

**BOARD OF FIRE COMMISSIONERS, SIERRA FIRE
PROTECTION DISTRICT**

TUESDAY

4:00 P.M.

NOVEMBER 28, 2006

PRESENT:

Bob Larkin, Chairman
Bonnie Weber, Vice Chairman
Jim Galloway, Commissioner
Pete Sferrazza, Commissioner*

Amy Harvey, County Clerk
Katy Singlaub, County Manager
Melanie Foster, Legal Counsel
Joe Reinhardt, Interim Fire Chief

ABSENT:

David Humke, Commissioner

The Board met in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

06-53SF AGENDA

In accordance with the Open Meeting Law, on motion by Commissioner Weber, seconded by Commissioner Galloway, which motion duly carried with Commissioners Humke and Sferrazza absent, Chairman Larkin ordered that the agenda for the regular meeting of November 28, 2006 be approved.

06-54SF MINUTES

On motion by Commissioner Weber, seconded by Commissioner Galloway, which motion duly carried with Commissioners Humke and Sferrazza absent, Chairman Larkin ordered that the minutes of the regular meeting of September 12, 2006 be approved.

06-55SF REPORT - VOLUNTEER FIRE DEPARTMENTS

Joe Reinhardt, Interim Fire Chief, stated the District was working on creating a contract between the volunteers concerning the use of their stations and their function during incidents. He said the Volunteer Fire Departments (VFD) had received grants from the Nevada Department of Forestry (NDF) for wildland equipment that were independent of the District. Chief Reinhardt said he had received other applications from the Bureau of Land Management (BLM) and NDF for additional volunteer and real-fire assistance grants. He said those grants would come into effect July 1, 2007. Chief

Reinhardt noted new equipment was being purchased for Peavine VFD's to replace outdated obsolete equipment. He stated the other VFD's were going through the process of putting together their "wish list" so the District could augment and replace various items. Chief Reinhardt stated the volunteers had been cooperating with the District, and they had been active with their fire safe house.

***5:40 p.m.** Commissioner Sferrazza arrived.

06-56SF **REPORT - FUELS MANAGEMENT PROGRAM**

Joe Reinhardt, Interim Fire Chief, explained the fuels crew consisted of nine people. He said a countywide risk assessment had been previously completed that targeted the Galena area. He acknowledged the focus was to begin fuels management with the Galena Park project being the first phase. He added the second phase was between Highway 431 and the Old Highway. Chief Reinhardt said this tied into a project the U.S. Forest Service was conducting. He indicated part of the next phase of the Galena Park project was a large parcel of land with numerous Fir trees that need to be thinned; and some of those cut trees would be provided to underprivileged families for the holiday season through the local United Way.

Chairman Larkin asked how much funding the District had recruited from State and private forestry. Chief Reinhardt replied grant monies had been received from the Nevada Department of Forestry (NDF) to replace the funds used on these projects. He stated there would be additional funding in the future as well. Chairman Larkin asked if the funding would be enough to be aggressive in this high net plus cost fire area. Chief Reinhardt replied it was for the project to date, but more funding would be needed.

06-57SF **AMENDMENT - INTERLOCAL AGREEMENT - RENO
EMERGENCY COMMUNICATIONS - 911 EMERGENCY
DISPATCH SERVICES**

Joe Reinhardt, Interim Fire Chief, explained the contract had been approved through Reno Emergency Communications (Reno E-Com) and the District. He said when Reno E-Com went through the Commission on Accreditation for Law Enforcement Agencies (CALEA), an accreditation process for their Dispatch Center, some minor deficits in the agreement were found. Chief Reinhardt said those were the suggested amendments; however, they did not change anything fiscally within the contract.

In response to Chairman Larkin, Chief Reinhardt stated he was satisfied with the service Dispatch was providing; and staff was improving on solving some of the past problems. Chairman Larkin stated the Reno Fire Department was engaging in a Strategic Plan, and he had requested the Truckee Meadows Fire Protection District "piggyback" onto that plan. He asked if it would benefit this District to do the same. Chief Reinhardt replied there would be a benefit. He stated most of the issues involving firefighters in the Truckee Meadows were common to both Districts, and he felt it would

be imperative for the District to become involved in the process. He stated he proposed the District become part of the Joint Fire Advisory Board to work towards standardization throughout the Valley.

In response to Commissioner Galloway, Chief Reinhardt explained all 911 calls received at the center were recorded, as well as all radio communications that were involved in that call. He said the amendment stated the District would have access to that if it would help in an investigation. Commissioner Galloway felt all dispatch information should be available to the recipient's request. He suggested an item be added to read the same as item 1(i) in the addendum of the Interlocal Contract between Public Agencies, but add "maintain records of all dispatch communications."

Upon recommendation of Chief Reinhardt, on motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, Chairman Larkin ordered that the amendment to the Interlocal Agreement between the District and Reno E-Com for 911 emergency dispatch services with the addition of Item L, maintain recordings of all telephone and radio communications; provide retrieval at the recipient's request, and maintain records of all dispatch communications, subject to agreement with Reno E-Com be approved.

