

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

TUESDAY

10:00 A.M.

MARCH 5, 2024

PRESENT:

Alexis Hill, Chair
Jeanne Herman, Vice Chair
Mariluz Garcia, Commissioner

Catherine Smith, Chief Deputy County Clerk
Charles Moore, Fire Chief
Mary Kandaras, Chief Deputy District Attorney

ABSENT:

Clara Andriola, Commissioner
Michael Clark, 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:

23-006F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

23-007F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore announced that the TMFPD would only collect green waste one weekend in April. People who want to participate in the program should visit the TMFPD website to view the available dates. Chair Hill asked if green waste would be collected at all fire stations. Chief Moore responded there would be one location in the north and one in the south.

CONSENT ITEMS – 5A THROUGH 5F

23-008F **5A** Recommendation to approve the meeting minutes from the December 12, 2023, Board of Fire Commissioners Meeting.

23-009F **5B** Recommendation to create one flexibly staffed Firefighter/Paramedic position that can be underfilled as a Firefighter/EMT, if necessary, to allow for ambulance staffing and to approve a restructured Firefighter/Paramedic District Staffing Plan for 68 Firefighter/Paramedic positions, which will consist of 44 Firefighter/Paramedic positions and 24 flexibly staffed Firefighter Paramedic/EMT positions. The total annual estimated cost of a

Firefighter/ Paramedic is estimated at \$180,000. This position is not anticipated to be filled until after July 1, 2024. (All Commission Districts)

- 23-010F** **5C** Recommendation to accept sub-grant funding in the amount of \$7,600 from the Nevada Division of Forestry to purchase supplies, personal protection equipment, and training items for the Truckee Meadows Fire Protection District Volunteer Program, and, if accepted, approve Resolution TM01-2024 accepting the sub-grant funding and direct staff to make the necessary budget adjustments. (All Commission Districts)
- 23-011F** **5D** Recommendation to approve the Workers' Compensation Insurance Audit Results revised invoice retroactively to February 1, 2024, for a total cost of \$119,329. (All Commission Districts)
- 23-012F** **5E** Recommendation to approve an agreement to retain Eide Bailly LLP to perform independent audit services for Truckee Meadows Fire Protection District for the Fiscal Year 2023-2024 in an amount of \$77,500 plus a federal expenditure audit fee of \$17,500 per major program if required. Audit Services are professional in nature and, therefore, exempt from competitive bidding requirements pursuant to NRS 332.115. This audit is being done to satisfy NRS 354.624, which requires each local government to provide for an annual audit of financial statements by a certified public accountant registered in the State of Nevada and to notify the state of this engagement by March 31st of each fiscal year. (All Commission Districts)
- 23-013F** **5F** Recommendation to approve the purchase of eighty (80) BKR5000 wildland radios to include miscellaneous accessories at an amount not to exceed \$147,540 from BlackPoint LLC. 1407 Arlen Ln. Gardnerville NV 89410 using NRS 332.115 (1)(s) exemption for the purchase of equipment associated with systems of communication. (All Commission Districts)

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

On motion by Commissioner Garcia, seconded by Vice Chair Herman, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Consent Agenda Items 5A through 5F be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5F are attached hereto and made a part of the minutes thereof.

- 23-014F** **AGENDA ITEM 6** Recommendation to accept several gift card donations totaling \$240 from the Mathis family in support of and thanks to the Truckee Meadows Fire Protection District's Joy Lake Station 39 staff, and if accepted express sincere appreciation for the thoughtful donation. (Commission District 2)

Chair Hill expressed gratitude for the generous donation.

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 6 be accepted.

