

Board of Fire Commissioners
David Humke: Chairman
Bonnie Weber: Vice-Chair
Robert Larkin: Commissioner
Kitty Jung: Commissioner
John Breternitz: Commissioner



Fire Chief Michael Greene

AGENDA

Sierra Fire Protection District
Tuesday, September 22, 2009 10:00 AM
Washoe County Commission Chambers
1001 East 9th Street
Reno, Nevada

NOTE: Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda. Items may be moved to or from the Consent Agenda at the beginning of the Board Meeting or may be voted on in a block.

1. * Call to order/roll call
2. Consent:
 - A. Approval of Agenda for September 22, 2009 Board of Commissioners Meeting.
 - B. Chief Report (Page 1).
 - C. Approval of Volunteer Report (Page(s) 2-5).
 - D. Approval of minutes from regular meeting(s) April 28, 2009; May 12, 2009; June 23, 2009; and Special Meeting of May 18, 2009.
3. Approval and Acceptance of a Quitclaim Deed from the State of Nevada (Grantor) to Washoe County on behalf of the Sierra Fire Protection District (Grantee) for APN 081040-01, known as the Peavine Fire Station property, and, if approved, direct the Chairman to accept the Quitclaim Deed for the Sierra Fire Protection District (Page(s) 6-8).
4. Report on existing SFPD Community Outreach programs (Page(s) 9-10).
5. Update regarding volunteer program enhancements, incentives, challenges, newly created non-suppression roles and acceptance of operational policies, volunteer bill of rights and grievance procedures for 501-C Volunteer Fire Departments receiving funding from the Sierra Fire Protection District (Page(s) 11-45).

6. Progress report on the Fire and Fire Based Emergency Medical Services Master Plan. (The Washoe County Fire Services Coordinator will provide a verbal report).

7. Commissioner's/Managers Announcements, Requests for Information, Topics for future agendas and statements relating to items not on the Agenda (No discussion among Commissioners will take place on this item).

8. Public comment and discussion thereon.

The Sierra Fire Protection District Board of Commissioners welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to 2 minutes per person.

9. Emergency Items.

10. Adjournment.

Pursuant to NRS 241.020, the agenda for this meeting has been posted at the Washoe County Administrative Building, Washoe County Courthouse, Washoe County Main Library and Sparks Justice Court. Support documentation for items on the agenda provided to the Sierra Fire Protection District Board of Fire Commissioners is available to members of the public at the Sierra Fire Protection District office located at 3905 Old Highway 395, Washoe Valley, Nevada.

Unless otherwise indicated by asterisk (*), all items on the agenda are action items upon which the Board of Directors may take action. In accordance with NRS 241.020, this agenda closes by 9:00 a.m. on the third working day prior to the meeting, except as to emergencies or as otherwise permitted by law. We are pleased to make reasonable accommodations for people who are disabled and wish to attend meetings. If you should require special arrangements for the meeting, please contact our office at (775) 849-1108 before the meeting date.

BOARD OF FIRE COMMISSIONERS
SIERRA FIRE PROTECTION DISTRICT

TUESDAY

2:00 P.M.

APRIL 28, 2009

PRESENT:

David Humke, Chairman
Bonnie Weber, Vice Chairperson
John Breternitz, Commissioner
Kitty Jung, Commissioner

Amy Harvey, County Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Michael Greene, Fire Chief

ABSENT:

Bob Larkin, Commissioner

The Board convened at 3:18 p.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business.

CONSENT AGENDA - AGENDA ITEMS 2A THROUGH 2G

Michael Greene, Fire Chief, indicated Agenda Item 2E, approval of agreement for use of the old Mount Rose Ski Lodge, would be pulled.

09-19SF AGENDA ITEM 2A

Agenda Subject: "Approval of Agenda for April 28, 2009 Board of Commissioners Meeting."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2A be approved.

09-20SF AGENDA ITEM 2B

Agenda Subject: "Chief Report."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2B be approved.

09-21SF AGENDA ITEM 2C

Agenda Subject: "Approval of operating agreement with the U.S. Forest Service."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2C be approved.

09-22SF AGENDA ITEM 2D

Agenda Subject: "Approval of raising capital limit from \$3,000 to \$10,000."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2D be approved.

09-23SF AGENDA ITEM 2E

Agenda Subject: "Approval of volunteer/auxiliary report for February 2009."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2E be approved.

09-24SF AGENDA ITEM 2F

Agenda Subject: "Approval of minutes for February 10, 2009 meeting."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that Agenda Item 2F be approved.

Agenda Subject: "Board discussion and possible direction regarding citizen group recommendations to construct a fire station to improve service and lower response times for a currently underserved portion of the Sierra Fire Protection District (SFPD) and improve automatic aid response to a currently underserved portion of the Truckee Meadows Fire Protection District (TMFPD)."

Michael Greene, Fire Chief, conducted a PowerPoint presentation, which was placed on file with the Clerk, highlighting the station justification, response-time impact, fire station location map, staffing and equipment, station construction options, community input and recommendations.

Commissioner Breternitz asked how this fit with the current study being conducted. Chief Greene replied the current study would validate and confirm the importance and need for a station in that area. However, the more complex issue would be the ultimate configuration of how the Sierra Fire Protection District (SFPD) and the Truckee Meadows Fire Protection District (TMFPD) consolidations and mergers existed in the future. He said that would be deferred to the consultants for recommendation. Commissioner Breternitz said he was not aware the failed vote was a vote for a station on the suggested property. Chief Greene remarked it was the same proposal. He stated after the bond failed, a post-election analysis was conducted that showed the citizens in the area supported the bond; however, citizens in outlying areas opposed the bond because they saw no direct benefit. Chief Greene explained the new proposal was less expensive and kept the momentum moving forward for the citizens who wanted a station built in that area.

Commissioner Breternitz asked if the consultant was hired prior to the November election. Chief Greene replied the consultants were hired after the election. He commented he did not know if they agreed with the location, but that location was used for the basis of a study completed prior to the election that concerned the station location and service delivery followed by a second study that confirmed the same need.