06-58SF RESOLUTION - PRE-FUNDED RETIREE HEALTH BENEFITS
SPECIAL REVENUE FUND

Upon recommendation of Joe Reinhardt, Interim Fire Chief, on motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, it was ordered that the following resolution be adopted and the Chairman be authorized to execute the same:

RESOLUTION
Creating the Pre-Funded Retiree Health Benefits Special Revenue Fund for the
Sierra Fire Protection District

WHEREAS, the Sierra Fire Protection District Board of Directors desires to create a special revenue fund for the accounting of the Sierra Fire Protection District retiree health benefit annual costs and liabilities; and

WHEREAS, NRS 354.612 provides that the Sierra Fire Protection District Board of Directors may establish a special revenue fund by resolution which describes the purpose of the fund, the resource to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and establishing revenues of the fund, and the method by which a determination will be made as to whether the balance or reserves of the fund are reasonable and necessary to carry out the purpose of the fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. There is hereby created a special revenue fund pursuant to NRS 354.612, known as the Pre-Funded Retiree Health Benefits Special Revenue Fund for the Sierra Fire Protection District.
2. The object and purpose of this fund is to account for resources and expenditures incurred by the Sierra Fire Protection District for the pre-funding of retiree health benefits costs and liabilities attributable to the District.
3. The resource to be used to establish the fund is an operating transfer from the Sierra Fire Protection District's General Fund to the Pre-Funded Retiree Health Benefits Fund in the amount of \$124,200 in FY 06-07.
4. The source to be used for replenishment of the fund is operating transfers from the District's General Fund to the Sierra Fire Protection District Pre-Funded Retiree Health Benefits Fund.
5. The Method for controlling expenses and establishing revenues of the fund is the budgeting and financial accounting policies that govern, and are administered by, the Sierra Fire Protection District and Washoe County Comptroller's office. Those policies are available at the Washoe County Comptroller's office.
6. The District will perform an actuarial study of the Pre-Funded Retiree Health Benefits Fund at least every two years to determine whether the balance or reserves of the fund are reasonable and necessary to carry out the purpose of the fund.
7. Any interest earned on the monies in the fund, after deducting applicable bank charges, must be credited to the fund.
8. Financial statements and other schedules required for the fund must be prepared in accordance with generally accepted accounting principles.
9. Upon adoption of this resolution, the District shall cause an executed copy of the resolution to be provided to the Department of Taxation.

**06-59SF TRANSFER OF FUNDS - MISCELLANEOUS/NON-CAPITAL
EQUIPMENT GENERAL LEDGER - TRAVEL GENERAL
LEDGER**

Joe Reinhardt, Interim Fire Chief, explained at the beginning of the fire season the District approved a \$2,500 travel fund to support resources. He said the massive fires the District assisted with in Elko County were not anticipated; and as a

result, the District overspent the \$2,500. He noted that amount would be reimbursed; however, until that reimbursement arrived, the \$1,000 was needed to cover costs.

Upon recommendation of Chief Reinhardt, on motion by Commissioner Weber, seconded by Commissioner Galloway, which motion duly carried with Commissioner Humke absent, Chairman Larkin ordered that the transfer of funds of \$1,000 from the miscellaneous/non-capital equipment general ledger to the travel ledger of the District be approved. It was further ordered that the Finance Department be directed to make the following budget adjustments:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT OF (DECREASE)
282291-710500	Other Expense	(\$1,000)
282291-711210	Travel	(1,000)

06-60SF PRESENTATION - EXCELLENCE IN SERVICE CERTIFICATES - OCTOBER - ISSUING OF BADGES TO NEW FIREFIGHTERS/PARAMEDICS

Joe Reinhardt, Interim Fire Chief, presented an excellence in service certificate for the month of October to James Solaro, Safety and Training Captain, for being instrumental in providing training to the volunteers and career staff.

Chief Reinhardt issued badges to three new firefighters: Martin Johnson, Martin Varrelman, and Dustin Mayfield. He explained they were all paramedics and provided service in the Galena and Washoe Valley areas.

06-61SF CANDIDATE INTERVIEWS - FIRE CHIEF

Board members each chose a question to ask the candidates. The candidates waited outside while the Board interviewed each candidate in the following order:

Michael Greene

Mark D'Ambrogi

Following the interviews and Board deliberation concerning the qualifications of each candidate, on motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, Chairman Larkin ordered that Mark D'Ambrogi be appointed as Fire Chief of the District conditioned upon benefit negotiations.

On motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, Chairman Larkin

ordered that the Human Resources Department be directed to negotiate salary and benefits within the range and normal practices.

COMMISSIONERS’/STAFF COMMENTS

Chairman Larkin requested a staff report on fuels management be presented in the future. He also requested the District consult with the Truckee Meadows Fire Protection District and the Reno Fire Department concerning the Strategic Plan.

PUBLIC COMMENTS

There was no response to the call for public comments.

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There being no further business to come before the Board, the meeting adjourned.

ROBERT M. LARKIN, Chairman
Sierra Fire Protection District

ATTEST:

AMY HARVEY, Washoe County Clerk
and Ex Officio Clerk, Sierra
Fire Protection District

*Minutes Prepared by
Stacy Gonzales
Deputy County Clerk*