizen
Bernard Halstkamp, Citizen

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Lifesaving Commendation
Captain Henry
Engineer Nikolaus Raw
Firefighter/Paramedic Davis
Firefighter/Paramedic Jameson
Firefighter/EMT Sawyers

Lifesaving Commendation
Captain David Curns
Engineer Vincent Murgolo
Firefighter/Paramedic John Williams
Firefighter/Paramedic Jeff Bode

Lifesaving Commendation
Captain Miguel Orduna
Engineer Schiro
Firefighter/Paramedic Cameron Chappell
REMSA
Dispatcher Aleesha Saunders
Paramedic Clifton Arnold
Paramedic Raymond Justice
Washoe County Sheriff's Office
Deputy Sheriff Aubrey Hayes
Reno Fire Department
Captain Jason Leggett
Operator Shawn Price
Firefighter Manny Fuentes
Firefighter Blake Harper

Lifesaving Commendation
Wildland Battalion Chief Adam Crichton

Medal for Bravery
Captain Ian Satterfield
Captain Patrick Hughes
Wildland Captain Colton Hughes
Wildland Captain Logan Nordyke
Wildland Captain Collin Thompson
Heavy Equipment Operator Justin Hansen
Wildland Engine Operator Tobin Schultz
Firefighter/EMT Thomas Witzmann
Wildland Firefighter Taber Kohlmoos
Wildland Firefighter Andrew Schmid

Truckee Meadows Fire Protection District (TMFPD) Division Chief Joseph Schum said that, unfortunately, the physical medals did not ship but should arrive soon. He

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noted that although Amazon was delayed, each person would receive a certificate, and a few of the medals would be presented. He said the physical medals would be given to the employees at their stations once they were received.

Division Chief Schum recognized that there were likely employees receiving awards who could not attend, as the room was filled with friends, family, and supporters. He noted that other arrangements would be made for those individuals.

Division Chief Schum introduced Captain Joshua Kutz, Engineer Anthony Schiro, and Firefighter/Paramedic Greig Jameson. He stated that the three personnel were recognized for their role and contribution in delivering a baby on April 7, 2024.

Division Chief Schum introduced Captain Noe Keff Henry, Engineer Shad Vetrock, Firefighter/Paramedic Beau Retzer, Firefighter/Paramedic Patrick Davis, and Firefighter/Emergency Medical Technician (EMT) Joseph Eguen. He said they performed with professionalism and composure to deliver a patient to the emergency room (ER) with circulation on January 1, 2025.

Division Chief Schum introduced Captain Mike Krysztof, Engineer Schiro, Firefighter/Paramedic Matthew Nuthall, Firefighter/Paramedic Ryan Arnaud, and Firefighter/Paramedic Jaden Protain. He said on that December 3, 2024, that the group performed with professionalism and composure and diagnosed, treated, and delivered a choking pediatric patient to the ER, where a popcorn kernel was found in the lower airway. Chair Hill added that those involved performed great life-saving work.

Division Chief Schum introduced Captain Derek Hirsh, Engineer Vetrock, Firefighter/Paramedic David Watson, Firefighter/Paramedic Kason Clary, Firefighter/EMT Dylan Sawyers, and citizens Bernardo Noriega and Bernie Halstkamp. He said TMFPD worked together with the citizens, who were also recognized for professionalism and composure and delivered a patient to the ER with return of spontaneous circulation. He mentioned that prior to the arrival of Captain Hirsh's crew, two civilians had provided aid to the patient. He stated that the two citizens were honored with the Chief's Medal of Commendation. He said that on January 2, 2025, the citizens observed a vehicle in a parking lot where the accelerator was pinned to the floor. He added that inside the vehicle was a pulseless person. He explained that 9-1-1 had been activated and prior to Engine 46's arrival, the citizens removed the patient and began bystander cardiopulmonary resuscitation (CPR). He noted that the patient was transported to the hospital with return of spontaneous circulation.

Division Chief Schum introduced Captain Henry, Engineer Nikolaus Raw, Firefighter/Paramedic Davis, Firefighter/Paramedic Jameson, and EMT Sawyers. He said TMFPD received notice from a Northern Nevada Medical Center (NNMC) physician who said, t*he crew was on point and delivered the patient to the ER with recent return of circulation, everything was done according to protocol and of the highest standard*. Division Chief Schum mentioned that ultimately, the patient was discharged with full

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health, in good spirits, and made a full neurological recovery. He said the transport took place on August 22, 2024.

Division Chief Schum introduced Captain David Curns, Engineer Vincent Murgolo, Firefighter/Paramedic John Williams, and Firefighter/Paramedic Jeff Bode. He said that on September 17, 2024, upon Engine 33's arrival, they found a man down, in his kitchen, not breathing and pulseless. He added that with composure and professionalism, the crew provided life-saving measures and obtained spontaneous circulation. He noted that the patient was transported to the hospital and was subsequently discharged in the ensuing weeks.

Division Chief Schum introduced Captain Miguel Orduna, Engineer Schiro, and Firefighter/Paramedic Cameron Chappell, Regional Emergency Medical Services Authority (REMSA) Dispatcher Aleesha Saunders, REMSA Paramedic Clifton Arnold, REMSA Paramedic Raymond Justice, Washoe County Sheriffs Office (WCSO) Deputy Sheriff Aubrey Hayes, Reno Fire Department (RFD) Captain Jason Leggett, RFD Operator Shawn Price, RFD Firefighter Manny Fuentes, and RFD Firefighter Blake Harper. He also recognized the REMSA Dispatch Center Director, Shannon Popovich, Sheriff Darin Balaam, Undersheriff Phillip Jones, RFD Chief David Cochran, and RFD Battalion Chief John Mandell. He said the incident was remarkable and mentioned that on November 22, 2024, a 19-month-old child was found unresponsive in a hot tub. He added that, thanks to the parents' quick CPR, and the rapid, coordinated efforts of Engine 44, Reno Engine 10, REMSA, WCSO Deputy Hayes, and dispatchers, the child was resuscitated and made a full neurological recovery. He explained that the responders' professionalism, teamwork, and composure under pressure were crucial to the positive outcome. He acknowledged all those who played a role in the incident and made sure they received the recognition they deserved for being partners in the community and providing outstanding service. Chair Hill said it was a region-wide effort, and congratulated and thanked the team.

Division Chief Schum said there were limited medals available in stock, but they presented RFD with physical medals. He described the medals as ribbons that could be pinned to the Class A uniform. He added that there was a commendation bar that could be worn on the daily uniform above the name badge, which showed visible recognition of the efforts put forth.

Division Chief Schum introduced Wildland Battalion Chief Adam Crichton, Fire Captain Patrick Hughes, Wildland Captain Colton Hughes, Wildland Captain Logan Nordyke, Wildland Captain Collin Thompson, Wildland Engine Operator Tobin Schultz, Heavy Equipment Operator Justin Hansen, Firefighter/EMT Thomas Witzmann, Wildland Firefighter Taber Kohlmoos and Wildland Firefighter Andrew Schmid, and Captain Ian Satterfield. Wildland Division Chief August Isernhagen specifically asked to present the awards, not only as the Division Chief who oversaw wildland operations within the County or as the Incident Commander during the first several days of the Davis Fire, but as a citizen whose family and friends were directly affected by the incident. He said his family lived three doors down from where the burn perimeter was. He added that his children learned to fish at Davis Creek Pond and the

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threatened Marilyn Pond at the Galena Creek Park. He explained that his family was extensively involved in scouting of America and had countless memories in the Davis Creek area, with his entire childhood spent growing up next to the park. He felt his thanks in the awards carried substantially more weight as a man whose entire boyhood memories revolved around the area and as a dad and husband whose family had many special memories in the area that was saved by everyone who responded. He added that, as the Incident Commander of the fire, the heroic effort could not be overstated by all involved. He was surprised that they were not recovering bodies in the aftermath. He mourned for those who lost everything; however, the actions of thousands of responders and citizens prevented that mourning from being exponentially larger. He said that while he could never capture each scenario of selflessness or heroism, he believed there were three pivotal actions that resulted in the protection of life, homes, and properties. He indicated that the three instances were what he wanted to honor.

Chief Isernhagen said for the first scenario at approximately 2:00 a.m., on the second morning of the Davis Fire, Wildland Battalion Chief Crichton scouted for potential control line locations by himself with little to no sleep. He indicated that Chief Crichton's location was south of Mt. Rose Highway at the foot of Slide Mountain, in the middle of the dark, thousands of yards from the road, and working with a night-flying helicopter. He said Chief Crichton discovered a lost, disoriented, and half-clothed civilian above the fire. He described the individual as covered in retardant, with numerous superficial wounds, and too weak to walk. He explained that Chief Crichton flawlessly performed the needed steps to physically move the individual to a safe location and the closest access point for road pickup to receive assistance. He added that Chief Crichton's presence in the area, while exceeding normal operations under his own initiative, saved the civilian's life. He said there was no doubt in his mind that the citizen would have perished if not from the fire, but from exposure, dehydration, and malnourishment. He advised that Chief Crichton was awarded the life-saving commendation due to his initiative, composure, and the outcome of the scenario and was awarded the Lifesaving Commendation award.

Chief Isernhagen the larger group received the Medal for Bravery. He described the Medal for Bravery as the second highest recognition of an employee or an employee of another public safety agency. He added to receive the Medal for Bravery the recipient must be a member of public safety or preforms an act or acts of distinguished bravery and stamina in adverse conditions of fire, environment, weather or other hazardous scenes.

Chief Isernhagen acknowledged two external crews, Silver State Interagency Hot Shot Crew out of Carson City and Slide Mountain Hand Crew out of Incline Village. He said that while they were not TMFPD employees and did not receive formal recognition that day, they were pivotal in the following operation. He mentioned those agencies were deserving of gratitude from TMFPD and the citizens.

Chief Isernhagen stated that for the second scenario, it involved Fire Captain Hughes, Wildland Captain Hughes, Wildland Captain Nordyke, Wildland Captain Thompson, Wildland Engine Operator Schultz, Heavy Equipment Operator Hansen,

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Firefighter/EMT Witzmann, Wildland Firefighter Kohlmoos and Wildland Firefighter Schmid. He explained that several days into the Davis Fire, a large wind event occurred on the southern flank. He recalled that it was the day they were worried that the Davis Fire would make a seven-mile run to the north and possibly take out about 800 homes in that area. He said that was the focal point, but the southern flank down on the front of Slide Mountain continued to move south against the wind. He added that while that occurred, the fire was being pushed back into the already burnt area, but continued to spread south. He mentioned that if the fire had continued to move south and aligned with the wind, it would have pushed back down into Washoe Valley into new homes. He said the models had it potentially spotting across Washoe Lake and taking out portions of the Eastlake community. He explained that from Washoe Valley, it would be the face of Slide Mountain below the access road to the east Mt. Rose parking lot. He added that the fire moved across the area below the road, the group decided that the risk was worth the reward, and decided to engage there, which would typically not be considered, given the risk to responders. He indicated that the terrain was so steep that ropes had to be used to secure their balance and footing as they descended. He added that they fought the fire downhill, which was one of the main watchout situations. He said the slope below the road was nearly vertical, and engagement there would never have been entertained in a standard wildland fire scenario. He explained that extreme winds and hazardous conditions made the operation extremely challenging. He noted that numerous bee hives were encountered, and personnel were stung multiple times during the hose lay operation. He said they continued to push through and secured the southern edge and protected countless homes in the west and east Washoe Valley.