In response to the call for public comment, Paul Wagner, City of Reno Fire Chief, remarked the SFPD and a citizens group were proposing a new fire station in the Saddlehorn/Arrowcreek area. He said the City of Reno Fire Department staff believed that the Comprehensive Fire and Fire-Based Emergency Medical Services Master Plan from Diamante Partners, LLC should be completed and presented to the Board of Fire Commissioners before any action was taken on the planning options of this new station. Chief Wagner said Diamante Partners was in the process of developing a comprehensive fire and fire-based emergency medical service master plan that would include:

1. Perform analysis of current operations, and review appropriate standards for community fire operations and fire based emergency response to include a review of current operations and existing conditions, contracts and deployment of each fire department and organization. In addition, a review of

appropriate standards for community fire operations and fire-based emergency response would be conducted;

2. To conduct standards of response cover deployment analysis to include the development of a "Standard of Cover Deployment Analysis" for Washoe County and the departments and agencies within the County. National Fire Protection Association, Insurance Services Organizations (ISO), fire and life safety codes and Occupational Safety and Health Administration (OSHA) standards would be reviewed and incorporated and/or would serve as the guidelines by which department decisions about distribution, concentration and staffing of line companies;
3. Develop financial analysis of cost related to addressing critical deficiencies and consider, evaluate and recommend financing mechanisms. This task would include standards of cover analysis, given the direction of the locally elected official; and,
4. Develop and complete a final report and recommendations. Once all materials had been received the Diamante Partners would create a Master Plan Analysis report. This report would form the basis for their approach to finalize the Fire and Fire-Based EMS Master Plan.

Chief Wagner concluded this comprehensive master plan would help elected officials and fire staff plan to improve services to the citizens in Washoe County. He said it would include all of Washoe County and all of the financial implications. Chief Wagner believed when the Diamante Partners completed their study the Board would have a complete picture from which a decision could be made.

Sara Thomas discussed the response times and the failure of the bond passing during the November election. She said the citizen group put forth solutions and asked the Board to act swiftly to correct the critical deficiency in the southwest suburban area of the County.

Donna Peterson stated she was concerned about citizen safety and response times in St. James Village. She provided statistics for fire and emergency responses and urged the Board to support the measures proposed by the citizens.

Larry Leovick indicated an excellent location had been identified for the badly needed fire station. He said a complete design was available that could be expanded to accommodate future growth allowing for a second engine company. He said waiting for stimulus monies that may never arrive was not a responsible option and urged the Board to move forward.

Ed LaPelusa stated fire stations cost money even if they were built on County-owned land. He said to reduce costs it was being proposed to use construction drawings and specifications from existing fire stations currently in use in Washoe

County. Mr. LaPelusa said citizens affected were the ones who voted for the bond to improve their protection, and would do so again.

Dr. Bob Parker stated the citizens needed the Board's help to ensure their homes and families safety. He said the response to fires and emergencies in the area were twice as long as the national standard. Dr. Parker commented homes had been lost because professionals paid to help the community were too far away to respond effectively. He said a fire station was needed and remarked citizens had worked with the District to develop options to bring response times in the area to eight minutes or less. He urged the Board to move forward with the proposal and adopt the recommendations.

Chairman Humke read a statement from Karen Mullen, which was placed on file with the Clerk.

In response to statements from Ms. Mullen, Chief Greene explained insurance companies and insurance company rates were based on the proximity of the property to the fire station or the entire district classification.

Commissioner Jung asked if this needed to be taken up with the County Manager and City of Reno Manager. She felt for this to move forward in any form of timeliness, the Board and the Reno City Council should direct both Fire Chiefs to come together and find a workable option. Commissioner Jung suggested this be placed on the upcoming joint meeting agenda.

Chairman Humke said he would speak to Reno Mayor Cashell and City of Reno leadership on the basis of the benefits this station could have to the City.

Commissioner Breternitz stated a project of this nature took a large amount of time. He encouraged the citizen group and Chief Greene to work with County staff. He remarked, in terms of fully supporting this, he was hesitant to make final steps until there was feedback from the consultant. Commissioner Breternitz said the intent was to find the best coverage for the County which would likely involve a new station; however, he wanted this project to be completed without regret.

Commissioner Weber said there were things needed to be taken into consideration. She asked if there was direction to give and hoped that the citizens understood the Board needed to review the recommendations with the consultant.

Commissioner Jung moved to accept the report of the citizen group and direct the SFPD and County staff to continue to work with the citizen group to analyze the feasibility of steps one through three, and develop an implementation plan for Board review and possible action. She further moved to have this discussion agendaized for the joint meeting scheduled in May with the City of Reno, and for the County Manager and the Chairman to lay the groundwork so the City was current on the issues and the potential benefits to the City.

Katy Simon, County Manager, clarified there was a proposed joint meeting agenda for May and, if possible, would attempt to place this item on that agenda.

Commissioner Jung amended the motion and stated if it were not possible to place this item on the joint meeting agenda for May she would urge to have this placed on the City Council agenda so they could move forward. Commissioner Weber seconded the motion.

Commissioner Breternitz indicated he was supportive of the general concept of the motion; however, felt it was premature to identify the funding process. He said in terms of a potential funding source for this project the funding steps did not include the City of Reno. Commissioner Breternitz said it would be beneficial to the City; therefore, was hesitant to agree to a motion. He felt the Board should move forward with studying the feasibility, the financing and working with the City to move ahead, but did not think the steps should begin in starting the sale of the property at this stage. He stated he would not support the motion.

In all due respect, Chairman Humke said if he voted for this he would not wish to establish a precedent each time a change was requested in the County's Fire District so that the County would have to go through the Reno Fire Department.

On call for the question, the motion passed with a 3 to 1 vote with Commissioner Breternitz voting "no" and Commissioner Larkin absent.

09-26SF AGENDA ITEM 4

Agenda Subject: "Discussion and possible approval of an interlocal agreement between the Washoe County Sheriff's Office (WCSO) and the Sierra Fire Protection District (SFPD) regarding costs and use of the WCSO firefighting capable helicopter."

Michael Greene, Fire Chief, indicated this was a year-long project concerning the various entities contributing to the operational costs of the helicopter. He said this was a positive step with joint contributions to make the program a success.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 4 be approved, authorized and executed.

09-27SF AGENDA ITEM 5

Agenda Subject: "Discussion and possible approval of the Health Benefits Programs for SFPD employees, retirees, and dependants for FY 2009/10, for an approximate

cost of \$465,000, and authorize Fire Chief to execute insurance contracts and service agreements necessary to continue the Programs.”

Michael Greene, Fire Chief, explained this was a collaborative effort through the Association to arrive at the best health care plan for the District.

There was no response to the call for public comment.

On motion by Commissioner Jung, seconded by Commissioner Breternitz, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 5 be approved and authorized.