23-015F **AGENDA ITEM 7** Presentation, discussion, and possible acceptance of the Truckee Meadows Fire Protection District's 2025-2027 Strategic Plan, which includes the following goals and impacts: (1) Serve the Needs of Our Community. (2) Build a Safer, More Resilient Community and Workforce. (3) Create a Sustainable Future for Truckee Meadows Fire Protection. (All Commission Districts)

OnStrategy Lead Strategist Kamryn Mock conducted a PowerPoint presentation and reviewed slides with the following titles: FY25-27 Strategic Plan; Table of Contents; About Truckee Meadows Fire Protection District; Nevada Network for Fire Adapted Communities; Purpose; Strategic Foundation; Opportunities and Challenges; Changing nature of wildland fire risks; Our Vision; Goal 1 – Objectives (What) and Initiatives (How); Goal 2 Building a Safer, More Resilient Community and Workforce; Employee Wellness; Key Strategies; Recruitment and Diversity, Equity, Inclusion, and Belonging; Timeline for Initiative Implementation; Goal 1: Serving the Needs of Our Community (9 slides including accompanying table); Goal #2: Building a Safer, More Resilient Community and Workforce (6 slides including accompanying table); SG #3: Creating a Sustainable Future for TMFPD (10 slides including accompanying table); and Appendices (2 slides including accompanying table).

Ms. Mock stated the last time the Board saw the Strategic Plan, it was in draft form as a three-year plan. Since that presentation, staff created an annual operation plan that included action plans and quarterly milestones. She directed the Board to page 26 of her presentation, which contained an execution management schedule. She said the schedule outlined what the Strategic Planning Team was accountable for and when the Board would receive updates. She pointed out that the Strategic Planning Team was committed to monthly check-ins and would host quarterly leadership meetings. She asserted a quarterly report would be presented to the Board of Fire Commissioners (BOFC).

TMFPD Chief Charles Moore noted that the TMFPD started work on its green initiatives with a grant to implement solar panels at the Sun Valley Fire Station. He said the staff was excited to start work on the Strategic Plan.

Commissioner Garcia looked forward to when the TMFPD would reach significant milestones in the Strategic Plan. She recalled asking some questions regarding the diversity, equity, inclusion, and belonging (DEIB) initiatives on page 24. She thanked Chief Moore who provided her with statistics that compared the TMFPD with the Cities of

Reno and Sparks, and Storey County. She suggested the TMFPD seek an outside consultant to review the TMFPD's recruitment, hiring, and retention initiatives. Chair Hill believed that could be built into the budget, and Chief Moore agreed. Commissioner Garcia declared retention was necessary. She spoke about the language access plan passed during the previous legislative session and opined some Title IX initiatives could be weaved into the Strategic Plan.

Chair Hill asked if Commissioner Garcia's requested changes to the Strategic Plan needed to be included in the motion. Chief Deputy District Attorney Mary Kandaras replied yes.

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Chair Hill, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 7 be accepted as written with direction to seek an outside consultant regarding page 24 of the Strategic Plan which discusses recruitment, hiring, and retention.

23-016F **AGENDA ITEM 8** Introduction of New Hire Brett Taylor.

Truckee Meadows Fire Protection District (TMFPD) Division Chief of Wildland and Fuels August Isernhagen introduced Wildland Urban Interface Coordinator Brett Taylor. He provided a brief history of Mr. Taylor's background.

Mr. Taylor expressed excitement to join the TMFPD.

TMFPD Chief Charles Moore added that Mr. Taylor was a skilled worker whose position would focus on obtaining grant funds for several projects.

23-017F **AGENDA ITEM 9** Presentation and possible direction to staff on the status of the current Fiscal Year Budget, including current revenues and expenditures, funding priorities, and projects anticipated for the Fiscal Year 2024-2025 budget. This item will also include a discussion on new initiatives and capital projects, including fire stations, fire trucks, equipment, service levels, and debt financing. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: FY24-25 Budget Development Capital Investment Service Level Economic Indicators; Preliminary Budget; Revenues; Expenditures; and Current Debt.

Ms. Vance stated that April 15, 2024, was the tentative budget deadline, and the final budget would be adopted in May. She declared that the reallocated funds at the end of fiscal year (FY) 2023 were mostly directed to capital projects. She mentioned tax revenue and noted that property taxes were over budget, but consolidated tax (c-tax)

revenues were under budget. She said if the c-taxes continued to trend downward, revenues from c-tax would be about \$900,000 under budget. She pointed out that the loss of income would balance out because property tax revenues were projected to bring in more revenue than budgeted. She claimed that c-tax was projected to bring in \$11.9 million overall, which was about \$500,000 less than the State anticipated for FY 2024. She spoke about future expenditures and noted that 80 percent of the budget was for salaries and benefits. She asserted several liability payouts were more than what was transferred to the fund but still within the budget. She discussed the TMFPD's debt and its considerations toward interest rates, terms, and construction costs.