Chief Isernhagen said that for the final scenario, the night before the same wind event, they expected the Davis Fire to run north seven miles through 800 homes. He explained that Captain Satterfield oversaw the branch that encompassed the Galena Creek Park and the area of the fire between there and Reindeer Lodge. He mentioned that the large swaths of uncontrolled fire line remained between the edge of the fire and the next potential control barrier to make a stand. He added that Captain Satterfield devised and oversaw the implementation of a risky, large-scale, complex, nighttime burn operation to secure the flank. He stated that although not preferable, the operation was the lesser of two not particularly desirable options. He said their options were to try the operation, or wait and watch. He thought both would likely result in a seven-mile run. He noted that as an Incident Commander on an Incident Management Team, he cringed at the thought of having to make that choice. He explained that when large-scale teams moved in to help on incidents, it was easier to make decisions based on the likelihood of success. He said part of that was a separation of insulation from the community. He stated that typically, those decisions would not be made on fires in a person's own jurisdiction. He mentioned that being a TMFPD employee embedded with the Southwest Management Team, while on scene, Captain Satterfield made the proactive choice, knowing that both scenarios were likely to fail. He revealed that if failure had occurred, the infamous seven-mile run was likely, and Captain Satterfield's emotions and reputation would forever carry that weight. He stated the burn was successful and held through the following day despite the odds. He believed the decisive and courageous choice likely saved numerous homes north of the fire and resulted in the seven-mile run never occurring. He thought that Captain Satterfield's

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composure, decisiveness, skill, and courage directly deserved credit for that not happening. He said due to those attributes and the associated outcome of his actions, Captain Satterfield was awarded a medal of bravery.

Chair Hill thanked the group and said they saved the community.

Division Chief Schum said it went without saying that those were some of the many examples of the great work done in the field that often went unnoticed. He stated that humility was one of the traits of a firefighter, and successes were not frequently mentioned. He pointed out that the staff were always thankful for the work that everyone put in each day, whether they received recognition or not, and that was what made TMFPD successful.

25-082F **AGENDA ITEM 9** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 President James Clouser thanked the Commissioners for their work in assisting with hiring a new Chief. He said he realized the tremendous amount of effort and thought that went into putting together the entire process, which included hiring the best recruiter possible, the Board's participation in the interviews. He felt that the meet-and-greet event was phenomenal and groundbreaking. He mentioned he had not spoken to anyone who had attended something like that before and thanked the Board for pioneering that. He thanked interim Chief Dale Way for participating and assisting in the role of interim Chief. He explained that interim Chief Way's work and effort had not gone unnoticed, and Mr. Clouser appreciated the courage it took to step into that role and the interview process at the prior Truckee Meadows Fire Protection District (TMFPD) meeting. He stated that the Guns and Hoses tournament held recently was again tremendously successful and raised over $39,000. He thanked everyone who participated, including the Washoe County Sheriff Office (WCSO) deputies. He concluded that since The Guns and Hoses' inception in 2013, over $300,000 had been raised for Northern Nevada's Children's Cancer Foundation.

Chair Hill thanked him and said she appreciated the update.

25-083F **AGENDA ITEM 10** Presentation on Dispatch to include the history, service delivery and collaborative efforts between Truckee Meadows Fire Protection and REMSA.

Chair Hill said she requested the presentation because the Board had not received an update on the contract with the Regional Emergency Medical Services Authority (REMSA). She added that there were numerous discussions regarding regional dispatch. She thought everyone should be informed about the operations to allow for a discussion.

Truckee Meadows Fire Protection District (TMFPD) Deputy Chief Chris Ketring and REMSA Dispatch Center Director, Shannon Popovich, conducted a

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PowerPoint presentation and reviewed slides with the following titles: TMFPD and REMSA Dispatch; TMFPD Dispatch & Communications; PSAP explanation transfer; Terminology; Terminology continued (3 slides); Radio System; Dispatch Transition Historical Background; Term of Agreement and Infrastructure Costs; Lessons Learned; TMFPD's Growth and Development; REMSA's Growth and Development; Dual Collaboration; REMSA Call Data; Aid/Dispatch Complexities; Enhanced and Automatic Aid Responses; Enhanced Aid TMFPD & City of Sparks; Automatic Aid TMFPD & RFD (2 slides); Future Possibilities; Questions.

Deputy Chief Ketring thanked the dispatchers from various agencies. He said dispatchers were the first in line for emergency response, and he felt they were not thanked enough. He said the presentation explained the processes, programs, and technology. He hoped the dispatchers did not think anything was being taken away from them and all they had done. He mentioned that the presentation was not about the men and women who did the job every day but focused on the processes and technology.

Deputy Chief Ketring reviewed the slide titled *TMFPD Dispatch & Communications* and said multiple acronyms were used. He thought there could be confusion about the radio system that TMFPD used. He stated that some of the Commissioners were not on the Board when TMFPD transitioned, so he felt a review of some of the prior staff reports was necessary.

Ms. Popovich reviewed the slide titled *PSAP explanation transfer* and explained the terminology that would be useful throughout the presentation. She said when someone dialed 9-1-1, the call was routed to a public safety answering point (PSAP). She mentioned that there were specific requirements to become a PSAP.

Ms. Popovich reviewed the slide titled *Terminology* and said the computer-aided dispatch (CAD) software allowed dispatchers to ask questions and input that information into the computer. She noted that the CAD software did much more than just receive information. She explained that the notes of the call were transmitted to the mobile data terminal (MDT), the computer inside the fire engines and ambulances. She said that CAD showed the dispatchers which unit was closest and what kind of equipment that unit had. She believed CAD was the dispatchers' main piece of equipment. She advised that all agencies operated on two different systems, and she shared how all agencies worked together. She noted that Hexagon was a platform that would move all agencies to one CAD system.

Ms. Popovich reviewed the slide titled *Terminology continued* and explained that both the Emergency Medical Dispatch (EMD) and the Emergency Fire Dispatch (EFD) were certifications and tools used while dispatchers took medical calls.

Deputy Chief Ketring reviewed the slide titled *Terminology continued* and said there was a global positioning system (GPS) on each apparatus. He explained that with a static response pattern, engine location was visible on a map, but engines were not dispatched from where the incident was, by determining the location of the apparatus. He

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added that using the static response pattern, a fire response district took the area closest to the fire station. He said that the geographic information system (GIS) was used to determine the distance from the fire station to the location of the call to determine the amount of response time. He stated that as stations were moved or new stations were built, it created fire response districts that allowed dispatch to utilize a run card. He described the example of when District 33 was a static response model and noted the GIS data would be from the fire station, not where the apparatus location was, and the engine would be dispatched based on that location. He said that the dynamic response pattern, would ping the apparatus to determine the closest and most appropriate apparatus and would dispatch it to the incident. He noted that the dynamic response model was the service that TMPFD and REMSA utilized. He indicated that the Tiburon model showed the automated vehicle location (AVL); however, that function was not being utilized. Chair Hill stated that she was aware that first responders used an application on their personal phones and asked if that was also available on their work phones. He said cell phones were available in all the apparatus, but they also had applications on their personal phones. Chair Hill wondered if that application was part of the process. He explained that when a call was created and sent, the application showed all the information and allowed a person to route themselves to calls. He noted that it was used in conjunction with automatic aid with the Cities of Reno and Sparks to help determine who was closest.

Deputy Chief Ketring reviewed the slide titled *Terminology continued* and said TMFPD had a cooperative agreement that contained a great deal of information and details, which included mutual and automatic aid. He mentioned that the agreement was broken down into an annual operating plan that included details on recovery and reimbursement rates. He stated that enhanced automatic aid was not an official term. He believed it was created when TMFPD and the City of Sparks agreed to the processes, and that was the term they used. He explained the difference between automatic and enhanced aid and noted that the philosophy behind it was to send the single closest unit to the most common call types. He said those calls included medical emergencies, car accidents, and alarm activations, which was the process used with the City of Sparks for seven years. He shared a scenario where a TMFPD station could be close to a call that was in the City of Sparks' area, but the City of Sparks' station was further away. He said the 9-1-1 call would be routed through the City of Sparks PSAP, and when the dispatcher entered the address, the system would show enhanced aid to TMFPD. He mentioned that the call would be transferred to REMSA, where it would be dispatched and the unit sent.

Deputy Chief Ketring reviewed the slide titled *Radio System* and said all agencies were on the same system, but the difference was that each agency had its own channels. He added that when agencies responded to each other's jurisdictions, they would switch over to that jurisdiction's channels. He mentioned that the apparatus on the mobile radios had a cheat sheet where a button could be pressed that would take you to whichever agency was needed. He noted the difference that REMSA dispatched on an ultra high frequency (UHF) channel, which was different from the 800 megahertz (MHz) channel that most agencies utilized. He said most agencies used a tri-band radio so that all platforms were in one radio that allowed individuals to switch over and talk to each other. He explained there was also an option to crosspatch channels. He said that at the dispatcher

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console, the dispatcher could push a button if REMSA and TMFPD needed to crosspatch a channel, which could happen almost instantaneously to create interoperability. He noted that moving forward in REMSA's franchise agreement, the Nevada Shared Radio System (P25) update allowed more licenses and REMSA would switch over.

Commissioner Andriola wondered about the timeframe for the P25. Deputy Chief Ketring said the timeline kept extending, and the last he had heard was 2027. She asked if there was an equipment delay. He felt that it would need to be a future topic for discussion. Chair Hill asked if when an automatic aid call was made, and TMFPD was sent to a Reno call, because they could respond quicker, if TMFPD would call Reno dispatch over the radio to let them know not to respond. Deputy Chief Ketring said the thought was to send both units at the same time and allow the engine captains to decide between the two responders who was closer, and the furthest one would be cancelled over the radio.

Deputy Chief Ketring reviewed the slide titled *Dispatch Transition Historical Background* and said REMSA was selected to maintain current and long-term cost savings for services. He explained that TMFPD co-responded about 85 percent of the time with REMSA. He indicated that most of the incidents were medical. He thought co-responses were likely lower now because of increased ambulance and limited response zones. He said information sharing increased because of medical incidents and the EMD processing that REMSA used. He noted there was improved utilization of ambulance responses between TMFPD and REMSA. He added that the dispatch transition lowered the annual increases of approximately 2 percent per year. He said TMFPD was able to integrate CAD data straight into the Emergency Medical Services (EMS) billing software, which could not be done on Tiburon. He noted that there was more control over fire-related dispatch policies. He explained that those points had been presented to the Board in 2021.

