

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

TUESDAY

10:00 A.M.

JUNE 4, 2024

PRESENT:

Alexis Hill, Chair
Michael Clark, Commissioner
Clara Andriola, Commissioner

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

ABSENT:

Jeanne Herman, Vice Chair
Mariluz Garcia, Commissioner

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

24-075F AGENDA ITEM 3 Public Comment.

On the call for public comment, Ms. Tracey Thomas displayed a document, a copy of which was placed on file with the Clerk. She expressed concern about fire department funding and potential station closures. She questioned the mutuality of partnership with the Reno Fire Department and suggested improving that relationship prior to pursuing any further consolidation. She wondered why the Truckee Meadows Fire Protection District (TMFPD) Board had not yet approved funding for infrastructure improvements for Hidden Valley and Washoe Valley. She referenced call data from Spanish Springs that she reasoned indicated a need for an additional fire station. She spoke about a parcel she was aware of that she surmised could be used for a fire station as well as a Washoe County Sheriff's Department (WCSD) substation. She queried how that work could be started when other projects were still incomplete.

24-076F AGENDA ITEM 4 Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced that had signed a contract with a Spanish language translator and would be creating social media posts in both English and Spanish. He shared that a TMFPD team entered the Reno-Tahoe Odyssey (RTO), which he explained was a 178-mile relay. He reported they placed 29th out of 232 teams in the race the prior weekend. He said the total run time was 25.5 hours. He was proud of the physical fitness that accomplishment indicated of the team, which was comprised of nine wildland firefighters and one structural

employee.

Commissioner Clark echoed the concerns expressed by Ms. Tracey Thomas about the Hidden Valley Fire Station. He pointed out the effect of construction delays on overall costs and urged getting necessary projects underway to minimize the extra tax dollars incurred by waiting.

Commissioner Clark spoke about fire apparatus parked in his neighborhood, which he acknowledged was not a fire department issue per se. He reported there were upwards of 15 pieces of fire equipment there, and he was not sure what was going on with them. He thought the accumulation could be a fire hazard and hoped County Code Enforcement would take appropriate action.

Chair Hill shared a letter she received from the Montreux Homeowners Association (HOA) thanking TMFPD staff for the expert advice and counsel they provided about control measures for potential wildfire damage to homes. They also expressed gratitude for the commitment the TMFPD had to the HOA's annual Fire Safety Day in May, particularly Captain Ian Satterfield, Fire Engineer Michael Lambert, and Firefighter Ryen Scannell, who all provided support at the event. Chair Hill commended Chief Moore for his leadership in that community outreach event.

CONSENT ITEMS – 5A THROUGH 5B

24-077F **5A** Recommendation to approve the meeting minutes from the May 7, 2024, Board of Fire Commissioners Meeting.

24-078F **5B** Recommendation to approve and accept a Community Wildfire Protection Plan developed by the Reserve at Monte Rosa Homeowners Association. (Commission District 2)

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

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Consent Agenda Items 5A and 5B be approved.

24-079F **AGENDA ITEM 6** International Association of Fire Fighters Local 2487 Report.

President of the International Association of Fire Fighters (IAFF) Local 2487, James Clouser, thanked the Commissioners for their patience with his recent absences. Regarding the concerns expressed by Commissioner Clark about surplus fire equipment in his neighborhood, Mr. Clouser disclosed he knew someone who was involved, and that person would have more information. He said he would follow up with that individual and get an answer for Commissioner Clark about the plans for that equipment. He mentioned an unexpected mold problem at Station 39 which was noticed

due to the vigilance of the crew members. He reported the crew from that station was temporarily displaced, but the station was being restored, and crews were back at the station while remediation continued. He stated all the work was projected to be completed shortly and he assured everyone that crews were operating from Station 39 and there was no risk to local residents.

24-080F **AGENDA ITEM 7** Fire Chief Report

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

1. Wildfire Conditions and Reminder of Open Burning Closure
2. Capital Projects Update
3. First Look at Standards of Cover Data - EMS

B. Monthly Response Statistics for April 2024

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said the solar installation at their Sun Valley station had been approved, and conversations with contractors were underway. He conveyed there were grant funding applications for solar installations on four stations and headquarters that the Federal Emergency Management Agency (FEMA) was asking questions about, which he interpreted as a positive sign. Chief Moore reported that wildfire season was beginning and asked Wildland Urban Interface (WUI) Coordinator Brett Taylor to talk about curbside chipping and the increasing wildfire conditions.