TMFPD Chief Charles Moore continued the PowerPoint presentation and reviewed slides with the following titles: Capital – rolling stock; Capital – Facilities; Capital – Facilities (Long Term); and TMFPD.

Chief Moore remarked that the Board of Fire Commissioners (BOFC) previously approved the purchase of three Type One structural engines, which the TMFPD planned to pay for in cash by putting aside \$1 million each year. He explained there were fleet vehicles that needed replacement but would take about three years to arrive due to supply chain issues. He noted that a previously approved ladder truck would no longer be ordered that FY but would need to be obtained sometime in the next five years.

Chief Moore reported that Apple, Incorporated approved a \$1 million increase for the addition of an apparatus bay and more bedrooms at the Apple Fire Station. He claimed overall, the Apple Station was a \$15 million capital contribution. He said the construction of the Hidden Valley Station 37 apparatus bay was shovel-ready, but some water and electrical work needed to be completed before the start of construction. He pointed out the station's existing apparatus bay was outdated and could not fit a modern fire truck inside. He asserted that some theft occurred at the Barron Way facility, so the TMFPD planned to equip the building with security improvements.

Chief Moore mentioned the Washoe Valley Fire Station. He declared the Bower Station closed because it was a 70-year-old building that created health concerns from rodents and bats. He said the Washoe Valley Station would consolidate the East Lake Fire Station and the Bower Station into one central location that could serve both the east and west sides of Washoe Valley. He thought it would require nine to ten months to complete the architectural plans for the station. He stated the construction costs were forecasted at \$15 million.

Chief Moore said the Standards of Cover Analysis outlined what the TMFPD would look like ten years from now and included staffing plans, equipment plans, station locations, and anticipated call demand. He mentioned that the TMFPD owned a ten-acre land parcel in Spanish Springs that he thought could support a new fire station.

Ms. Vance continued the PowerPoint presentation and reviewed slides with the following titles: TMFPD and Questions.

Chair Hill mentioned Item 19, which was a discussion about the cost of vehicles purchased under the impression that NV Energy would reimburse the TMFPD for them. She asked if there were any outstanding financial considerations that the Board should know about. Chief Moore stated those vehicles were the primary cause of increased capital expenditures for the FY. Ms. Vance declared there was a fund balance that could cover the cost, and the TMFPD could charge NV Energy for future use of those engines. She added that the TMFPD would closely watch the budget for the Fuels Division for FY 2025. Chair Hill asked if there was any uncertainty regarding that funding. Ms. Vance responded that Division Chief of Wildland and Fuels August Isernhagen worked to obtain grant funds, and the program was about 70 percent grant funded. She said the TMFPD always included some funds for the Fuels Division to use. She noted the TMFPD had some empty positions that could help offset costs until it had a better idea of how much funding would come from NV Energy.

There was no response to the call for public comment.

No action was taken on this item.

23-018F **AGENDA ITEM 10** International Association of Fire Fighters Local 2487 Report.

Chair Hill declared there were no staff members present to give an update.

23-019F **AGENDA ITEM 11** Fire Chief Report

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

1. Standard of Cover Revision
2. Budget Calendar for Fiscal Year 2024-2025
3. 2024 DRAFT Report to the Community
4. Termination of the Lease with the Verdi Historical Society
5. Capital Projects Update

B. Review of recent critical calls, response statistics for November 2023, December 2023, and January 2024.

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore displayed a document that was placed on file with the Clerk. He stated it was a cursory look at responses over the past decade. He thought it was interesting that the number of responses grew in the first five years but remained static over the following three. He explained the term all fire incidents included all calls where the TMFPD was dispatched to put out flames. He was surprised that the number of fire incidents remained relatively consistent over the years. He pointed out that the total incident volume number rose sharply because of emergency medical service (EMS) calls. He said he valued the TMFPD's

partnership with the Regional Emergency Medical Services Authority (REMSA), which allowed the TMFPD to add medic units to some of its busier stations.