Deputy Chief Ketring reviewed the slide titled *Term of Agreement and Infrastructure Costs* and said TMFPD was in the 12-month extension period and was working with REMSA on an agreement to possibly present to the Board. He stated that the reimbursement from Enhanced 911 (E911) was primarily for consoles and licensing. He mentioned that the fees waived by REMSA were for administrative costs and the redesign and reconstruction of their facility to house TMFPD's consoles. He thought the redesign and reconstruction was probably the largest portion of the waived fees. He said that in 2024, two base stations and antennas were ordered, and the intention was for the antennas to reach the apparatus in the field for the very high frequency (VHF) radios and the 800 MHz radios. He added that if the dispatch consoles went down, the 800 MHz radios would serve as a backup to communicate with staff. He projected that in 2025, $642,000 would be spent for dispatch services. He said in Fiscal Year (FY) 2021 those costs were $875,000. He explained that it was difficult to calculate what increases would have been if TMFPD stayed with a different dispatch center because TMFPD could not anticipate those costs. He mentioned he left those numbers flat with no increase. He thought TMFPD saved approximately $800,000 by contracting with REMSA dispatch.

Deputy Chief Ketring reviewed the slide titled *Lessons Learned* and said the transition was not as smooth as hoped. He mentioned that lessons were learned the hard

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way and there were frustrations from staff, the field, and dispatchers. He noted that in the training phase, things seemed to work, but when the system went live, there were a lot of communication errors, and multiple systems went down. He said a positive was that the calls came in and were dispatched. He added that the ancillary parts in place to support it needed to be prioritized and brought back online, which created a great deal of frustration. He said step by step they worked with the companies to got them back online. Chair Hill asked what emergency fire dispatch (EFD) meant and whether it was from REMSA. Ms. Popovich said it was the certification and call-taking process for fire-related calls as opposed to how REMSA dispatched medical. She explained that the timeline to have sufficiently trained fire dispatchers did not include enough time because there were career medical dispatchers who had very little insight on fire protocols and procedures. She felt that because the dispatchers did not understand the protocols and procedures, it was difficult for them to support the firefighter's needs in the beginning. Deputy Chief Ketring indicated they should have taken more time to run through extensive scenarios on the various types of calls TMFPD received. He mentioned that EFD was new to TMFPD and they tried to match what the Cities of Reno and Sparks did. He said they made all the EFD changes and response models for their apparatus, which was a different process for TMFPD crews, and it was too much and created confusion and complications. Regarding the last bullet on the slide, he mentioned that calls were still being received through Washoe Dispatch from the City of Sparks and enhanced aid areas. To avoid that, there had to be changes in the mapping, and the maps got flipped, which created confusion with the enhanced aid between the dispatch agencies. He acknowledged Ms. Jennifer Felter from Washoe County Dispatch and said that when they realized what the problem was, they reached out to Ms. Felter. He said even though they had transitioned from that dispatch center, she was able to pinpoint the issue and helped them walk through what the GIS staff needed to do to correct it.

Deputy Chief Ketring reviewed the slide titled *TMFPD's Growth and Development* and said union leaders were invited to the bi-weekly meeting with REMSA to see firsthand what TMFPD was trying to improve, since there were frustrations in the field. He mentioned that 30 response models were pared down to about seven or eight, which simplified the process. He added that improvements were being made. He gave an example of transitioning to REMSA dispatch when a call was received that had a law enforcement component. He said they needed to figure out a better way to relay that information to their crews for their safety. He pointed out that when they dispatched through Washoe Dispatch, they had that information because Washoe Dispatch also dispatched for the Washoe County Sheriff's Office (WCSO). He said TMFPD worked with their staff to figure out different processes so staff received that information. He explained that with the EMD rollover process, if a call rolled over to Washoe Dispatch, they would EMD the call but would not receive that information for TMFPD crews, so TMFPD needed to figure out a system or process for that. He noted that TMFPD needed to ask their partners to figure out how service could be improved for internal customers. He stated that they were working on ways to improve.

Ms. Popovich reviewed the slide titled *REMSA's Growth and Development* and said she brought 20 years of police, fire, and medical dispatching experience and

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consolidation. She felt those were things that everyone wanted that would make dispatch best for their community. She said she used her experience to pinpoint deficiencies or areas of improvement between TMFPD and REMSA and felt they had done a good job communicating that. Regarding the second bullet on the slide, she stated a major frustration that came out as a result of the TMFPD all staff meeting, was that responders requested to have a second fire dispatcher available for large incidents. She indicated those incidents were moved to another radio channel to free up the main channel for the day-to-day activities. She said she ensured there was always a dedicated secondary fire dispatcher available for TMFPD. If it was not staffed at a given moment, it was typically because the secondary dispatcher was taking a call. She added that as soon as the dispatcher hung up or if someone took the console, it provided a second dispatcher. She stated that about 90 percent of the time there was a secondary dispatcher right away. Regarding the third bullet on the slide, she mentioned that her philosophy was that they served the people that they dispatched for. That meant they served TMFPD and the things that TMFPD wanted to do for their crew members and the community, REMSA had to figure out how to accomplish that. She said anytime TMFPD brought up a change or improvement, REMSA replied yes or they would figure out how to accomplish it together. She added that the fourth bullet on the slide occurred prior to her being hired. She added that developing the contract between TMFPD and REMSA to include ambulances in the jurisdictions that were on the outskirts with a high call volume helped support REMSA and allowed TMFPD to contribute to the community.

Ms. Popovich reviewed the slide titled *Dual Collaboration* and said the best dispatchers understood what went on in the field to help anticipate the need of responders when they took calls. She mentioned that REMSA brought TMFPD staff into the dispatch academies that every new dispatcher went through. She felt it was important for the dispatch trainees to get perspective, training, and education from the responders. She noted that the responders were better teachers than anyone in the dispatch center and it helped build relationships. She said that the captains could call in when something went right or wrong, which provided an interaction with the dispatcher. She believed that helped them grow and be better together. She said it was important that dispatchers understood the lives of the firefighters to provide an understanding of what was happening. She acknowledged there were certain things TMFPD could learn by watching how calls came into dispatch. She explained that policies and guidelines were created together, and the field did not always understand what REMSA was capable of, and REMSA did not always understand the needs in the field. She said there were monthly meetings with the division chiefs, training officers at REMSA, management, the union president, and captains to discuss the issues that had occurred throughout the month. She added that during those meetings they developed strategies on how to improve and they discussed successes. She noted that there were discrepancies at the beginning of enhanced aid, and they were able to improve and enhance the process, in similar ways to the City of Reno, because REMSA dispatch had become proficient and had a good understanding.

Ms. Popovich reviewed the slide titled *REMSA Call Data* and said REMSA dispatched and received a high volume of calls. She stated that the slide reflected Countywide numbers strictly for REMSA, the numbers did not reflect other agencies.

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Deputy Chief Ketring credited Division Chief Joseph Schum for the growth, development, and lessons learned, and for helping create programs, policy changes, resolve issues with staff, and working directly with Ms. Popovich to improve processes. He acknowledged his efforts that benefited everyone, including the citizens. He reviewed the slide *AID/Dispatch Complexities* and said there were numerous agreements with various agencies because TMFPD bordered multiple agencies. He explained that for more significant wildland fires, once the initial alarm came in and resources were requested, typically for Reno, Sparks, Carson City, Storey County, Lake Tahoe, the entire incident was relocated to a different dispatch center in Minden off of Johnson Lane. He mentioned that was done for a single point ordering with the federal partners, because they were on automatic aid responses to all of TMFPD incidents since TMFPD bordered all of those areas. He said TMFPD had to make phone calls to multiple agencies that were on different CAD systems. He added that if a vendor was contracted for services, they needed to be able to accomplish that. He noted that TMFPD would not contract with a center if they were unwilling to do that.

Ms. Popovich reviewed the slide titled *Enhanced and Automatic Aid Responses* and said the picture reflected where automatic and enhanced aid were in the region. She added that the areas with slash marks were areas with automatic aid. She mentioned that the northern part of Sparks, the southern part of Reno, and the outskirts in the Stead and Verdi areas had slash marks, which indicated automatic aid areas. She said automatic aid was everywhere in the populous areas in the region, except for the south end of Sparks and Districts 1 through 10 in the City of Reno. She noted that everywhere else was part of the automatic aid.

Ms. Popovich reviewed the slide titled *Enhanced Aid TMFPD & City of Sparks* and said the picture was a close-up of the Sparks fire stations. She discussed the locations of Sparks Stations 5 and 4, TMFPD 45 in Sun Valley, and TMFPD 46 in Spanish Springs. She noted that the different colors represented the multiple purposes in those areas. She said the teal color was the jurisdiction of the City of Sparks, and was one of the enhanced aid areas. She added that enhanced aid was where TMFPD said it was the closest first responder in the area and would respond as if it was in TMFPD's jurisdiction. She stated that the City of Sparks had a similar situation shown in the yellow areas that were County property, but the City of Sparks was the closest responder. She explained it was another enhanced aid area where CADs were programmed to send the closest responder regardless of whose property it was. She said that when a call was received, the primary PSAP was always the first one to receive the 9-1-1 call. She noted that the way 9-1-1 was set up was for 9-1-1 calls to go to law enforcement first. She indicated that was for the safety of the people on scene and the responders to determine if there were any threats prior to handling the situation. She mentioned that dispatch centers, like the City of Reno, that handled it all, police and fire. She said there were various dispatch centers across the Country where there were primary and secondary dispatch centers. She noted that the primary dispatch center handled the police calls, to determine if fire or medical, was needed and if it was then they transferred it over to the secondary PSAP. REMSA was a secondary PSAP. She said calls were transferred to the secondary PSAP because of the amount of calls that came in and due to the secondary PSAP's expertise. She added that when a 9-1-

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1 call came into one of the enhanced aid areas, such as Sparks' dispatch, it went to the police first. She explained the City of Sparks Dispatch would receive a call, locate the address, determine if it was a fire or medical call, and if their computer told them the call was an enhanced aid area, they transferred the caller to REMSA to process the call. She mentioned that REMSA would then dispatch Engine 46 because that was the closest unit to respond, and the call would be complete just as if it was in TMFPD's jurisdiction. She said if Engine 46 was not available, REMSA would send Engine 45 to make sure someone went, and then immediately call the City of Sparks to let them know Engine 46 was not available to see if they had someone closer. She said during that call, Engine 45 would continue to respond to ensure someone responded. If the City of Sparks had an engine that was closer, they would send it and then Engine 45 would communicate with it over the radio to determine who was the closest and who would continue or cancel. She said if there was not a closer engine to respond, Engine 45 handled the call, that was how enhanced aid worked. She said automatic aid was different, and mentioned the automatic aid areas were in green and pink on the slide. She said the TMFPD Automatic Aid (AT) and City of Sparks Automatic Aid (AS) were automatic aid for TMPFD and City of Sparks. She said the green area was the City of Sparks where TMFPD would respond second because they were the second closest engine to that area. She explained that if there was a call for Sparks Fire Station 5 and Sparks Engine 5 was not available, Sparks would take the information from the call, TMFPD would send Engine 46, and REMSA would put the call in to send Engine 46. She said that was an example of how automatic aid worked in the City of Sparks. She said the same thing was done for the top half of Spanish Springs and in Sun Valley. If Engine 45 was not available in Sun Valley, REMSA called Sparks to see if they had an engine available and then the next closest would be dispatched.