Mr. Taylor explained TMFPD's support of a community curbside chipping program for the past two years. He saw it as a great benefit to the community and observed that it helped engage citizens in their own defensible space. He reported the TMFPD wanted to bolster that program through additional funding, and informed there was a grant application out for approximately \$500,000 to FEMA through their fire prevention safety program. He said those funds would allow the TMFPD to fund fire crews to hold events two days per month throughout the entire year in both the north and south parts of the District. He reasoned those events would result in homeowners removing more material from around their homes, thereby reducing fire danger. He described another consideration as fire season started was the accumulation of fuels, which he divulged was especially prevalent in the south and west areas of the District. He commented that recent wet winters led to an accumulation of fuels that, without a fast response, would lead to disastrous fires in those areas. He noted residents of those areas had been engaged advocates for defensible space in their communities.

Chair Hill asked Mr. Taylor if he was including Verdi when he spoke about high-risk areas to the west. Mr. Taylor affirmed he was and added that Verdi was a National Fire Protection Association (NFPA) Firewise community, though it was a smaller chapter with fewer homes. He disclosed the whole Interstate 80 (I-80) corridor was a fire hazard concern and was a target for fuels treatment in the future. Chair Hill said she would ensure

the matter was addressed at the next Community Advisory Board (CAB) meeting for that area. Mr. Taylor communicated he was scheduled to visit all the CABs to hold a simple fire safety and defensible space informational session.

Commissioner Andriola inquired about the timeline for the grant. Mr. Taylor replied that he expected to know within the next year but noted that FEMA moved slowly. He said the curbside chipping program was currently held twice each year, and he hoped to know about grant funding prior to the spring of 2025 so the program could be supported monthly if funding came through.

Regarding capital projects, Chief Moore shared that he had the pleasure of giving Commissioner Andriola a tour of the current conditions at the Hidden Valley Fire Station, during which he demonstrated the need for that station to be rebuilt. He articulated the bays were so small that it was difficult to bring apparatus in and out. He divulged his intention to apply for a building permit through the County on June 10, 2024, now that plans were finalized, and utility relocations were completed. He described their detailed planning process and assured Commissioners that the station would remain open and operational during construction. He said they were moving forward as quickly as they could and noted there were three fire stations currently in various stages of the planning and funding process. He related that he and TMFPD Chief Fiscal Officer (CFO) Cynthia Vance were working with a financial consultant, and he noted he had already submitted a State Infrastructure Bank (SIB) application. He advised they would wait for public financing and then, if necessary, move forward with private financing, which he reported he was already looking into. He affirmed the station construction was moving forward.

Chief Moore informed construction documents for the Apple Station were halfway complete, and once those documents were finalized, TMFPD would apply for a building permit. He estimated there were a few months left before the documents were finalized, due to the complexity of the planning documents and construction details. He stated Apple, Inc. was paying for the station, and he reported a guaranteed maximum price would be furnished by the contractor so Apple, Inc. would know how much the station construction was going to cost. He expected it to be between a \$15 million and \$17 million capital contribution from Apple, Inc. to TMFPD. He thought it was important for taxpayers to know capacity was being added and the construction of Apple Station was heavily subsidized. He clarified there were additional bedrooms and an additional bay that would be part of the TMFPD's budget, but almost all the construction would be paid for by Apple, Inc. He said when those plans were done, site adaptations for the station in Washoe Valley would follow. He emphasized the importance of a methodical approach to the construction plans.

Chief Moore reported he had been working with the Emergency Medical Services Advisory Board (EMSAB) on data. He shared he was shocked by the data points he heard from the Regional Emergency Medical Services Authority (REMSA) and EMSAB that indicated 50 percent of medical calls in Cold Springs were Priority 1, which meant they were life-threatening. Given that data, he was considering whether more resources were needed for that community. He divulged conversations with REMSA about

adding an ambulance to Cold Springs, which he said the TMFPD would add to their long-term plan. He felt new information like that exemplified the reason for the TMFPD's standards of cover document, which allowed them to see where call demand was, how demand compared to prior iterations of the document, and understand where current service gaps were. He explained the standards of cover document also assisted the TMFPD with projections about where the public would need emergency services in the future. He hoped to have hard data to show the Commissioners the next month, not only from Emergency Medical Services (EMS) but also from structure fires, wildland fires, and hazardous materials.