09-28SF AGENDA ITEM 6

Agenda Subject: “Commissioners’/Managers Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)”

Commissioner Weber requested page numbers be placed on bottom of each page of the backup to make it easier to locate a page that was being discussed.

Michael Greene, Fire Chief, announced a citizen evacuation for the Galena area was scheduled for May 16, 2009.

09-29SF AGENDA ITEM 7

Agenda Subject: “Public Comment and discussion thereon. The Sierra Fire Protection District Board of Directors welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to two minutes per person.”

Bob Ackerman spoke on the emergency response that occurred when his wife became ill. He said with all due respect to Reno Fire Chief Paul Wagner, this was an important proposal and a matter of life and death.

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4:16 p.m. There being no further business to come before the Board, on motion by Commissioner Jung, seconded by Commissioner Weber, which motion duly carried with Commissioner Larkin absent, Chairman Humke ordered that the meeting be adjourned.

DAVID HUMKE, 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*

Pending Board Approval

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

TUESDAY

10:00 A.M.

MAY 12, 2009

PRESENT:

David Humke, Chairman
Bonnie Weber, Vice Chairperson
Robert Larkin, Commissioner
Kitty Jung, Commissioner
John Breternitz, Commissioner

Amy Harvey, County Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Michael Greene, Fire Chief

The Board convened at 11:03 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

09-31SF

AGENDA ITEM 2A

Agenda Subject: Approval of Agenda for May 12, 2009 Board of Commissioners Meeting.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, Chairman Humke ordered that Agenda Item 2A be approved.

09-32SF

AGENDA ITEM 2B

Agenda Subject: "Chief's Report."

Fire Chief Michael Greene announced an upcoming evacuation drill and test of the Reverse 911/City Watch system, which would reach 3,500 homes with the goal of having 1,000 people evacuate to Galena High School. He noted it was an interagency effort involving the Department of Emergency Management, the Red Cross of Northern Nevada, the National Guard, and several volunteer fire departments from across the County.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, Chairman Humke ordered that Agenda Item 2B be accepted.

09-33SF AGENDA ITEM 3

Agenda Subject: "Information regarding implementing reduced station staffing due to unforeseen and unanticipated on and off duty employee injuries."

Michael Greene, Fire Chief, explained there had been numerous injuries of employees, either on or off the job, which had significantly impacted the District's overtime budget. He remarked everything possible had been done to maintain staffing levels during the planning and development of the fiscal year 2009/10 budget, but there was a clause in the recently developed labor contract that allowed reduction to a two-person crew in the event two people were off for a sustained period of time. He said he hoped it would not be necessary to implement the clause, but he felt it necessary to inform the Board that it was possible and could impact service delivery. He stated if the current rate of injuries continued, the overtime cost could not be absorbed without significantly impacting the budget.

Commissioner Breternitz asked how coverage was split between the fire districts in Washoe Valley. Chief Greene replied the majority of Washoe Valley was in the Truckee Meadows Fire Protection District (TMFPD), although the Sierra Fire Protection District (SFPD) maintained an area of about 200 residences on the west side of Franktown Road. He explained the majority of the SFPD responses in the area were to TMFPD calls.

Commissioner Breternitz asked if a 20-person seasonal crew was capable of handling structural fires. Chief Greene replied they were not. He stated wildland fires were the greatest risk for the area, and the seasonal crew would be moved there if two-person staffing was implemented.

In response to the call for public comment, Alex Kukulius, President of the Sierra Firefighters Association, expressed concern about the impacts of two-person staffing. He explained the option to reduce station staffing was mutually agreed upon, but only as a last resort. He indicated national and State standards mandated a minimum of four firefighters on the scene of any fire before firefighters could enter a building, unless a verifiable rescue was necessary. Mr. Kukulius stated the Association was concerned about any undue risk placed on the community, especially at the height of wildland fire season. He noted the Association was sympathetic to the current economic conditions. Upon meeting with Chief Greene, the parties believed the remainder of the current budget and the proposed 2009/10 budget would sustain staffing levels. He emphasized two-person staffing was to be considered as a last resort only after all other funding mechanisms had been exhausted.

There was no action taken on this item.

09-34SF AGENDA ITEM 4

Agenda Subject: "Discussion and approval of the Sierra Fire Protection District tentative budget for Fiscal Year 2009-10."

Fire Chief Michael Greene made a correction to the staff report that outlined the District's proposed 2009/10 budget. He indicated it had been the intent to create a separate operating fund for the Fuels Management Fund, but the Comptrollers Office requested the District retain the designated amount within its original budget. He provided a brief overview of the budget, and indicated most of the impact of declining revenues was being absorbed in the Capital Improvement Fund.

Commissioner Larkin asked what was included in the \$10,500 listed for printing expenses. Chief Greene explained the amount covered the use of the copy machine, production of training materials, and production of a community newsletter that was previously distributed on a quarterly basis, but would now be done annually. Commissioner Larkin requested the Board and the County Manager be provided with a copy of any future newsletters. Commissioner Larkin wondered about the \$100 expenditure listed as advertising. Mary Walker, Financial Consultant explained it was used to publish legally required notices such as the end of the year fiscal reports.

There was no response to the call for public comment.

On motion by Commissioner Breternitz, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 4 be approved.

09-35SF AGENDA ITEM 5

Agenda Subject: "Commissioner's/Managers Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)"

Commissioner Weber stated she would meet with Volunteer Fire Chief Boykin to discuss a station that was previously consolidated between the Nevada Department of Forestry and the Cold Springs Volunteers.

09-36SF AGENDA ITEM 6

Agenda Subject: "Public Comment and discussion thereon. The Sierra Fire Protection District Board of Commissioners welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to two minutes per person."

There was no response to the call for public comment.

11:17 a.m. There being no further business to come before the Board, Chairman Humke adjourned the meeting.

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DAVID E. HUMKE, Chairman
Sierra Fire Protection District

ATTEST:

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

*Minutes Prepared by:
Stacy Gonzales and Lisa McNeill, Deputy County Clerks*

Pending Board Approval

BOARD OF FIRE COMMISSIONERS
SIERRA FIRE PROTECTION DISTRICT

TUESDAY

2:00 P.M.

JUNE 23, 2009

PRESENT:

David Humke, Chairman
Bonnie Weber, Vice Chairperson
Kitty Jung, Commissioner
John Breternitz, Commissioner

Amy Harvey, County Clerk
Dave Childs, Acting County Manager
Melanie Foster, Legal Counsel
Michael Greene, Fire Chief

ABSENT:

Robert Larkin, Commissioner

The Board convened at 4:00 p.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business.