Chair Hill asked if Ms. Popovich would explain what Hexagon would do and wondered if REMSA would be able to see the engines. Ms. Popovich said that, as a region, they had not decided exactly what would be done with Hexagon. She said current conversations were status quo until they figured out all of the details, with slight changes for the City of Reno.

Ms. Popovich reviewed the slide titled *Automatic Aid TMFPD & RFD* and said it showed one area of the City of Reno in Stead, Cold Springs, and Lemmon Valley. She described the location of TMFPD Station 44. She mentioned that Station 40 was in Cold Springs and Reno Station 9 was by the Stead airport. She stated that it was a vast area that continued to grow and had limited fire resources. She felt that automatic aid in that area was a big help because of the time that it took to respond to calls. She noted that REMSA processed all the medical calls in the County, so anytime a call came in, it was known automatically if TMFPD needed to respond as automatic aid or if TMFPD did not need to respond. She said that for fire-related calls in those areas, the City of Reno processed the call and then called TMFPD. She said those include calls that only the fire department responded to that did not require an ambulance. After the City of Reno processed those calls, the dispatchers called specific telephone lines to let REMSA know which engine was responding and could ask them to send another engine. She noted that in Sparks, only one engine from either area went unless someone was not available. She added that in the City of Reno, every call had dual response. She stated if there was a fire

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or medical call in Reno District 9, TMFPD would dispatch, and Reno dispatched because every call in those areas were automatic aid. She explained that both would dispatch and communicate on the radio frequency for whoever's jurisdiction it was. She said if it was in Stead, they both moved to the City of Reno's radio and communicated to see who was closer and who would continue or cancel. She stated that the opposite happened if it was an area in Cold Spring that was TMFPD's jurisdiction, they both communicated, on TMFPD's radio frequency to see who was closest. She said the dispatchers for both Reno and REMSA did an amazing job dispatching dual units. She mentioned that the dispatchers reviewed their times, and they were amazing, but felt there was always room for improvement.

Commissioner Andriola wondered at what point the closest called off the other if it was not needed. Ms. Popovich explained an example where there was a call in Stead on US Route 395 (US 395) and it could be assumed that TMFPD Station 44 was the closest. If Station 44 and Station 9 were both responding from their stations, they would both go to the Reno radio frequency so Engines 44 and 9 could talk to each other. In that scenario, Engine 44 would explain to Engine 9 that they were coming from their station, Engine 44 would stay on Reno's radio frequency and run the call, and Engine 9 would go back to their station. She thought that was one of the areas that Hexagon would improve almost immediately, because dispatch would see all units and would not have to double dispatch. She noted that they could send only the closest unit, which was the only change currently with Hexagon. She pointed out that the south end of Washoe Valley was another hot area where the automatic aid was a massive benefit because Reno Station 12 covered a large area for the City of Reno. Once that engine was on a call, the next closest engine was Station 6. She mentioned that if there were two calls, it would take Station 6 longer to respond, but Engines 36 and 33 were much closer, which was a huge benefit to that area. She said they had to work together to serve the community with the available resources.

Deputy Chief Ketring reviewed the slide titled *Future Possibilities* and said he was pleased Hexagon had been mentioned previously. He mentioned that the platform was being used across all dispatch agencies and they were moving towards a regional approach. He said, in theory, everyone would see the calls at the same time, information sharing would be in place, there would be fewer phone calls, and AVL would see the location of all units to work towards dispatching the closest units. He said Hexagon was not the cure-all, and he thought there might be confusion about that. He explained that just because TMFPD had Hexagon, that did not mean that dispatching discussions could stop. He said, in his opinion, that was the wrong approach. He mentioned that federal engineering completed a study that included 16 recommendations. He added that early recommendations were made about what could be done with the processes in place and what could be fixed in the current systems. He said some focused on Hexagon's implementation, and at the closest unit. He stressed the importance of reviewing the study, directing staff to review the recommendations, and finding out what the policymakers wanted to move forward with to improve service to the region. He felt it was important, and he wanted to be clear that although Hexagon worked great, it would not fix everything. He added that unless the policymakers wanted to leave it at the status quo of regionalization with four PSAPs, a CAD platform that could be utilized, and the sharing of information,

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but he felt more could be done. He added that a lot of information was presented, and they could meet again if there were additional questions.

Chair Hill said it was a great baseline so everyone had the same information, especially since the automatic aid agreement started.

Commissioner Garcia appreciated the historical context and thought there had been many problems prior to Commissioners Clark, Andriola, and herself being on the Board. She said when they stepped into their roles, there were continued rumblings regarding questions or dissatisfaction. She said she remembered when Ms. Popovich was hired and knew that it helped with communication and collaboration across all agencies, and she thanked her for that. She thought the presentation was very informative and comprehensive, and wondered if the slides would be available to the Board to refer to. She noted that she supported the regional dispatch center and wanted to hear what that looked like and how the Board could help. She said Ms. Popovich had seen that happen in other jurisdictions and believed anything that could be learned from other states might be helpful. She felt unclear about logistics and hoped that was something that the Board could learn more about. She said the presentation was helpful and thanked them for their partnership.

Commissioner Andriola extended her appreciation for a collaborative approach. She said that when she met Ms. Popovich for the first time, Ms. Popovich said yes first to reach their goal. She thanked Deputy Chief Ketring for his leadership and thanked everyone involved, because it was a big process. She acknowledged that there was recognition of lessons learned and what those adjustments were. She thought there was a sentiment that Hexagon would fix everything, and believed it would not. She felt they were a step closer to being more efficient and responsive in a more effective way for the community. She was interested in seeing what that looked like. She said she was happy that the Board would receive the slides. She requested a copy of the study that Deputy Chief Ketring referred to, which included the 16 recommendations. Deputy Chief Ketring mentioned that the study was public record and the Board could have a copy. She thought that would be helpful and was unsure exactly how it would work. She mentioned that there would be subject matter experts who looked at what those best practices were going to be, and she felt the Board needed that clarity. She appreciated the dedication of all jurisdictions to put people and safety first and for not getting caught up in territorial issues. She restated that when someone picked up the phone, they did not need to know the details of whoever was on their way. She said the dedication of TMFPD and the partnership with REMSA was apparent, and she was hopeful that they could get to a place to celebrate having everything completed. She looked forward to receiving additional information on the P25 later, and she looked forward to celebrating the collaboration.

Chair Hill said she was interested in reviewing the call center presentation, if it was available. She added that they may need to direct the future chief to work on that because she was not sure what the status was. Deputy Chief Ketring said there were two working groups that existed, which looked at the current fire regionalization. He said they had already discussed dispatch being the key to that, and dispatch needed to come first. He mentioned that they discussed that study and that the working group included the fire chiefs

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and the managers from all the entities. He thought it was a start that those managers knew a closer look at the recommendations was requested and brought back to the Board. He said it needed to go back to all the entities, including city council members and the Board. He explained that the other working group, that included Division Chief Schum, and his peers at the Cities of Reno and Sparks were working on the Hexagon piece for the response models based on what could be done regionally once Hexagon was live. He said that included deciding if it was a single or multiple engine response, and looking at the disparities and how to work through that as partners. He thought the key was to review the study that was completed in 2023, which provided more details than prior studies. He said if the consolidation path was chosen, which he was not pushing one way or the other, he wanted to note that the entire study was based on fire and EMS, not the law component.

Deputy Chief Ketring mentioned that there were discussions that TMFPD may hinder regionalization and consolidation and he wanted it on the record that there were four PSAPs in the area. He explained that the Cities of Sparks and Reno, Washoe County, and REMSA were the entities that could make a decision on consolidation. He stated that TMFPD contracted services for dispatch so they did not have a vote. He said he had an opinion if anyone was interested, but he did not have a vote. He mentioned that the policymakers were the ones who needed to decide if it would be done or not, so he hoped to clear up any confusion.

Chair Hill thought it was a good reminder that the Board needed to task Washoe County Manager Eric Brown and the future chief with what the call center could look like and what those necessary recommendations could be. She said when she shadowed at the Stead Station, TMFPD responded to a higher volume of calls than Reno did because of policy differences. She thought that needed to be worked out, and she felt statistics showed TMFPD responded four to one to Reno calls. Deputy Chief Ketring said he ran the data recently and added that he worked with other fire chiefs to reduce some of those calls. He said they were about 2.86 to one, and the past two months were consistent, which showed they made some changes to reduce it, but it was something that needed to be addressed. He said they were 140 days into a 90-day trial, of continued dual dispatching, which was wearing on the staff. He said they made a commitment that changes would be made, and he thought that at the next Board meeting, they could bring recommendations to receive direction. He said he did not want to suggest it, but worst case scenario, they would pause to get everything programmed in Hexagon, which was not what was best for the citizens. Chair Hill said no, it was not best for the citizens. Deputy Chief Ketring said there were some in-between recommendations that they thought they could work through. He said they could bring those recommendations back later. Chair Hill said that would be wonderful and thought the Board would like to see that.

Deputy District Attorney (DDA) Michael Large asked for clarification about the browning out of the Cities of Sparks or Reno stations and how that changed the dispatching of calls.

Ms. Popovich was not aware of any stations being browned out, but it was a one-for-one. She said if they moved someone up to Sparks Station 5 then it would not

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matter who was there, they would go. She added it could have an impact if the station closest to TMFPD who would give the aid was not staffed, but they had not experienced that yet but it could have an impact.

Deputy Chief Ketring said he was not familiar with browned out stations, but he knew they had HAZMAT trainings where they sent their apparatus. He thought the trainings usually lasted four hours and the entities were supposed to coordinate with each other for coverage, at a battalion chief rank, but they sometimes forgot. He said they tried to do better and he felt there were some times when they were not there and they picked up a lot of the calls and vice versa.

Chair Hill said it was something to consider as budgets tightened. She thanked Ms. Popovich for the presentation and her commitment and looked forward to continued dialogue.

11:51 a.m. **The Board recessed.**

12:06 p.m. **The Board reconvened with all members present**

25-084F **AGENDA ITEM 11** Fire Chief Report

A. Informational briefing on operational matters and activities for the month of April 2025 and May 2025 to include the following items:

1. Presentation of 2025 Community Report
2. Capital Projects
3. Apparatus Update
4. SB319 Update Could be heard in the Assembly on Thursday

B. Monthly response statistics for March 2025.

Truckee Meadows Fire Protection District (TMFPD) Interim Chief Dale Way said the Community Report was prepared by former Chief Charles Moore.