Chair Hill asked if 2019 and 2020 were not listed because of the COVID-19 (C19) pandemic. Chief Moore pointed out there were gaps in the listed years, but they all fit within the growth trend as presented. He thought C19 caused a significant shift in the number of EMS calls. Chair Hill asked if the TMFPD started working with REMSA in 2020, to which Chief Moore responded yes.

Vice Chair Herman wondered if the fire response statistics that remained stagnant could be accredited to the educational initiatives performed by the TMFPD. Chief Moore responded that the TMFPD was robust in its efforts to reduce wildland fires. He opined that the green waste program and other fuel reduction projects were helpful. He was proud of the TMFPD's fire prevention efforts throughout the community, which he thought could be part of the reason structure fires had not increased with the population.

Chief Moore asked the Board if there was anything they wanted to add to the Report to the Community. Some feedback he received from the community was to include a map of the TMFPD and the locations of the fire stations, so community members knew what fire station served them. He hoped the data dive was deep enough for the Board as he believed it was a good general overview of the work performed by the TMFPD.

Chief Moore stated that the TMFPD entered into a lease agreement with the Verdi Historical Preservation Society a few years ago. He noted that a fuels crew stationed there would need to be relocated. He believed the Verdi Historical Preservation Society thought the TMFPD only planned to park vehicles and would not run a crew out of that location when it entered into the agreement. He said the TMFPD wanted to be good neighbors, and an item would be before the Board for the official termination of the lease in April.

Chief Moore declared that the TMFPD was waiting for Apple, Incorporated, to approve the electrical service, well service, and some other infrastructure costs at the Apple Fire Station. He said the Washoe Valley Fire Station was on hold until financing could be obtained.

TMFPD Division Chief of Operations Joseph Schum provided an update on the recent winter storm. He said the Washoe County Emergency Operations Center (EOC) was not needed for the storm, but the team was prepared to open it if things escalated. He stated the TMFPD staffed an additional medic, ambulance, and fire engine during the heaviest part of the storm. He reported that, overall, there were an additional 30 incidents to the normal call load, with 117 total responses. He claimed that 12 of those calls were electrical hazards. He remarked Mt. Rose Highway was closed for the duration of the storm, which he thought helped reduce the number of traffic accidents and other potential rescues. He opined that all the TMFPD divisions worked well together to respond to incidents appropriately. He mentioned efforts to clear snow away from fire hydrants

throughout the district and noted the process took three to four days. Chief Moore added, to the extent of his knowledge, there were no storm-related deaths.

There was no response to the call for public comment.

No action was taken on the item.

BLOCK VOTE – 12 THROUGH 16

23-020F **AGENDA ITEM 12** Recommendation to accept a FFY 2021 COVID Hazard Mitigation Grant Program award from the United States Federal Emergency Management Agency, in an amount up to \$306,164.10, with a District match component of \$32,227.80 for the materials and installation of a rooftop solar-powered system at Truckee Meadows Fire Protection District's Sun Valley Fire Station, and If approved, approve Resolution TM 02-2024 accepting the fund and directing. (Commission District 3)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 12 be accepted and approved. Any and all Resolutions pertinent to Agenda Item 12 are attached hereto and made a part of the minutes thereof.

23-021F **AGENDA ITEM 13** Recommendation to approve a four-year Interlocal Contract between the State of Nevada Acting by and through its Department of Health and Human Services Division of Healthcare Financing and Truckee Meadows Fire Protection District to allow for reimbursements from the Nevada Medicaid program effective July 1, 2024. The amount of annual reimbursements is a calculation that accounts for the District's total costs of providing EMS and ambulance transports and compensates the District for the difference in the actual cost of providing Medicaid transports, as compared to the amount originally allowed. (All Commission Districts)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 13 be approved. Any and all Interlocal Agreements pertinent to Agenda Item 13 are attached hereto and made a part of the minutes thereof.

23-022F **AGENDA ITEM 14** Recommendation to accept a Hazard Mitigation Grant Program award from the United States Federal Emergency Management Agency, in an amount up to \$599,901.00 over a 36-month

period, with a match component of \$263,327.00, to treat hazardous fuels in the Sun Valley and Spanish Springs communities within Washoe County, known as the Jasper Project. (Commission District 4 and 5)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 14 be accepted.