Chair Hill asked if there were any medical centers or urgent care facilities in Cold Springs. Chief Moore reported that there were not and recalled that the most recent freestanding emergency room (ER) was built near Spanish Springs.

Commissioner Andriola thanked Chief Moore and his whole operational team for the thoroughness they exercised in planning the new stations. She highlighted the importance of the Hidden Valley Station remaining in service during construction to mitigate risk exposure and expressed her appreciation for the hard work and care the TMFPD invested in the process.

Commissioner Clark asked Chief Moore to share his theories regarding the high frequency of life-threatening emergency calls from the Cold Springs area and wondered if the age of the population was a contributing factor. Chief Moore responded he would be talking to EMSAB to determine the likely reasons behind the numbers. He agreed that the age of the population in that area could be a factor, and reasoned there might be additional considerations, including socioeconomic status. Commissioner Clark recalled spending time at the senior center in Cold Springs, and he thought additional transportation offerings and more activities would be good support for that population. He supposed regular medical care, which might be facilitated by better transportation, could improve the overall health of individuals and reduce the number of emergency calls.

24-081F **AGENDA ITEM 8** Recommendation to accept a donation of three (3) Zoll X-series advanced cardiac monitors/defibrillators, twelve (12) Lumify portable ultrasound machines, four (4) O-Two mechanical ventilators, and four (4) i-stat blood analyzers, including any required carrying cases and corresponding supplies from the Inter-Hospital Coordinating Council, and if accepted, express sincere appreciation for the thoughtful contribution and approve Resolution TM05-2024 accepting all donations and adjusting the EMS Fund for the non-capital items. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said that although there was not a presentation planned, he was happy to give an overview and answer any questions the Commissioners had.

Commissioner Clark wondered, in light of the prior conversation about needs in Cold Springs, how the donated equipment would be allocated, and whether some

of it would go to the Cold Springs area. Chief Moore replied that all Truckee Meadows Fire Protection District (TMFPD) rigs were equipped with those devices. He described that the TMFPD typically inventoried what needed replacement and cycled the oldest equipment out first. He was not sure where the oldest equipment was at that time. He mentioned that he and Wildland Urban Interface (WUI) Coordinator Brett Taylor went to the community senior center in Cold Springs to share information about smoke detectors, carbon monoxide detectors, and signs and symptoms of a cardiac problem or stroke. He reported the seniors were very engaged and wanted the TMFPD to return. He theorized dialogue with citizens was the right starting point for improvements and disclosed he had been in conversation with the Regional Emergency Medical Services Authority (REMSA) about hosting some community health days to increase awareness of TMFPD's and REMSA's services. He suggested paramedics from the two agencies could be there to do health screenings and be a friendly point of engagement for citizens.

Commissioner Clark said it was good that all TMFPD rigs were already fully equipped with those life-saving devices. He thanked Chief Moore for his outreach to that community and thought seniors living there sometimes felt separated from the rest of the County but were very appreciative and interested in the information.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 8 be accepted, expressed, and approved.

24-082F **AGENDA ITEM 9** Recommendation to extend Resolution TM21-2023 to August 15, 2024, authorizing a short-term (less than 12 months) interfund Loan not to exceed \$1,500,000 from the General Fund to the Emergency Fund for the purpose of funding emergency event costs ending receipt of state and local reimbursements expected in July 2024. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance described that the interfund loan in the item was done earlier in the year. Although she generally preferred to have interfund loans paid off before year end, she reported having recently received an email from the State regarding reimbursements, which they indicated would be processed in July. She stated a \$1.5 million loan was made from the General Fund to the Emergency Fund, of which \$1.3 million had been paid back. She said there was still \$200,000 owed and they had \$1.5 million in receivables, which they were now expecting in July. She advised that the affected processes were moved into the General Fund for the Fiscal Year 2025 (FY25) budget so it would not be an issue next year.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 9 be extended.