09-40SF AGENDA ITEM 2A

Agenda Subject: "Approval of Agenda for June 23, 2009 Board of Commissioners Meeting."

Fire Chief Michael Greene indicated Agenda Item 3 had been removed and would be placed on a future agenda because the employee who was to receive recognition could not be present.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2A be approved.

09-41SF AGENDA ITEM 2B

Agenda Subject: "Chief's Report."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2B be accepted.

09-42SF AGENDA ITEM 2C

Agenda Subject: "Board approval for the use of budgeted training funds for the purchase of food for staff and outside agency representatives participating in training activities during meal periods and outside agency representatives donating time to assist in evaluating candidates during promotional testing."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2C be approved.

09-43SF AGENDA ITEM 2D

Agenda Subject: "Board approval for the transfer of ownership of one SFPD 2005 Chevy 15 passenger van to the North Lake Tahoe Fire Protection District in exchange for the SFPD ownership of two NHTFPD 1990 Ford F700 ten passenger crew transport trucks."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2D be approved.

09-44SF AGENDA ITEM 2E

Agenda Subject: "Approval of volunteer report."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2E be approved.

09-45SF AGENDA ITEM 2F

Agenda Subject: "Approval of minutes from January 27, 2009 and March 3, 2009 meetings."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Jung, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 2F be approved.

09-46SF AGENDA ITEM 4

Agenda Subject: "Authorize the Finance Director, as Acting Risk Manager, to renew the Property and Liability Insurance Policy for the Sierra Fire Protection District with the Nevada Public Agency Insurance Pool, effective July 1, 2009, for an annual premium of \$78,372.23."

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried with Commissioner Larkin absent, it was ordered that Agenda Item 4 be authorized.

09-47SF AGENDA ITEM 5

Agenda Subject: "Commissioner's/Managers' Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)"

Commissioner Weber requested a future staff report to the Commission regarding the Legislative bill affecting the Peavine Station. Fire Chief Michael Greene indicated Legislative action had taken place that would give the property to the District and allow it to ultimately make the necessary improvements to the fire station.

09-48SF AGENDA ITEM 6

Agenda Subject: "Public Comment and discussion thereon. The Sierra Fire Protection District Board of Commissioners welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to two minutes per person."

There was no response to the call for public comment.

4:03 p.m. There being no further business to come before the Board, on motion by Commissioner Breternitz, seconded by Commissioner Jung, which motion duly carried, the meeting was adjourned.

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DAVID E. HUMKE, Chairman
Sierra Fire Protection District

ATTEST:

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

Minutes Prepared by:
Lisa McNeill, Deputy County Clerk

Pending Board Approval

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

TUESDAY

10:00 A.M.

JULY 14, 2009

PRESENT:

David Humke, Chairman
Bonnie Weber, Vice Chairperson
John Breternitz, Commissioner
Bob Larkin, Commissioner
Kitty Jung, Commissioner

Amy Harvey, County Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Michael Greene, Fire Chief

The Board convened at 11:37 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

DISCUSSION ON CONSENT AGENDA

Commissioner Breternitz moved to approve the consent agenda. Commissioner Weber seconded the motion. The motion passed on a 5 to 0 vote.

After the initial vote was taken on the consent agenda, it was noted that an incorrect date was listed for approval of minutes. The correct date should be May 12, 2009. Commissioner Weber also indicated the draft minutes were not included in the Board's packet.

Melanie Foster, Legal Counsel, stated the motion should be reconsidered.

On motion by Commissioner Weber, seconded by Commissioner Larkin, which motion duly carried, it was ordered that the motion for the consent agenda be reconsidered.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that the consent agenda be approved with the omission of Agenda Item 2D.

09-49SF AGENDA ITEM 2A

Agenda Subject: "Approval of agenda for July 14, 2009 Board of Commissioners Meeting."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that Agenda Item 2A be approved.

09-50SF AGENDA ITEM 2B

Agenda Subject: "Chief Report."

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that Agenda Item 2B be approved.

09-51SF AGENDA ITEM 2C

Agenda Subject: "Approval of volunteer report."

Chairman Humke said he attended the Volunteer Association meeting. He urged training by all volunteers to perform diligent documentation of their activities.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that Agenda Item 2C be approved.

09-52SF AGENDA ITEM 3

Agenda Subject: "SFPD Employee of the Quarter recognition for Equipment Operator Wayne Cirone for his work in supporting volunteer training, and implementing multiple safety and cost saving and efficiency programs."

Chairman Humke presented a plaque to Wayne Cirone, Equipment Operator, for his outstanding work and for being recognized as "Employee of the Quarter." Mr. Cirone thanked the District and the Board for the recognition.

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

09-53SF AGENDA ITEM 6

Agenda Subject: "Commissioners'/Managers Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)"

There were no Board comments.

09-54SF AGENDA ITEM 4

Agenda Subject: "Board discussion and possible retroactive approval for the District to apply for \$3.5 million in federal stimulus funding without matching funding requirements for the construction of a new fire station at the corner of Thomas Creek and Arrowcreek Parkway."

Michael Greene, Sierra Fire Protection District (SFPD) Chief, explained the window of opportunity to apply for the grant did not fit within the timeframe to be placed on a Board agenda. He noted with help from County staff, the District was able to submit the grant within the allotted timeframe after approval during a special Board of Adjustment meeting.

Commissioner Breternitz asked if the location of the proposed station coincided with the Diamante Study that had been commissioned. Chief Greene confirmed the Diamante Group was conducting a fire station location study. He explained the purpose was to locate a proposed site based on response times and population density, which was the plan brought before the voters during the November 2008 election. Chief Greene expected the study would compliment and identify the need for a station. Commissioner Breternitz asked if that implied the assumption could be wrong for the location. Chief Greene replied not based on the response times and population density. He said the proposed area had been identified as an underserved area for the community so the assumption was made that the Diamante Group would confirm the same location. Commissioner Breternitz indicated the sequence of events and moving forward without the known results bothered him because the specific location still remained a concern on how it fit with the commissioned study.

Chairman Humke said the location was not finalized; however, the application for federal funds needed to be made. Chief Greene indicated the developer had set property aside; however, the station design did not fit on that site. He explained the County had surplus property around the corner, which would be the site used and the most cost efficient.

Commissioner Breternitz commented as far as the grant funding was concerned, if the location was flexible, he was supportive of the effort and since this was a retroactive approval felt it would not be prudent to object. He remarked he was supportive of increasing fire services in the area.