23-023F **AGENDA ITEM 15** Recommendation to accept a Hazard Mitigation Grant Program award from the United States Federal Emergency Management Agency, in an amount of up to \$470,778.00 over a 36-month period, with a match component of \$198,525.00, to treat hazardous fuels in the Silver Knolls community within Washoe County, known as the Long Valley Project. (Commission District 5)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 15 be accepted.

23-024F **AGENDA ITEM 16** Recommendation to approve change order #2 to the Station #37/Remodel Addition Project, awarded to TSK Architects in September 2021, for project TMWA submission and coordination in the amount of \$18,100, for a total approved contract value of \$339,370. (Commission District 4)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 16 be approved.

23-025F **AGENDA ITEM 17** Recommendation to approve a cross-fund net \$0 budget amendment to re-appropriate transfers in the amount of \$215,000 and approve resolution TM02-2024 to augment the District's Emergency Medical Services fund for \$215,000. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance stated a previous Firefighter/Paramedic position was transferred to an Emergency Medical Services (EMS) Coordinator position. The item would revert that

position back to a Firefighter/Paramedic position. She declared the TMFPD had additional general funds that allowed for the position transfer.

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 17 be approved. Any and all Resolutions pertinent to Agenda Item 17 are attached hereto and made a part of the minutes thereof.

23-026F **AGENDA ITEM 18** Recommendation to approve the purchase of seven (7) X Series advanced Manual Monitor/Defibrillators with accessories in the amount of \$214,440.86 in accordance with Lake Tahoe Regional Fire Chief's Association 2020 State Contract and NPP GOV 2020 - Contract No. PS20200 Pricing. (All Commission Districts)

Division Chief of Training and Logistics Jay Cwiak stated there were some outdated monitor defibrillators that needed to be replaced. He said one or two additional defibrillators would be on hand to exchange when defibrillators needed to be repaired.

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 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 18 be approved.

23-027F **AGENDA ITEM 19** Recommendation to approve a reallocation of \$890,000 for the purchase of two Type V Engines, a Tractor (Semi-Truck), and one Ford-550 flatbed truck, originally purchased with a funding provision in a contract with NV Energy that has since been canceled. (All Commission Districts)

Truckee Meadows Fire Protection District (TMFPD) Chief Charles Moore said the vehicles had already been ordered and could not be canceled. He declared the vehicles were needed within the TMFPD, but they would have to be funded by the TMFPD instead of NV Energy.

Chair Hill was glad to hear that the TMFPD found other funding sources for these vehicles.

Division Chief of Wildland and Fuels August Isernhagen declared the pieces of equipment were captured in a previous contract with NV Energy, where the TMFPD would purchase the vehicles, and NV Energy would reimburse the cost. He said the Public Utilities Commission (PUC) had issues with that agreement. He noted NV Energy financed about \$1.5 million in equipment for the TMFPD's Wildland program. As the equipment was used on NV Energy projects, instead of billing for the use of the

equipment, that amount would be taken off the principle owed to NV Energy for the purchase. He asserted that \$1.5 million was paid off as of September 2023. With the new equipment and the TMFPD's existing fleet, he predicted around \$400,000 to \$500,000 per year of new revenue because the TMFPD could bill NV Energy for the use of equipment on projects.

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Garcia, which motion duly carried on a 3-0 vote, with Commissioners Andriola and Clark being absent, it was ordered that Agenda Item 19 be approved.

23-028F AGENDA ITEM 21 Announcements/Reports.

Vice Chair Herman warned that there may be flooding in Lemmon Valley in the upcoming year. She appreciated all the work done by the Truckee Meadows Fire Protection District (TMFPD) to mitigate flood damage and help the community.

23-029F AGENDA ITEM 22 Public Comment.

There was no response to the call for public comment.

23-030F AGENDA ITEM 20 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 suggested the Board hear Items 21 and 22 before it recessed to the closed session.

10:51 a.m. The Board recessed for a closed session.

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11:18 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:
Taylor Chambers, Deputy County Clerk