Chief Way mentioned that the apparatus bay for Fire Station 37 was progressing on schedule and was expected to be completed by November 2025. He said contractors structurally tied the house and the new addition together. He added that the station crews worked with contractors to create space alongside the recreational vehicle (RV) bay to allow room to park the brush truck. He indicated that the change was significant, as the original plan was for the brush truck to be absent from the station until construction was complete. He said Station 35 hosted a groundbreaking event next door to the Apple Data Center. He added that, ironically, there was a vehicle accident on the freeway that morning directly across from the station site. He stated that the accident occurred at the same time as the ceremony, which illustrated the need for the new facility. He explained that the dirt work on the site was completed. He said they were awaiting final documentation from Apple to be able to move forward with other parts of the

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project. He commented that the station would be the first station in the district with bay doors that opened horizontally instead of vertically. He felt that it would be a significant change that would reduce maintenance needs, and the doors would open quicker. He said the project was on schedule to be completed in May 2026.

Chief Way said they were awaiting delivery of the three brush trucks that included one Type 3 urban interface unit and two smaller Type 5 brush trucks. He stated that they were scheduled to arrive sometime in the fall. He explained that the engine that was struck on Interstate 580 in February 2024 had been delivered to a repair facility in Texas. He indicated that because of the extensive damage to the vehicle and the construction of its body, the repair process was expected to take approximately 10 months and with a return date of February 2026. He said Station 32 in Washoe Valley was currently operating with one of the reserve fire engines, so there was not a loss of service to the community.

Chief Way said Senate Bill (SB) 319 passed out of the Senate and was revised to be a study. He thought that it could be heard in the Assembly on Thursday, May 8, 2025.

25-085F **AGENDA ITEM 12** Recommendation to approve a revised and final Phase 3 Memorandum of Understanding between Truckee Meadows Fire Protection District (TMFPD), Washoe County, and Apple Inc., which defines the agreement between the Parties for funding the construction, construction management, commissioning, special inspections, and cost apportionment for Truckee Meadows Fire Protection District Fire Station #35. The final MOU Phase 3 includes an allocation of $1,468,713 of estimated cost for the additional apparatus bay and two additional sleeping quarters is, not including amounts for furniture, fixtures, and equipment. The total costs will be paid in Fiscal Year 2024-2025 and Fiscal Year 2025-2026. (Commission District 4).

Chair Hill asked if there was an additional cost for Phase 2. TMFPD Chief Fiscal Officer, Cynthia Vance responded that there was not. Chair Hill asked if the cost presented was the total cost of renegotiating with the Apple Station. Interim Chief Dale Way confirmed, and stated it had been deliberated several times.

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 12 be approved.

25-086F **AGENDA ITEM 13** Recommendation to (1) acknowledge the fact finder's non-binding Findings of Fact and Recommendations issued April 8, 2025, in accordance with NRS 288.200(8), regarding the collective bargaining impasse between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Firefighters Association,

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I.A.F.F. Local 2487 Non-Supervisory Unit; and (2) approve the Collective Bargaining Agreement between the Truckee Meadows Fire Protection District and the Truckee Meadows Fire Protection District Firefighters Association, I.A.F.F. Local 2487 Non-Supervisory Unit, for a two-year retroactive term effective July 1, 2024, through June 30, 2026; with an estimated fiscal impact over the current Collective Bargaining Agreement of $2,314,285 in Fiscal Year 2024-2025 and an additional $1,685,382 in Fiscal Year 2025-2026 (Total estimated fiscal impact for the 2-year term is $3,999,667), and if approved, authorize the Chair to sign the negotiated agreement on behalf of the Board. (All Commission Districts)

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Vice Chair Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 13 be acknowledged, approved, and authorized.

25-087F **AGENDA ITEM 14** Presentation and overview of the tentative budget with changes for the Fiscal Year 2025-2026 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 Fiscal Officer, Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: General Resources Funds Declining Fund Balance; General Fund FY26 Anticipated Final Budget Revenues; General Fund FY26 Anticipated Final Budget Expenditures; General Fund FY26 Anticipated Final Budget Summary; General Fund FY26 Anticipated Final Budget Significant Items; General Fund FY26 Anticipated Final Budget Cost Savings Measures; Capital Projects Funds FY26 Fund Changes; Capital Projects Funds FY26 Anticipated Final Budget Summary; Capital Projects Funds FY26 Anticipated Final Budget Significant Projects; Sick Annual Comp Benefits Fund FY26 Anticipated Final Budget Summary; Emergency Fund FY26 Anticipated Final Budget Summary; Stabilization Fund FY26 Anticipated Final Budget Summary; Debt Service Fund FY26 Anticipated Final Budget Summary; Emergency Medical Services Fund FY26 Anticipated Final Budget General Information; Emergency Medical Services Fund FY26 Anticipated Final Budget Summary; Workers' Compensation Fund FY26 Anticipated Final Budget Summary.

Ms. Vance reviewed the slide titled *General Resources Funds Declining Fund Balance* and said the slide represented three funds: General, Capital, and Sick and Vacation. She stated that the Capital Fund and the Sick and Vacation Fund were only sourced through transfers from the General Fund. She noted that the Capital Fund could include other incomes, such as Apple or debt issuances, but the fund did not have its own dedicated revenue sources. She explained that the slide showed a decline since 2018, with a partial peak in 2020 due to COVID-19 (C19) when spending slowed. She said that during

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C19, sales taxes increased, and debt was issued in the amount of $4 million for apparatus. She explained that the proceeds were received in 2020, but the apparatus was not received, and the money was not spent until Fiscal Year (FY) 2021, which slightly skewed numbers for 2020. She noted that the fund balance had declined, primarily due to the 40 percent fund balance, which was on purpose. She mentioned that those were extreme fund balances that meant either the public was overcharged, or TMFPD did not spend enough to provide services.

Ms. Vance reviewed the slide titled *General Fund FY26 Anticipated Final Budget Revenues* and said that property taxes (p-tax) were the highest source of revenue and represented a little over 50 percent of the revenue. She noted the projected amount for p-tax was currently at the budget amount. She stated that TMFPD operated right at budget, with only approximately $1 million to be received. She said that the budget was developed by the State, and State numbers were used. She noted that the next significant source of revenue was consolidated taxes (c-tax), which included liquor, cigarettes, and other taxes. She explained that c-tax seemed a bit volatile. She said that during C19, there were 10 to 15 percent increases in c-tax, but those numbers slowed down and decreased from $12 million to $11 million. She explained that they anticipated collecting the State's projected c-tax numbers for FY 2025. She said the State implemented a new billing system, which threw off TMFPD's projections. She noted that they only received a partial c-tax payment for November, and instead of the State making up that payment, it was added to future payments, which made it difficult to determine if more was being collected or if it was the unpaid portion from November. That made fiscal projection difficult, but she hoped that TMFPD would collect approximately what it budgeted by using the State's projection. She indicated that the State's budget of $12 million was used for FY 2026 c-tax. She noted TMFPD would have to closely watch c-tax due to the turmoil in the economy. Due to the unpredictable economy, she would need to monitor the budget to ensure those numbers came in as expected, mainly because the fund balance had decreased. She noted that 76 percent of TMFPD's revenue came from p-tax and c-tax, with all other revenues making up approximately 23 percent of the revenue. She explained that much of the other revenues were the fuels revenues, which included reimbursements or charges for services for fuels work with NV Energy or other programs. She noted that some of that was federal revenues, which could be volatile depending on the year. She mentioned that if the fuels programs did not have staff available to complete the work, TMFPD would not receive the revenue for that. She said total revenues were projected at about $50 million in 2025, and $54 million was the final budget that would be presented to the Board at the next meeting. She stated that was an increase of approximately 8 percent over the prior year.

Ms. Vance reviewed the slide titled *General Fund FY26 Anticipated Final Budget Expenditures* and explained that when the budget was built, she worked with each department to discuss their needs for the current year and the following year. She mentioned that they used that information to project the remainder of the year for salaries and wages. She explained the original budget for FY 2025 was 100 percent for all open positions. She expected to see some savings and believed $26 million was what they would actually spend due to savings from vacant positions. She relayed that 85 percent of the budget involved salaries and benefits. Regarding the transfers to the debt service fund

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under the capital outlay and debt service section, she mentioned that the operating lease for Verdi and some software subscriptions were required to be presented as debt due to an accounting rule. She said the total expenditures before transfers were $51 million in the current year. She noted that salaries had a relatively flat amount for the budget year and said that most of the salary increases would occur in FY 2025 for the newly passed union agreement, which she indicated was a 0 percent increase. In fact, she thought there would be a slight decrease because of the Public Employees' Retirement System (PERS). She opined that was the reason the budget appeared to be so flat. She informed that certain positions would not be funded. TMFPD currently had 192 positions, and would add six additional part-time interim fuels work positions. She stated that the fuels work positions were 93 percent funded through other sources and generated revenue for TMFPD.

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Agenda Item 5D was reopened during the discussion on Agenda Item 14, Minute Item Number 25-087F. For additional discussion on this item, please see Agenda Item 5D, Minute Item Number 25-088F.

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Ms. Vance said the 192 current positions she mentioned included the Executive Office Manager position, which was not a new position. She clarified that no additional positions would be added. She noted that the position was included in the budget before bringing the position into TMFPD, but it was included as a payment to Washoe County instead of a direct payment from TMFPD to Washoe County. She explained that the reclassification of the salary and position was done after a review of what it was as a Washoe County position, as opposed to what that position would be responsible for as an employee of TMFPD.

Commissioner Andriola thanked Ms. Vance for the clarification and said that when she reviewed the Staff Report for Agenda Item 5D, it included some of what Ms. Vance said, but not all of it. She understood what Ms. Vance stated regarding the position being paid by Washoe County and would move into TMFPD. She read from the Staff Report, which read that the intent was to unfreeze, reclassify, and create a vacant position of Executive Assistant. She said that language was confusing, and she asked for clarification if the intent was to create a new Executive Office Manager position and then unfreeze and reclassify the vacant position of Executive Assistant. She asked if the action would result in two positions or one. Ms. Vance said TMFPD had an Executive Assistant position, but it was frozen because it was paid through Washoe County. She added that to complete the transfer process from the County to TMFPD, they had to unfreeze the position to create a vacancy, and then Ms. Francis would be appointed to that position.

Commissioner Andriola asked if Ms. Francis would be promoted to the Executive Assistant position. Ms. Vance said yes. TMFPD would unfreeze and then reclassify the position as a result of the study, and due to the position being vacant for several years. She mentioned that Ms. Francis would then move into the position, and

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TMFPD would stop paying Washoe County for that position. Commissioner Andriola asked where the Executive Office Manager position came into the scenario. Ms. Vance indicated that the position would no longer be an Executive Assistant position and would become the Executive Office Manager. Commissioner Andriola asked for clarification if it would be one position. Ms. Vance said yes, it would not result in any new positions. She further clarified that TMFPD would not pay for any additional positions. She mentioned that TMFPD would have one new position because it was moving from the County to TMFPD.

Chair Hill recalled hearing Interim Chief Way say that an additional Executive Assistant position was frozen. Ms. Vance said there was one position that was frozen. Chair Hill asked if that had anything to do with the position in question. Ms. Vance said it was the one being used to move the position to TMFPD. Chair Hill said it was very confusing. Commissioner Andriola agreed.