Commissioner Larkin said it appeared the location was not shovel-ready, since the design service had not been authorized. He asked if this would be through the Homeland Security Priority Stimulus Funds. Chief Greene explained based on the priorities in the submitted application, the process was discussed and permits were being sought. He said a project received a higher level of priority when fully prepared.

Commissioner Larkin said the indication was that the location was flexible, but in Agenda Item 5 a specific site was determined. Chief Greene said the planned station design was a modular design that had been built before; however, needed to be brought to Code. He believed that station would be located at the selected site.

Commissioner Larkin inquired if a copy of the grant had been submitted with the staff report. Chief Greene stated a copy had not been submitted. Commissioner Larkin said since the grant had already been submitted, it did not require Board approval; however, given the state of information received he was uncomfortable without the grant being attached and felt since there were inconsistencies with the testimony presented he could not vote for approval.

Chairman Humke suggested Chief Greene return later in the meeting with a copy of the grant application to be discussed along with Agenda Item 5, possible award of design services for a Fire Station at Thomas Creek and Arrowcreek Parkway.

In response to the call for public comment, Bob Parker spoke on the response time to his home and of his neighbors. He said, due to construction costs being lower, this was a great time to build a new station. Mr. Parker urged the Board to move forward.

Dorothy Ramsdale thanked the Board and firemen for serving the community. She recommended the Bowers Fire Station not be closed.

Debbie Sheltra discussed the history of fire services in the area. She said in May 2008 the Board was sent a letter requesting parity in funding. Ms. Sheltra said several years ago residents of the District agreed to have their taxes raised for paramedic services. She cautioned the Board that the funding for staff had not been determined and was a main concern for Washoe Valley residents. She distributed a letter to the Board, which was placed on file with the Clerk, explaining the outline of ownership to the proposed station location.

* * * * *

12:15 p.m. The Board recessed.

3:34 p.m. The Board reconvened with all Commissioners present.

Chief Greene distributed a copy of the application for federal stimulus monies, which was placed on file with the Clerk. He stated he had previously contacted the consultant, Diamante Group, and reviewed previous parameters used to evaluate fire station locations. He found that the same software was primarily used to help identify response time standards, drive time and station location. Chief Greene felt confident the same conclusion for location would be determined. In addition, if the stimulus grant was approved, he would need to return to the Board for acceptance of said grant. He said the

consultant indicated that the report should be completed before the results were learned about the grant acceptance.

Commissioner Larkin said this related to a specific piece of property and stated it had been asked if the County was locked into that piece of property. He indicated the response was "no," but the application pointed to a very specific piece of land. Commissioner Larkin commented since the grant application had been submitted it was irrelevant for Board approval. Chief Greene indicated when submitting grants the District needed to inform, advise and consult the Board to ensure approval. He explained if the grant was accepted the District would then return to the Board for acceptance. However, Commissioner Larkin stated, the dilemma was that on the application the County was locked into a specific piece of property. He said he did not like that nor did he want his decisions being made for him. He stated he was not convinced the selected property was the proper location.

Chairman Humke stated the site location was a grant term and that the grant was a contract, and as such, could return to the federal government for modification and/or selection of a different site.

Commissioner Breternitz said as far as identifying the best location the Board would refer to the Diamante report; therefore, he suggested waiting for that completed report. He commented he was not negative of the project, but was negative of the sequence of events.

Commissioner Larkin confirmed the piece of land had been selected in the grant process and, if the grant came back to the Board for modification after acceptance, could put the project in peril.

Commissioner Jung asked if that could be remedied by the Board not accepting the grant. She stated if the Board was in that position, there were many exit clauses, but felt those were all conjecture and predictions. She agreed the site should have had Board approval prior to the application being submitted; however, stimulus grant applications were time sensitive.

Chief Greene explained the proposed piece of property was declared surplus. He stated the piece of property was around the corner from the location the developer had set aside.

Commissioner Weber said this may not be the perfect circumstance; however, the County needed to move forward. Commissioner Larkin stated the County had been locked into a piece of land and remarked the citizens now needed an explanation of the circumstances.

Chairman Humke asked if the Diamante study was referenced in the grant application. Chief Greene replied that study was not mentioned. Commissioner Breternitz

felt for future situations there should be an agreement for discussion from the Board to give direction instead of an assumption.

On motion by Commissioner Jung, seconded by Commissioner Weber, which motion duly carried, Chairman Humke ordered that Agenda Item 4 be retroactively approved.

09-55SF AGENDA ITEM 5

Agenda Subject: "Possible award of design services for a Fire Station at Thomas Creek and Arrowcreek Parkway in the amount of \$144,876.00 to Smith Design Group and if approved, authorize the Contract Administrator to execute the necessary documents."

Michael Greene, Fire Chief, explained part of the process was to use a previous fire station design to maximize efficiency. However, that design needed to be brought to Code.

Commissioner Breternitz asked where the money would come from. Chief Greene said the money would be from the District's Capital Improvement Projects (CIP) fund, which would be reallocated in order to pay for the costs. He commented additional revenues were received from past fires and noted that money would be reallocated and the budget augmented. Commissioner Breternitz clarified much of the services would be site specific, such as site plan, civil engineering and structural modifications that would be dependant on soil conditions and conformance with the new Codes. He said based on previous discussions he was concerned on the site specific.

Chairman Humke asked if staffing would be transferred from the Bowers Station to the new station, and if that was part of the grant application. Chief Greene replied that was referenced in the application. He remarked the real solution addressing the service and fiscal equity issues needed to be included within the Diamante study.

Chairman Humke disclosed he spoke to a citizen in West Washoe Valley and said he would never approve moving staff to another part of the District. He also had a discussion with the County Manager concerning the consultant study.

Commissioner Larkin said based on the discussion he felt this item was premature to move forward. Chief Greene felt the consultant should have the study completed by the next meeting.

Chairman Humke recommended this be continued for up to 60 days.

There was no action or public comment on this item.

09-56SF AGENDA ITEM 7

Agenda Subject: "Public Comment and discussion thereon. The Sierra Fire Protection District Board of Directors welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to two minutes per person."

There was no response to the call for public comment.

* * * * *

4:00 p.m. There being no further business to come before the Board, Chairman Humke ordered that the meeting be adjourned.

DAVID HUMKE, 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*

Waiting Board Approval

BOARD OF FIRE COMMISSIONERS
SIERRA FIRE PROTECTION DISTRICT

TUESDAY

10:00 A.M.