24-083F **AGENDA ITEM 10** Recommendation to approve retroactive and continued purchases for needed supplies and services from various suppliers that have or will exceed in the aggregate \$100,000 during this fiscal year but will remain within available adopted budget funding. All such purchases will continue to be subject to and in accordance with the provisions of the Local Government Purchasing Act. Vendors receiving these additional funds include the following: Allstar Fire Equipment, CMC Tire Inc, Dynamic Diesel, Flyers Energy, LLC, Interstate Oil Company, LN Curtis & Sons, Life Assist, NV Energy, Siddons Martin Emergency Group, LLC, and Spectrum. Amounts to be paid to Allstar Fire Equipment, CMC Tire Inc, Dynamic Diesel, Flyers Energy, LLC, LN Curtis & Sons, Siddons Martin Emergency Group, LLC, and Spectrum. shall not exceed \$150,000. The amounts to be paid to Interstate Oil Company, NV Energy, and Life Assist shall not exceed \$250,000. The supplies and services to be provided by each include, but are not limited to, fuel, equipment, equipment repairs, facility projects, supplies, internet, and utilities. (All Commission Districts)

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 10 be approved.

24-084F **AGENDA ITEM 11** Recommendation to approve the Property and Liability Insurance and Workers' Compensation Insurance Proposal for the Truckee Meadows Fire Protection District for one year beginning July 1, 2024, for a total estimated annual premium of \$1,910,621 and authorize the purchase of insurance based upon the attached Insurance Renewal Summary. The Proposal includes Property, Casualty, Professional, and Excess Liability Insurance to be provided by VFIS and will include Crime/Employee Theft Insurance through Travelers Bond & Specialty, Cyber Liability through AIG Specialty, and Workers' Compensation through 7710 Insurance Company. The Proposal also includes a three-year renewal term for Environmental Liability and Assault Expense and Threat Response to be provided by Great American E&S. (All Commission Districts) FOR POSSIBLE ACTION

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance informed that the insurance broker they worked with, Understand, Service and Innovate (USI), managed to get a lower renewal rate than was originally budgeted for. She reported the new amount was \$1,903,000. She advised that USI did a full, formal bid for Fiscal Year 2024 (FY24). She commented USI was familiar with

insurance markets, and the TMFPD opted not to undertake a full bid process again for Fiscal Year 2025 (FY25). She mentioned that some of the quotes they received were \$200,000 more. She pointed out one item that USI was able to lower was workers' compensation, which accounted for \$1.8 million of the \$1.9 million proposal. She said that item was the biggest expense and the toughest to insure. She divulged that not many companies offered to insure standalone fire districts because the risk was not mitigated by other employees. She reported the overall increase was 8 percent, which was in line with projections included in the FY25 budget.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 11 be approved and authorized.

24-085F **AGENDA ITEM 12** Recommendation to approve a three-year Regional Hazardous Materials Response Team agreement to include a new provision of funding for 1/2 of a City of Sparks Fire Department Division Chief Position assigned to the Regional Hazardous Materials Response team effective July 1, 2024. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore informed the new agreement terms had been under development for a long time. He described the Regional Hazardous Materials Response Team (TRIAD) was comprised of firefighters from the Truckee Meadows Fire Protection District (TMFPD) and the cities of Reno and Sparks. He explained the cost-sharing agreement was designed as a 50/50 split with the City of Sparks because the City of Reno did not feel they could successfully secure funding for another position in a timely manner. He communicated the City of Reno instead opted to fund the normal, nominal contribution to TRIAD for the TMFPD and the City of Sparks, plus add a vehicle for the TRIAD coordinator to drive. He stated a closer look at the math revealed that each of the three agencies was contributing about the same amount of money in aggregate. He disclosed a person had been nominated to fill the Division Chief position. Chief Moore spoke highly of the individual and his expertise with hazardous materials (hazmat). He said the position was needed because the Hazmat Team currently lacked the designated leadership needed to coordinate training and drills. He summarized all three agencies believed the appointment was an important step for the Hazmat Team.

Chair Hill asked if the City of Sparks believed they could continue to fund their portion of the position through their budget and Chief Moore affirmed they did. He advised the TMFPD hoped to continue funding half of the position, although he noted the possibility of moving to a model in which the TMFPD and the cities of Reno and Sparks each paid one-third of the costs.

Commissioner Andriola asked about the name of the individual who had been nominated to fill the position. Chief Moore responded that his name was Mr. Nick Klaich, and he was currently a Fire Captain with the City of Sparks.