Carla Arribillaga, TMFPD Human Resources Manager, explained that there was an Executive Assistant position that was put into TMFPD about two years ago. She said it was reclassified from an Administrative Assistant to an Executive Assistant position because they thought Ms. Francis would move over at that time. She said Ms. Francis did not move at that time, so that Executive Assistant position was being reclassified as an Executive Office Manager position. She mentioned that she had a typographical error in the Staff Report, which caused the confusion. She stated that it was a position that already existed, and TMFPD wanted to unfreeze the Executive Assistant position and reclassify it to the Executive Office Manager position. She indicated it was one position that would be unfrozen, reclassified, and Ms. Francis would be appointed to the position. Chair Hill asked for clarification that there would not be an additional position. Ms. Arribillaga said the action would involve unfreezing the existing position, and TMFPD would transfer Ms. Francis from the County. She added that the result would be that TMFPD would quit paying the County and would put Ms. Francis into TMFPD in a position that already existed. She explained that the position would be reclassified so the Executive Assistant position would be made an Executive Office Manager position, and the Executive Assistant position would go away.

Commissioner Andriola said that the information Ms. Arribillaga provided helped and apologized for not understanding it. She felt it was confusing with the little information she initially received. She asked for confirmation if the reclassification would increase the budget, or if it would be a straight transfer from Washoe County to TMFPD. She added that it was a position that essentially went away as an Executive Assistant and would be reclassified as an Executive Office Manager for a higher salary. Ms. Arribillaga said that was accurate. She mentioned a Korn Ferry study had been done on the position. Commissioner Andriola wanted to be sure she understood that the higher salary of the Executive Office Manager position was reflected in the current budget that was being presented. Ms. Vance replied that was correct.

Commissioner Garcia asked for clarification that the projected FY 2026 budget had the salary savings already included in the number. Ms. Vance said yes and

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mentioned that it would be discussed during her presentation. She added that when they reviewed the positions, they discovered that funding all the positions was not an available option. She mentioned that TMFPD had some vacant positions, and if they did not refill those positions, they would offset some of the costs. She stated that initially, when they began calculations, they put everyone's salary in the schedule and discovered they were in the negative. She mentioned that the salary savings she would show on a future slide were already included in the numbers she presented. She indicated that those savings were already implemented by TMFPD.

Commissioner Clark asked if, in the future, staff could present the Board with an organizational chart to clarify the point much more quickly. He believed they had discussed the same topic for 10 to 15 minutes and inquired if one job would be transferred with an increase in pay. He asked what the exact increase in pay was. Ms. Vance said she did not have the Staff Report, but thought it was around $13,000. Commissioner Clark mentioned that staff should bring that information forward in future presentations because the Board wanted to see it. He asked for the exact number of the pay increase. Ms. Vance said she would let Ms. Arribillaga address that question.

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Agenda Item 5D, Minute Item Number 25-088F, was closed and discussion regarding Agenda Item 14, Minute Item Number 25-087F, continued.

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Ms. Vance continued reviewing the slide titled *General Fund FY26 Anticipated Final Budget Expenditures* and said one of the most significant increases noted from projected to budget year was the employee benefits. She mentioned that the PERS increase was 8.75 percent for police and fire, which included most of their employees. She stated that a partial offset of that PERS amount was added to all of the negotiated agreements. She noted that TMFPD would take on about 5.3 percent, and there would be a salary reduction or offset of the cost-of-living adjustment (COLA) for a portion of the PERS increase. She mentioned that they had not received word about the PERS increase until November or December of 2024, which was while negotiations were taking place, so the partial offset was added. She indicated the increases were much larger than expected and thought they were similar to an unfunded mandate because they had to be paid.

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Agenda Item 5D was reopened during the discussion on Agenda Item 14, Minute Item Number 25-087F. For additional discussion on this item, please see Agenda Item 5D, Minute Item Number 25-088F.

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Ms. Arribillaga said that after the reclass, the salary would increase from the previous maximum of $92,996 to $108,201, which was an increase of $15,204.80. She clarified that it was $1,267 a month or $7.31 per hour. Commissioner Clark believed that it would increase the budget by $15,204.80. Ms. Vance stated that the budget she presented included that salary, but confirmed it was an increase over the prior year. Commissioner Clark wanted it on record that the whole County faced budgetary challenges, as did the Cities of Reno and Sparks, and the fire district. He stated that there were other departments in the County that asked for the same type of increases, and those departments were being told no. He asked why the position being discussed should receive an increase when others would not. He recalled Ms. Vance mentioning that 85 percent of the budget was salaries. He believed there needed to be a point when somebody acknowledged that there was only one way to cut the budget when the most expensive item was employee costs. He wondered when the right time was to start cutting back. He felt the County needed to start being fiscally responsible. He said if the person in the position continued doing the same job, they did not need a $15,000 raise to continue doing the job.

Commissioner Andriola felt the importance of acknowledging that tough times were ahead. She recalled the first slide Ms. Vance showed and noted it was not pleasant to see what had happened from 2018 to the present. She mentioned that staff needed to cut back fiscally, the new chief who would be starting soon, and that the budget presented that day was not a final budget. She stated that two motions needed to be made due to Agenda Item 5D being pulled out of the Consent Agenda. She felt the motion to approve Agenda Item 5D should be tabled until the new chief arrived because the position was a direct report to the chief. She was unsure how the rest of the Board felt but wanted to share her thoughts. She believed everyone should be compensated for the work they did; however, she thought it was a short period of time to wait for the new chief to review everything. She thought the clarification on the two positions was helpful, and she appreciated that. She noted she was not feeling overly optimistic about the future state of the budget.

Chair Hill said she preferred to have reclassifications included in the budget and directed TMFPD to incorporate the position into the 2025/2026 budget. She noted that was when the Board discussed planning. She said she was okay with TMFPD's recommendation and understood how upset it could make an employee who worked out of their classification. She stated that earlier, the Board closed the agreements with all of the bargaining units and made the TMFPD staff whole. She noted she did not want to pull a single position of $15,000 out and thought it was fine to include it in the budget. She stated she did not necessarily want to see reclassifications outside of the budget for TMFPD and for the County departments. She said if reclassifications were done, she wanted them to be managed within the department's budget, and be a zero balance to the County. She noted that she was okay with the position to move forward if it was included in the budget for the next year, but was not necessarily okay with it starting in May. She felt it should start in July. Ms. Vance clarified that the current figures in the budget reflected July and May's costs.

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Agenda Item 5D, Minute Item Number 25-088F, was closed and discussion regarding Agenda Item 14, Minute Item Number 25-087F, continued.

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Ms. Vance continued reviewing the slide titled *General Fund FY26 Anticipated Final Budget Expenditures.* She noted that TMFPD had presented a budget that spent more than it took in for several years, although that was done purposefully. She said that with 40 percent fund balances, the TMFPD should be spending that down or balancing between saving, providing services, and purchasing needed items. She thought a lot of money was used for apparatus, the building of stations, and programs.

Ms. Vance reviewed the slide titled *General Fund FY26 Anticipated Final Budget Summary* and said the projected FY 2025 was the actual amount that FY 2024 ended with. She mentioned that the original FY 2025 budget had a $10 million starting fund balance, and that was missed by $1 million but was made up through additional revenues and expenditures. She added that the other financing uses with contingency and transfers section included transfers to the Capital Fund, Emergency Fund, and the Sick, Vacation, Compensation, and Benefits Fund. She noted the projected ending fund balance was $5.3 million, with TMFPD currently budgeting for $5.2 million. She indicated the projected ending fund balance was close to the budget and slightly over the projection of where TMFPD was at that time in 2024. She noted that the FY 2026 budget would start with that projected ending fund balance. She said TMFPD kept a $400,000 contingency line item in the General Fund. She explained some of it was used to transfer to the Emergency Fund during the year, and some was used for the executive search, which were unforeseen issues. She said that the $400,000 amount had stayed the same for the past several years, and even though expenditures were growing, that account had not grown. She mentioned there was about $1.4 million in capital, $750,000 to the Vacation, Sick, Compensation, Benefits Fund, and $1.3 million in debt that equaled the debt payments. She said the projected fund balance was $2.2 million, which was just over 4 percent of the current budget year's expenditures. She explained that it was a sensitive budget and acknowledged that everybody was in the same situation due to the decline in revenues. She noted the cost-of-living increases that occurred over the past few years had outpaced the revenues, especially when revenues had slowed.

Ms. Vance reviewed the slide titled *General Fund FY26 Anticipated Final Budget Significant Items* and said the numbers matched what they anticipated presenting at the final budget meeting. She did not foresee any changes except for possible direction from the Board, which would be included in the budget when it was brought back at the next meeting. Regarding the first bullet point on the slide, she noted that c-tax were currently at about 2.5 to 3 percent, where TMFPD previously saw c-tax at 10 percent. Capital needs, especially the cost and the lead times, were growing, and she noted that TMFPD was trying to set up funds to address that in a prospective way instead of

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reactively. She noted that the negotiated employee contracts were the most significant cost to TMFPD. She reviewed the PERS increases and said employees in police and fire would receive their COLA on July 1, 2025, and the COLA would be reduced by 2.88 percent on July 14, 2025, to offset the PERS. She noted that the percentage was the employee's portion to pay of the PERS increase. She explained PERS had a number factor that took into account salary reductions on their future PERS benefits. She said the split for regular employees was anything over 2 percent, and the split for police and fire was anything over 3 percent. That meant the District paid 3 percent, plus half of the other 5.5 percent, with the employees taking the other portion of that split as a salary reduction. She commented that for regular employees, that equaled a salary reduction of .62 percent for that group, and the District paid 2.63 percent.

Ms. Vance reviewed the slide titled *General Fund FY26 Anticipated Final Budget Cost Saving Measures* and said the two vacant fire prevention positions would remain unfilled until January 2026. She added that the one vacant Mechanic would stay unfilled. She noted there were 4 Firefighter positions and 3 Captain positions that were either currently vacant or would be vacant due to retirement. Some of the Firefighter positions would roll up, and some of the Captain positions would remain open. She explained that leaving the two fire prevention positions unfilled would result in a savings of $130,000 per year. Leaving the mechanic position vacant would equal a savings of $130,000 per year, and the Firefighter and Captain positions were estimated to be a savings of $806,000 per year. She said reallocating the fourth person from engines at Stations 40 and 42 saved about $840,000 in overtime staffing costs. She explained that a one-year pause on program budgets would be implemented. She added that the Water Extraction Team (WET) and hazardous materials (HAZMAT) teams had individual budgets for training, but were asked to use the program that allowed $750 under their contract for training. She mentioned that the bulldozer program and the rapid extraction module support (REMS) program were similar situations. For the Academy of Arts, Careers and Technology (AACT) program with Washoe County School District (WSCD), TMFPD would work with the WCSD to teach only as duty was available within the current budget. She noted that an extra budget for that program would not be allowed. She said the one-year pause on the Green Waste program would save approximately $91,000. She added that because TMFPD did not plan to hire any more staff, they would pause the fall recruit class, which would save $185,000. She mentioned that TMFPD brought all of the department heads and the union to analyze what miscellaneous costs could be reduced. She explained the group went through each line item of every cost center and came up with other cost savings options that had not been previously considered. She said the group came up with ideas for a reduction in cell phones and bringing some of the cleaning in-house. She mentioned she did not have an exact dollar amount for those proposed reductions, but she estimated it to be around $10,000 to $50,000.