MAY 18, 2009

PRESENT:

Bonnie Weber, Vice Chairperson
Robert Larkin, Commissioner
Kitty Jung, Commissioner
John Breternitz, Commissioner

Amy Harvey, County Clerk
Katy Simon, County Manager
Melanie Foster, Legal Counsel
Michael Greene, Fire Chief

ABSENT:

David Humke, Chairman

The Board convened at 10:18 a.m. in special session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business.

09-37SF AGENDA ITEM 1

Agenda Subject: "Discussion and possible action on the Sierra Fire Protection District Tentative Budget as well as possible changes to adoption of the Final Budget for Fiscal Year 2009/10."

10:18 a.m. Vice Chairperson Weber opened the public hearing.

Fire Chief Michael Greene indicated the capital equipment budget had been significantly reduced. He noted all programs had been evaluated and there were reductions affecting the recruitment of volunteers. Commissioner Larkin noted the beginning fund balance had been drawn down and wondered if it was sufficient to maintain services. Chief Greene stated \$1 million had been placed in an emergency fund to cover any wildland fires and there was enough to maintain service levels. He pointed out the 20-person seasonal crew had begun their training period and there was sufficient money in the District's contingency funds.

There was no response to the call for public comment.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried with Chairman Humke absent, Vice Chairperson Weber ordered acceptance of the Tentative Budget and adoption of the Final Budget for Fiscal Year

2009/10. The Fire Chief was authorized to forward the Final Budget as presented in the staff report to the State Department of Taxation.

09-38SF AGENDA ITEM 2

Agenda Subject: “Commissioners’/Manager’s Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)”

There were no announcements.

09-39SF AGENDA ITEM 4

Agenda Subject: “Public Comment and discussion thereon. The Sierra Fire Protection District Board of Commissioners welcomes courteous and respectful public comment and input. Due to the amount of business the District Board conducts, public comment is limited to two minutes per person.”

There was no response to the call for public comment.

10:22 a.m. There being no further business to come before the Board, on motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, the meeting was adjourned.

Pending Board Approval

BONNIE WEBER, Vice Chairperson
Sierra Fire Protection District

ATTEST:

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

*Minutes Prepared by:
Lisa McNeill, Deputy County Clerk*

Sierra Fire Chief Progress Report

Project	Task
Fire Station Grant	The team has received numerous follow-up requests from FEMA regarding the grant. Expect to hear something in October/November
Fuels Management	Conducting fuels work in Galena Forest and Washoe Valley
Training	Utilizing web based training program to review material prior to drills.
Reimbursement	Received reimbursement in the amount of \$ 68,000 from insurance company to repay costs associated with the Plateau Fire
Volunteer program	See staff report



DATE: August 24, 2009

TO: Board of Fire Commissioners,
Sierra Fire Protection District
Truckee Meadows Fire Protection District

THROUGH: Michael Greene, Fire Chief, Sierra Fire Protection District
Curtis Johnson, Division Chief, Reno Fire Department
Kurt Latipow, Washoe County Fire Services Coordinator
Tamara Lopes, Division Chief, Reno Fire Department

FROM: Peter A. Cannizzaro, President

SUBJECT: Review and acceptance of volunteer report for **July 2009** (Including monthly operations report of the Volunteer Fire Departments including response data, training activities/apparatus updates, administrative, communications, and dispatch.)

Please note: The eleven reporting VFD's achieved a total of 2,329 personnel hours in large incident response and training this month led by Red Rock at 600 hours.

Training

The Truckee Meadows Fire Protection District through the Reno Fire Department and the Sierra Fire Protection District provided training for the topics of:

- The essentials of structure & wildland firefighting and emergency medical training.

Radio Communications & Dispatch

- Continued improvement is being achieved through the teamwork of all personnel.

Cold Springs

Emergency responses: 24
Response type: 8 fire, 4 medical, 12 standbys.
Training man-hours: 120
Primary training topics: Structure protection, hose packs, driver & apparatus training.
Issues & concerns: On going negotiations with SFPD.



Galena

Emergency responses: 16
Response type: 3 MVA, 4 fire, 1 medical, 8 district coverage.
Training man-hours: 117
Primary training topics: EMS, ELFF Structure, driver safety, structure protection.
Issues & concerns: None reported.

Gerlach

Emergency responses: 19, traveled 119 miles for 3 patients.
Response type: 8 medical, 6 fire, 4 MVA, 1 HazMat.
Training man-hours: 136
Primary training topics: CPR & 1st with 34 WC Roads & US Gypsum personnel
Issues & concerns: None reported.

Hidden Valley

No monthly run report or issues reported.

Hungry Valley *

No monthly run report or issues reported.

Lemmon Valley

Emergency responses: 12
Response type: 1 fire, 1 medical, 10 standbys.
Training man-hours: 73.5
Primary training topics: Essentials of Firefighting, wildland, EMS.
Issues & concerns: None reported

Nixon *

Palomino Valley

No monthly run report or issues reported.
No monthly run report or issues reported.

Peavine

Emergency responses: 7
Response type: 3 medical, 3 fire, 1 standby.
Training man-hours: 54
Primary training topics: Apparatus checks, district familiarization, on-line FF training.
Issues & concerns: None reported.

Pleasant Valley

Emergency responses: 13
Response type: 2 medical, 6 fire, 3 MVA, 2 other.
Training man-hours: 44
Primary training topics: EMS.
Issues & concerns: None reported.

*Not governed by Board of Fire Commissioners

Red Rock

Emergency responses: 22
Response type: 5 medical, 7 fire, 3 MVA, 7 other.
Training man-hours: 248
Primary training topics: Wildland, driver training, FEO, LCES.
Issues & concerns: None reported.

Silver Lake

Emergency responses: 25
Response type: 5 medical, 11 fire, 5 MVA, 1 hazmat, 3 other.
Training man-hours: 74
Primary training topics: FEO & FEO tender, drafting and pumping operations.
Issues & concerns: None reported.

Sutcliffe

No monthly run report or issues reported.

Verdi

Emergency responses: 16
Response type: 4 medical, 1 MVA, 6 fire, 5 district coverage.
Training man-hours: 43
Primary training topics: EMS.
Issues & concerns: None reported.

Wadsworth

Emergency responses: 7
Response type: 2 fire, 3 medical, 1 MVA, 1 hazmat.
Training man-hours: 32
Primary training topics: FEO Tender
Issues & concerns: Station repairs.