Commissioner Clark spoke about the many modes of transportation that converged in Reno and expressed concern about the potential for hazmat incidents like derailed trains, airplane crashes, and trucks rolling over. He wondered if oversight of incidents like that would be part of the position under consideration. He pondered other possible hazmat situations, like chemical factories that might be in the area. Chief Moore stated there was hazmat potential everywhere in the region. He said hazmat events were low frequency but high risk. He provided examples of risk, including chlorine that was transported up and down the Mount Rose corridor and the risk of derailment of trains going through Reno and Sparks. Train derailment was especially concerning to him because of the proximity of the Truckee River. He indicated the Hazmat Team required constant training to remain prepared to quickly and effectively respond to changing threats. He related the team needed to train in a cooperative and consistent way, which Mr. Klaich would oversee in his new role. Commissioner Clark warned that the Hazmat Team had to be ready to respond at all hours of every day of the year, and he wanted to ensure Mr. Klaich would train his staff for a broad spectrum of conditions. Chief Moore confirmed he would.

Commissioner Andriola observed that the increase from 35 to 95 team members was a testament not only to the team's growth but also to the leadership of the TRIAD Team Operations Chiefs. Chief Moore added that not every firefighter was trained for hazmat response, and he applauded the advanced level of training those firefighters pursued to become hazmat technicians.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 12 be approved.

24-086F **AGENDA ITEM 13** Recommendation to accept the 2024 annual performance evaluation of Fire Chief Charles Moore to include a discussion of results, goals, and objectives and consider adjustments to the Employee's salary, according to Paragraph 3 - SALARY of the Employment Agreement, executed March 15, 2012, including consideration of a cost-of-living adjustment and merit increase up to 5% of the Employee's current salary, and authorize the Staff to make all necessary adjustments. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Human Resources (HR) Manager Carla Arribillaga described the process used for TMFPD Chief Charles Moore's evaluation. She explained a feedback survey was sent to 28 participants in late April 2024. Of those, 19 survey responses were received. She said the participants included the Fire Commissioners, 13 external stakeholders, 6 direct reports of Chief Moore, and 4 division heads. She acknowledged his overall evaluation included some areas for growth but advised most survey responses indicated Chief Moore met or exceeded expectations in every category. She provided additional highlights from the evaluation, details of which

were included in the supporting material for the item. She affirmed that, per his agreement, he was eligible for a cost-of-living adjustment (COLA) and a merit increase of up to five percent.

Chair Hill requested clarification about responses from the Commissioners on the question of overall evaluation. Ms. Arribillaga stated four of the five Commissioners responded to the survey, and of those, a majority of the respondents evaluated Chief Moore as exceeding expectations. Chair Hill asked what the COLA amount was, and Ms. Arribillaga responded that the percentage was variable, but she confirmed he could be awarded a merit increase of up to five percent. Chair Hill opined Chief Moore's job was one of the hardest in the County, and she thought he was doing it well. She said it was a joy to work with him, and she found him very responsive. She recommended a three percent COLA and a five percent merit increase for a total of eight percent to be awarded to Chief Moore.

Commissioner Andriola echoed Chair Hill's acknowledgment of Chief Moore's responsiveness and appreciated his forward-thinking approach. She supported Chair Hill's proposal of an eight percent overall increase.

Commissioner Clark stated he was a big fan of Chief Moore and supported his work. He was leery of moving forward without the full Board present but expressed his agreement with the proposed raise.

Chief Moore thanked Board members for their support. He shared he had never had a Board as engaged, honest, and direct about objectives. He said those qualities were extraordinarily helpful to him in knowing what the Board wanted to accomplish, which enabled him to make progress. He stated he enjoyed working for the Board and the public and was blessed with an incredibly talented staff. Chair Hill observed Chief Moore's commitment was evident through letters and feedback received by the Board. Chief Moore asked for any input they had on his goals and objectives, and there was none.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 3-0 vote with Vice Chair Herman and Commissioner Garcia absent, it was ordered that Agenda Item 13 be accepted and authorized.

24-087F **AGENDA ITEM 14** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

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

24-088F **AGENDA ITEM 15** Announcements/Reports.

There were no announcements, reports, or comments.

24-089F **AGENDA ITEM 16** Public Comment.

There was no response to the call for public comment.

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10:50 a.m. There being no further business to discuss, the meeting was adjourned without objection.

ALEXIS HILL, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

*Minutes Prepared By:
Heather Gage, Deputy County Clerk*