Commissioner Andriola appreciated the detail given by Ms. Vance and asked her to repeat what the cost savings were for the four Firefighter positions. She noted she captured the amount for the three Captain positions, but missed the amount for the Firefighters. Ms. Vance replied that $806,000 was the total savings for the Firefighters and Captains.

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Chair Hill recalled that fire prevention generated revenue. Interim Chief Way said it was possible, but the current staff consisted of just two trainees, and in his interim role, he did not have time to work with them. He noted the Fire Prevention Captain left TMFPD at the end of 2024. He clarified that fire prevention could generate revenue. Chair Hill asked for confirmation that there were three people in the department, with a fully staffed department consisting of five people. Chief Way confirmed that Chair Hill's statement was correct.

Commissioner Garcia referred to the third bullet point and asked if the pause on program budgets was specifically for training. Ms. Vance said the program budgets could refer to training or different equipment. Ms. Vance added that staff would need to utilize their current equipment. She noted that about $25,000 would be set aside for both the WET and HAZMAT teams to use, whether it was for overtime training or other supply needs. She said it was not that those teams could not use money, but they needed to fit it within the operations budget.

Commissioner Clark said he was glad that Chair Hill mentioned fire prevention's ability to generate income. He asked about the bulldozer and if it had the ability to generate revenue for the County. He questioned what the 2025 projected income was for the bulldozer program. Ms. Vance replied that the bulldozer program did generate income because it could be sent out to other agencies, and TMFPD could charge agencies for the service. She mentioned the pause on the bulldozer budget was related to extra training. She clarified that the bulldozer would still be sent out and generate revenue. She noted it was difficult to project how much income it produced since it was a new program and TMFPD only recently started receiving revenues from the last season. She said it would depend on the number of agencies that ordered it. She explained that Division Chief August Isernhagen had done some analysis on the program. She believed the amount of the revenue would depend on the ability to send the bulldozer out. She added that TMFPD received tax payments, with the larger third-quarter payment arriving in March. She said TMFPD had to monitor those payments closely, since sending staff out between May and July could create a cash flow problem because TMFPD needed to pay the overtime salaries of the required additional staff in advance, to be able to collect revenue from the bulldozer program. She understood it was a balancing act involving revenue and payroll, and it was dependent on how quickly TMFPD could get staff out for the program and collect for the services.

Commissioner Clark said he had heard that the bulldozer generated approximately $800,000 in revenue in 2024, but he was uncertain if that information was correct. He wondered how TMFPD would maximize the ability to generate income if they did not have the ability to send the bulldozer out for several months during the start of fire season. Ms. Vance said that was something they worked on internally, and acknowledged it was a difficult situation to get money in advance when working with external agencies. She said the State of Nevada was recently paying quicker. She noted she had new staff who were being trained to enter payments quickly. She was working with staff to ensure they received complete information to process reimbursements for staff and receive payment from the State. She explained that if the State ran out of money, TMFPD was put on hold

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until the State could make another request from the federal government or from other departments in the State government. She indicated that there were times when TMFPD sent bills to the State but could not get payment. She noted that it was a complicated process and there were multiple changes from TMFPD staff and the State's staff to figure out what the turnaround time would be for payments. She said that the timeline varied, but it seemed to be closer to six months. She was hopeful that it would change and believed that in the next season, TMFPD would be able to define the timeline for payments. Commissioner Clark thought that if the difficulty and payment delays were known, it would be prudent to set aside reserves to get TMFPD through until payments came in. He wondered if that was an option that could be considered and a proposal brought to the Board on how that could be done. Ms. Vance commented that TMFPD typically wrote off the fund balance but mentioned that staff would discuss that option and return with different cash flow proposals for the Board. She said staff would discuss how to monitor the State payments and make the most of the revenue-generating program while putting the cash up front. Chair Hill mentioned there was, theoretically, a $5 million fund balance.

Commissioner Garcia was curious about the implications of pausing the fall recruitment class. She asked if that was for the academy for firefighters. Chief Way asked Deputy Chief Ketring to provide that information.

Deputy Chief Ketring replied that Commissioner Garcia was correct. He said TMFPD was moving forward with the recruitment process and would conduct testing and assessment processes, so if the budget improved, individuals would be hired immediately and go through the academy. He said if the fall academy were not available, then it would be the spring academy, if there was a second academy. He added that TMFPD was holding off on hiring for the four vacant firefighter positions. He addressed the Board's questions regarding the WET, HAZMAT, and bulldozer programs. He mentioned that TMFPD tried to send everyone who was on duty to the HAZMAT training program. He explained that an overtime budget was created to allow individuals to attend HAZMAT training off duty in an effort to get everyone trained. He explained that was the account that would be eliminated.

Deputy Chief Ketring responded to an earlier comment made by Commissioner Clark about the bulldozer program bringing in $800,000. He believed there may have been some confusion from a staff meeting, and he clarified that the profit from the bulldozer program was $80,000, not $800,000. He added that the amount was an approximation, but noted he could provide an accurate figure. He explained that TMFPD billed for the equipment, transport, and trailer when the bulldozer was sent out. The issue TMFPD encountered was that, although they could have backup funds to protect themselves, because there was such a delay in payments, those backup funds would keep going down. He opined that TMFPD needed to find a balance between the resources that were sent out and those that were not. He noted that the positive was that when TMFPD sent people out, it built experience in the organization. He said that experience was shown that day when staff received awards for the Davis Fire.

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Deputy Chief Ketring explained that the REMS program was a similar situation. He explained that $25,000 was set aside for training, but that would be reduced in 2025. He said the units would continue to be sent out when the budget allowed, to allow staff to gain experience. He mentioned TMFPD could bill for that equipment when it was sent out.

Deputy Chief Ketring explained that TMFPD had an overtime budget for the AACT program and would send instructors to that program and pay them overtime. He said TMFPD would reduce that over time and work with AACT. If AACT needed instructors, TMFPD would take an engine out of service and send it over to do the instruction.

Regarding the WET and HAZMAT programs, Deputy Chief Ketring explained that years ago, each individual received a $750 training allowance per the collective bargaining agreement. He added that when TMFPD was in a good place financially, they decided to have the individuals use the $750 for other training, so an overtime budget was created to allow the individuals to complete WET and HAZMAT training locally. He noted that TMFPD would go back to the $750 training allowance for WET and HAZMAT training until it could get through the budget restrictions. At that time, TMFPD would reevaluate the budgets to include overtime.

Chair Hill asked about the four Firefighter positions and thought it had been alluded to that the positions were not vacant, but they were projected to be in July 2025. Deputy Chief Ketring replied that the positions were current vacancies. Ms. Vance added that there were also Captain positions that would be vacant. Deputy Chief Ketring explained that there were three Captain positions with potential retirements in May and June of 2025. He added that those positions would remain vacant until the Apple Station was completed. He stated that right before the Apple Station opened, TMFPD would need to promote to staff the station. He explained that waiting to promote would create cost savings. He mentioned the positions would not be eliminated, but TMFPD would utilize the cost savings by waiting to promote. He said he had not received a clear timeframe of when the Apple Station would be completed, but they knew those positions would need to be filled sometime between March and June.

Commissioner Clark said he was concerned about the savings of $90,000 for the Green Waste Program. He felt that although $90,000 would be saved, he wondered what the cost of fires would be if they did not eliminate that waste and it caused a potential fire. He believed one fire could cost more than $90,000, if it were a structure fire. He said sometimes it made sense to cut costs, but other times it was not the best way to go. He asked when Stations 40 and 42 would change from four-person to three-person trucks and wondered how that affected the mutual aid agreement with the City of Reno. Deputy Chief Ketring replied that they were working through the disparities between three and four-person engine companies. He added they had met with the labor groups to discuss potential problems. He explained that TMFPD always strived to be at four-person engines and would work towards that at some point. He indicated that two of the top priorities once the first tax payment was received were getting back to the four-person engine companies and the

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Green Waste Program. He stated that TMFPD was working with the Fuels Division to see what alternatives there were to provide some type of Green Waste Program to the community. He said that Sparks Fire Department (SFD) also ran three-person engine companies, so TMFPD worked collaboratively with SFD to get through the budget crisis while striving to get staffing back to where it needed to be.

Commissioner Clark said that each of the Commissioners either had rural properties in their district or, in the case of Chair Hill, a forest. He stressed the importance of the Green Waste Program and thought that it should be a top priority to get the program operational. Deputy Chief Ketring said it was a priority.

Ms. Vance reviewed the slide titled *Capital Projects Funds FY26 Fund Changes* and said they were presenting a reclassification of the current Capital Projects Fund and a new Extraordinary Repairs and Maintenance (R&M) Fund. She explained that both funds would be redefined under the current Nevada Revised Statutes (NRS) standards. She added that the current Capital Projects Fund was so old that it was created prior to the statute, so it would be written to redefine it as a Restricted Fund, which was not under accounting standards. She hoped they could dedicate a revenue source with a percentage of p-tax. She said they currently receive 4 percent, which they wanted to increase to 7 percent. She explained that TMFPD had been budgeting for capital projects with transfers, but the new fund was built to address capital needs from a future standpoint of five to ten years instead of annually. Part of TMFPD's strategic plan was to have a multi-year Capital Plan. She indicated that part of that was building funds for a dedicated revenue source. She explained that they started with 7 percent, which was reduced to 4 percent. She stated that 4 percent barely covered current costs, and they wanted to increase that over the next few years to eventually get to 7 percent. She noted the R&M Fund was another fund under NRS that also provided a restricted fund balance, which meant it could not be reverted back to the General Fund. The fund allowed TMFPD to address assets as they grew older and required different repairs or changes. She stated those could include things such as heating, cooling, roofing, and paving. She said there was a much stricter definition for the fund to meet the definition of construction in progress, which included the apparatus, command vehicles, and facilities. She added that it would not include things such as large purchases like a $100,000 trailer. She said those purchases would have to be moved into the General Fund. The R&M Fund would be money set aside for large repairs, so locating funds within the General Fund was not as impactful.

Ms. Vance reviewed the slide titled *Capital Projects Funds FY26 Anticipated Final Budget Summary* and said the fund would roll over with approximately $2.3 million, some of which was set aside in savings for apparatus that was ordered a few years ago. She explained that the transfers in section equaled 4 percent of p-tax, or approximately $1.2 million. She noted that if p-tax increased or decreased, that number would change. She said the other revenues section of $12 million was due to Station 35, which would be offset by Apple. She explained that the $16 million in the expenditures section was to complete a portion of Station 37 and the completion of the Apple Station in FY 2026. She noted the ending fund balance of approximately $36,000. She mentioned that the R&M Fund started at .75 percent, but she hoped to get to about 2 percent, which

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would be $224,000. She explained the $250 in revenue for the R&M Fund was related to interest income.