Washoe Valley

Emergency responses: 5
Response type: 3 fire, 1 other, 1 district cover.
Training man-hours: 45
Primary training topics: FEO & Wildland Refresher.
Issues & concerns: None reported.

Total emergency responses from reporting departments = 166

Total large incident & training personnel hours from reporting departments = 2329

Other activities of note:

- Cold Springs very busy during July fires.
- Gerlach provided EMS training to Washoe County Roads in Gerlach & VYA.
- Peavine helped staff Silver Lake and Cold Springs apparatus during Red Rock fire.
- Red Rock Annual BBQ had average attendance.....happily served a number of fire crews who were very appreciative.
- Silver Lake station 221 served as the staging area, command center, mess hall, and Incident Management Team headquarters during Red Rock & Trailer 1 fires.

Cc: Tim Alameda, Interim Fire Chief, Reno Fire Department
Joe Dourousseau, Operations Division Chief, Reno Fire Department

STAFF REPORT
SIERRA FIRE BOARD MEETING
DATE: Sept. 22, 2009

CM/ACM _____
Legal _____
Risk Management _____

Date: September 1, 2009

To: Fire Commissioners
Sierra Fire Protection District
Katy Simon, Washoe County Manager

From: Fire Chief Michael Greene

SUBJECT: Report on existing SFPD Community Outreach programs.

SUMMARY

Sierra Fire Protection District staff provides a series of community outreach program designed to address fire and emergency medical services community risk factors.

PREVIOUS ACTION

N/A

BACKGROUND

The Sierra Fire Protection District has developed and implemented several community outreach programs. The programs include home safety inspections, defensible space inspections, fire extinguisher training, first aid and CPR training, school programs, special needs children programs, disaster preparedness training and evacuation drills. Last year the school program reached 6,240 children. The school program engaged the parents in a study to measure the effectiveness of verbal versus horn smoke detectors. The District would like to expand the program to include free smoke detectors, neighborhood safety sleigh program, free address signs and expanded school programs. We are seeking to expand the programs for the children to engage in "homework" with caregivers. The homework assignment will include home evacuation drills, home safety checklists and smoke detector checks. The completed homework assignments would be entered in a drawing that would enable the child to get a ride to school in a fire truck.

FINANCIAL IMPACT

The community outreach program cost the District approximately \$15,000 per year.

RECOMMENDATION

N/A

POSSIBLE MOTION

N/A

STAFF REPORT

CM/ACM _____

HR _____

Legal _____

Date: September 1, 2009

To: Board of Directors
Sierra Fire Protection District
Katy Simon, Washoe County Manager

From: Fire Chief Michael Greene

SUBJECT: Update regarding program enhancements, policy, incentives, challenges and the addition of non-suppression roles for 501-C Volunteer Fire Departments receiving funding from the Sierra Fire Protection District.

SUMMARY

The five 501-C Corporation Volunteer Fire Departments (VFDs) funded by the SFPD have a contract that specifies services. The District is updating the Board regarding expanded non-firefighting roles for volunteers, policy, incentive programs and updated training requirements.

PREVIOUS ACTION

During the August 14, 2007 SFPD Board Meeting, the Board authorized the Chief to develop, implement and enforce policy regarding the performance standards, training requirements and incentive programs for Sierra Fire Protection District volunteers. As a result, the SFPD and VFDs developed a contract for services the SFPD Board approved on July 8, 2008.

BACKGROUND

The District funds five volunteer Fire Departments (VFDs). The VFDs are Cold Springs, Galena, Peavine, Verdi and Washoe Valley. The VFDs are 501-C non-profit Corporations. Each Department has a Board of Directors and an elected Fire Chief.

The statutory authority regarding funding volunteer fire departments is found in NRS 474.163 which states: (b) Support volunteer fire departments within the county fire protection district for the furnishing of such protection to the district.

The SFPD and each VFD have a contract that specifies funding in exchange for services. The SFPD funds fire apparatus including maintenance and repair, dispatch services, workers compensation, vehicle and building insurance, communications equipment, uniforms, personal protective equipment, training support, processing of applications

including background checks and medical exams, on-going medical exams, training and associated support services. The VFDs provide staffing for fires and logistical support.

The District supports one VFD (Washoe Valley) that is located entirely within the TMFPD. The Cold Springs Volunteer Fire Department serves both the SFPD and the TMFPD. The SFPD service area is less than one square mile (.07) and receives the same level of funding as the other departments.

Accountability and oversight is complicated because the Sierra Fire Chief is the appointed Fire Chief of the District but each volunteer department elects a Fire Chief. The new contract determined each party's responsibility but lacked implementation policy. The District and the VFDs have developed policy. The new policies provide contract implementation guidelines. In order to address volunteer concerns the District has taken several steps:

The volunteers expressed concerns about communications and lack of access to District programs residing on County servers. In response, the District purchased and transferred to a fire data management program that is web based. Because the program is web based the volunteers are able to access training materials, report maintenance issues and enter records from their personal computer. The web based program also allows volunteers to easily access information and enhanced interdepartmental communications.

The volunteers expressed concerns about training demands. The District has worked with the Regional Training Center to develop on-line fire training programs. This program was designed to enable the volunteers to access lecture material on-line, complete a knowledge exam and then print a skills sheet. The skills sheet is then completed during regularly scheduled drills.

The District has aligned volunteer and career staff training schedules to enable volunteers and career staff to train side by side. After utilizing the Regional Training Center's on-line training programs for the knowledge portion of the training, the volunteers bring their skills sheets for training at the neighboring SFPD career station for joint skill review and documentation.

The District has developed a new training plan and policy that is scenario based and involves joint training between multiple VFDs and career stations. The training plan involves skills review, combining skills into scenarios and then has a large scale planned event that involves multiple VFDs and career stations.

The volunteers expressed concerns regarding maintaining physically demanding training standards. The District has established alternative roles for volunteers.

The District has worked with community groups to assist the District during evacuation drills. The community has expanded the community watch phone trees to include information regarding fire evacuations. The District incident

commanders have access to community phone tree information and provide immediate information regarding evacuation.

The District has created a role for volunteers to assist during evacuations by opening evacuation gates and assisting at road blocks. The volunteers attend annual training, and learn the evacuation routes and SFPD gate codes. During an incident they are notified to open gates and assist at road blocks. The volunteers received SFPD ID cards and vests.

The District will soon complete training for volunteers in prevention (VIP) The VIP program will train volunteers in completing defensible space inspections and entering the data into the District's web based record keeping system. This new program will be a force multiplier for our current fuels inspector and enhance the program.