Ms. Vance reviewed the slide titled *Capital Projects Funds FY26 Anticipated Final Budget Significant Projects*. She noted that the $175,000 allotted for unexpected repairs and maintenance could be used, if needed, but she hoped those funds would not be needed and could roll over in FY 2027 to start building the R&M Fund. She indicated that there would be security upgrades done to the Barron Way location. She added that the current doors allowed a person to see into the building, enter, and access the entire building. She explained that the P25 radio system payment would come out of the Capital Projects Fund. She noted that under the original agreement, TMFPD paid about $70,000 annually, which went to FY 2036; however, two years ago the P25 company realized that the costs were more than they had anticipated so the company negotiated with the different entities for a one-time payment of approximately $90,000 to make up some of the difference for the actual cost of the system. She thought there would be discussions of whether the amount would be enough, but the recent agreement included a one-time fee of $90,000 for FY 2026, plus $70,000 annually. She explained that the furniture and equipment for Station 37 included adding equipment into the apparatus bay at a cost of $80,000. She believed that work would be done before June 30, 2025. The completion of Station 35 was approximately $12 million for FY 2026. She mentioned that TMFD would receive a Type III engine with costs offset by grant funds from the Pennington Grant. She noted that three Type I engines were ordered in FY 2024 with the intention that they would not be received until FY 2026 and be funded annually. That payment would be due at the end of FY 2026 but could possibly be due in FY 2027. Money would be set aside for the payment of the three Type I engines to be paid in FY 2026.

Ms. Vance reviewed the slide titled *Sick Annual Comp Benefits Fund FY26 Anticipated Final Budget Summary* and said the fund was the last fund through General Fund transfers only. She mentioned that the fund did not have any revenue sources, and the original intent was to allow the fund to build up to pay vacation, compensation, and sick time for employees who left TMFPD. She added that sick time was unlimited, but a certain threshold had to be met to have it paid out. She said that sick time payout started out at 75 to 100 percent. She noted that holiday compensation time used to be unlimited; however, TMFPD would start paying out some of that to limit the growth of those balances. She mentioned that there was an audited unfunded liability balance as of FY 2024 of approximately $9 million to be paid. She said the amount used to be around $800,000, and TMFPD would pay about $30,000 to $40,000, but due to the older demographic of the employees, there was an abundance of retirements with payouts sometimes between $100,000 and $200,000. She said TMFPD regularly asked individuals if they were planning to retire so they could prepare the budget around that. She indicated that they planned for extra funds because individuals were not required to inform TMFPD of their retirement plans, but they wanted to ensure those amounts were paid out. She stated that the projected FY 2024 compensated absences payouts could change slightly because someone had informed them that they were postponing their retirement from FY 2025 to FY 2026. She said that change could increase their beginning fund balance and payouts, but the ending fund balance would stay the same.

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Ms. Vance reviewed the slide titled *Emergency Fund FY26 Anticipated Final Budget Summary* and said the Emergency Fund was restricted under NRS, and TMFPD could have up to $1.5 million. She explained that they continued to work through all the receipts for the Davis, Gold Ranch, and Callahan Fires so that those funds could be received. She anticipated that every cost would be recaptured, with possible additional costs that sometimes did not come in because of the way the benefits were charged. She noted they projected starting with $625,000 because the fund included events that may not have the ability to be reimbursable. For example, if an event was less than 24 hours, it was not reimbursable. She said TMFPD budgeted for expenditures at $1.5 million, which she believed would be reimbursed entirely. She said the fund was only used for events within the District. She added that the General Fund was used for outside assignments because those were optional. If TMFPD did not have the money, they did not have to go to support California. She noted that they wanted to help out other agencies because TMFPD wanted those agencies to assist TMFPD. She noted the fund included money set aside for emergencies within the District and could be used to fund those emergencies until reimbursement was received.

Ms. Vance reviewed the slide titled *Stabilization Fund FY26 Anticipated Final Budget Summary* and said the fund only received interest income. She added that although TMFPD did not fund it, the fund had approximately $650,000 available. She read from the definition at the bottom of the slide and explained that revenues were above the budget, so the Stabilization Fund had not been used. She classified the fund as an emergency fund.

Ms. Vance reviewed the slide titled *Debt Service Fund FY26 Anticipated Final Budget Summary* and said TMFPD could have a balance of up to one year of payments in the fund. She added that they set aside a fund balance of $600,000 but used a portion of that to make the first payment on the Nevada State Investment Bank. She indicated payment was not initially included in the FY 2025 budget, but the cash was available to pay it, with the difference being the first payment on the debt. She said there were four bonded debts. The medium term, which was the first equipment bond, was a ten-year bond that would be paid in full in 2030, with annual payments of $478,500 made through two semi-annual payments. She mentioned that the general obligation bond of $2 million was to purchase the property and convert the house section of Station 37. That 15-year bond was $157,078 annually. She noted that the first three bonds on the slide had very low interest rates. The $7 million bond was from the purchase of Barron Way. She mentioned that money was also used for other facilities. That was a 25-year bond and would be paid off in 2046. She believed the interest rates for all of the bonds she mentioned were under 2 percent. She noted that the Nevada State Investment Bank debt was for the apparatus bay at Station 37 and had an annual payment of $307,931, with a 25-year payment. She stated that the total annual payments were $1,314,628; therefore, the projected ending balance stayed where it began.

Ms. Vance reviewed the slide titled *Emergency Medical Services Fund FY26 Anticipated Final Budget General Information*. She explained that accrued liabilities needed to be booked and were a liability on the fund. Regarding the 18 rotating ambulance

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staff, she explained that there were three ambulances and individuals bid for positions on the ambulances. She noted that the individuals assigned to an ambulance were not necessarily the same person each day. She added that those individuals were not permanent staff but went through the Operations Fund. When one of the rotating ambulance staff was assigned to an ambulance, a code was entered to charge it to the Emergency Medical Services Fund. She mentioned the fund was a full accrual fund that recorded additional costs as expenditures. She noted those expenditures were not seen in the General Fund. The accruals for compensated absences referred to what was earned and it was accrued and charged as a benefit cost. She added that the costs for the other post-employment benefits (OPEB) were based on the actuary valuation. TMFPD received a valuation from PERS, which made them include that liability even though it was a pay-as-you-go system. She indicated that depreciation on the vehicles was a good expenditure because it was non-cash, and that cash could be used later to purchase equipment.

Ms. Vance reviewed the slide titled *Emergency Medical Services Fund FY26 Anticipated Final Budget Summary* and said the beginning net position currently had a slightly different name because of the type of fund. Ground Emergency Medical Transportation (GEMT) was included in operating revenues, and she noted there was a possible reduction in GEMT of about $1.3 million, which was a significant decrease from what TMFPD would receive in FY 2025. The FY 2025 amount was based on FY 2023. She said the fund's operating expenses included salaries totaling $3.2 million, benefits totaling $2 million, services and supplies totaling $745,000, and depreciation totaling $250,000. She indicated that equaled an operating net loss of approximately $2.5 million. She stated that the estimated costs were OPEB totaling $10,000, pension totaling $125,000, and compensated absences totaling $75,000. She said compensated absences would eventually become a cash item, whether the person left or moved out. She stated the non-operating income of interest income was $9,000, so the change in net position was a decrease of approximately $2.4 million, with an ending net position of $223,000. She noted there was cash totaling roughly $1.7 million. She mentioned she should have done a presentation on cash to show that amount. She said TMFPD monitored the Emergency Medical Services (EMS) Fund closely due to the GEMT decline. She noted the fund included overhead costs that were previously in the General Fund. She said the EMS positions were still needed regardless of whether they ran an ambulance program. She opined that at least another $1 million was overhead that would move to the General Fund to provide medical supplies for the engines and ambulances that would be on standby if the program ended. She stated that they continued to monitor the program, but she did not anticipate issues for FY 2026.

Ms. Vance reviewed the slide titled *Workers' Compensation Fund FY26 Anticipated Final Budget Summary* and said it was set up as an internal service fund and was a full accrual, which meant it presented differently. She noted that the only expenditures in the fund were for a change in estimates. She explained that the only payments that came out of the fund were paid to the City of Reno for heart and lung workers' compensation claims. She added that they used the City of Reno's actuarial report at the end of each year to estimate what costs would be. She noted it was recorded as a liability. She said that as payments were made, they were paid towards the liability, and at

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the end of the year, the liability was reassessed. She explained that the amount fluctuated depending on whether new claims were issued or a current claim was reassessed. She said it covered TMFPD retirees who retired with the City of Reno under the pre-2012 agreement. She stated there were about 37 retirees remaining. She mentioned that the cash balance was $2.4 million, and TMFPD was expected to cover all future costs. She added that they currently paid about $30,000 per year. She stated that there were always risks of a significantly costly claim. She explained that TMFPD paid only a percentage of the claim, based on the time they were with the City of Reno and TMFPD. She said that when all 37 employees were gone, then the fund could be closed, and any money left would roll back to the General Fund. She said it was self-funded and would not recommend rolling anything into it due to accounting rules.

Ms. Vance said she looked for any recommendations or changes from the Board before the item was brought back on May 20, 2025.

Chair Hill said the Board was in alignment with the priorities of getting the Green Waste Program back, restoring the four-person crews, and filling the frozen Firefighter positions. She understood that the Captain positions would also need to be filled. She thought it was essential to stay in communication since the budget would be adopted on May 20, 2025. She suggested having quarterly updates due to the state of the budget. She mentioned that the Board should monitor how c-tax came in, and she hoped the State would quickly process TMFPD's reimbursements.

Michael Large, Deputy District Attorney (DDA), said that the Board needed to call for public comment but did not need to make a motion.

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Agenda Item 5D was reopened during the discussion on Agenda Item 14, Minute Item Number 25-087F. For additional discussion on this item, please see Agenda Item 5D, Minute Item Number 25-088F.

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DDA Large asked if Agenda Item 5D would be tabled to be heard at the meeting when the final budget was presented. Chair Hill stated that the item would be tabled and presented with the budget. She said that alternatively, it could be rewritten and presented at the budget hearing, effective in July. She concluded that Item 5D would be addressed on May 20, 2025.

There was no public comment or action on this item.

25-089F **AGENDA ITEM 15** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

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Truckee Meadows Fire Protection District (TMFPD) interim Fire Chief Dale Way remarked that there was no need for a closed session.

25-090F **AGENDA ITEM 16** Announcements/Reports.

Commissioner Clark questioned the bulldozer issue. He asked for the exact costs per hour to loan or rent the bulldozer and the costs associated with the entire program, including the truck, trailer, equipment, and the operators' salaries. He wanted to see information regarding the number of hours the bulldozer was sent out in 2024.

25-091F **AGENDA ITEM 17** Public Comment.

There was no response to the call for public comment.

1:23 p.m. There being no further business to discuss, the meeting was adjourned without objection.

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ALEXIS HILL, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

Minutes Prepared By:
Jessica Melka, Deputy County Clerk

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