The District is creating a logistical support volunteer position to assist in large scale incidents at the command center. This non-fire role will be an invaluable assistant to the incident commanders.

In addition to program structural changes the District is seeking vendors who are able to provide additional benefits to volunteers such as additional disability insurance or incentives. The programs will be presented for Board approval at the October Board Meeting.

The District is working with Washoe County Tech Services to provide each of the SFPD supported VFD computers and internet access. Three of the five Departments have internet access.

The District has hired a contract Volunteer Coordinator to assure customer support to the VFDs and maintain records.

The changes to the VFD program have not been without conflict. The volunteer programs in Washoe County are experiencing the same challenges as other volunteer fire programs across the country. Those include lack of available time and mandated training standards. In SFPD there has been conflict over roles, qualifications and utilization of volunteers. There has been resistance to accountability in training standards and compliance with the SFPD/VFD contract and safety standards.

One of the steps the District has taken is to develop a volunteer bill of rights and mutual expectations along with a grievance procedure to resolve conflict. This is a big step towards developing a relationship based upon accountability and mutual respect.

SFPD staff is committed to resolving these conflicts to create a safe and mutually beneficial program.

FINANCIAL IMPACT

The Volunteer Program costs the District:

Cost	Washoe Valley	Peavine	Galena	Verdi	Cold Springs
# of volunteers	13	14	20	18	16
# of Vehicles	6	4	3	4	4
Vehicle Insurance	\$3,878	\$2,585	\$1,939	\$2,585	\$2,585
Worker Comp	\$8,450	\$9,100	\$13,000	\$11,700	\$10,400
Building insurance	\$3,278	\$3,278	\$3,278	\$3,278	\$3,278
Building upgrades	\$7,376	\$0	\$5,332	\$5,322	\$0
Cost	Washoe Valley	Peavine	Galena	Verdi	Cold Springs
Electricity	\$1,027	\$1,062	\$819	\$4,147	\$3,353
Garbage, Water, Sewer	\$376	\$759	\$599	\$0	\$0
Propane/Gas	\$2,360	\$2,893	\$3,494	\$0	\$3,717
Telephone	\$0	\$0	\$0	\$0	\$375
Background checks	\$1,255	\$760	\$975	\$1,255	\$0
Physicals	\$376	\$0	\$943	\$1,180	\$0
Operating Supplies	\$469	\$0	\$563	\$1,500	\$0
Personal Protective Equipment	\$4,594	\$0	\$5,521	\$0	\$0
Uniforms	\$1,750	\$1	\$0	\$3,515	\$0
Apparatus Preventive Maintained	\$6,237	\$4,158	\$3,118	\$4,158	\$0
Apparatus Repairs	\$0	\$0	\$80	\$0	\$6,980
Dispatch Costs	\$3,857	\$3,857	\$3,857	\$3,857	\$3,857
Radios	\$4,359	\$2,460	\$120	\$1,240	\$0
Radio Programming costs	\$185	\$185	\$250	\$185	\$0
Fuel	\$703	\$756	\$1,156	\$1,309	\$459
Total	\$50,531	\$31,855	\$45,043	\$45,231	\$35,005
			Total		\$207,664

RECOMMENDATION

The administrative staff is providing this overview to receive Board input regarding the direction of the volunteer program.


POSSIBLE MOTION

N/A

Attachments: Volunteer Bill of Rights, Volunteer Conflict Resolution and Grievance Procedure, Volunteer Policies

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	<p>Volunteer Program</p>	<p>Volunteer Bill of Rights and Expectations</p>
<p>Section: 9:</p>	<p>Number: 1</p>	<p>Approved: Chief Greene</p>
<p>For Review: August 21, 2009</p>	<p>Effective:</p>	<p>Revised:</p>

Purpose: To provide for a volunteer bill of rights and understanding of mutual expectations between SFPD and VFD.

Scope: 501-C Cold Springs, Peavine, Verdi, Galena, and Washoe Valley Volunteer Fire Departments.

9.1.1 Volunteer Bill of Rights

Volunteers have the right to:


1. An environment in which the volunteer is treated as a valued asset, not just free labor
2. Receive courtesy and respect
3. Recognition and reward for attitude and performance
3. Notification and utilization at emergency incidents commensurate with training
4. Be heard and participate in planning
5. Necessary equipment and tools to safely function at emergency incidents
6. Opportunities for participation, development and advancement in the fire service
7. Public recognition of volunteers by public information officer and representatives in written and oral statements to media and SFPD Board
8. Constructive feedback
9. Quality training commensurate with SFPD standards

9.1.2 SFPD expectations of VFD

1. Support your community fire and EMS safety
2. Participate with other VFDs and SFPD in establishing the very best volunteer program
3. Represent the VFDs and SFPD in a professional manner
4. Complete required training
5. Operate safely
6. Comply with SFPD VFD policies

9.1.3 VFD expectations of SFPD

1. Hold all administrative and other field personnel within SFPD accountable to complete requests and assignments in a timely manner including personnel background checks, physicals, equipment requests and apparatus repair.
2. Personnel protective equipment that meets NFPA requirements
3. Necessary emergency communications equipment (800 MHz and VHF) in apparatus and for personnel.

	<p>Volunteer Program</p>	<p>Conflict Resolution and Grievance Procedure</p>
<p>Section: 9:</p>	<p>Number: 2</p>	<p>Approved: Chief Greene</p>
<p>For Review: August 21, 2009</p>	<p>Effective:</p>	<p>Revised:</p>

Purpose: To establish a process to enable members to resolve conflict and grievances that adversely affects working relationships and service delivery.

Scope: 501-C Cold Springs, Peavine, Verdi, Galena, and Washoe Valley Volunteer Fire Departments.

Background: Real and valid differences can be resolved in a constructive manner that benefits both parties and the organization.

Rules 9.2

9.2 A Conflict resolution between two parties

9.2A1. Both parties will attempt to solve the conflict between themselves.

9.2A2. Both parties will treat each with mutual trust and respect.

9.2A3. Both parties will focus on the issues rather than the person. This will help the parties recognize that in many cases the other person is not just "being difficult" – real and valid differences can create conflictive positions. **By separating the problem from the person, real issues can be debated without damaging working relationships.**

9.2. B Unresolved conflict between two parties

9.2B1. In the event two members are not able to resolve conflict, they will present the issue to the next higher level in the chain of command. If the conflict is with a supervisor, the party will ask for a third party intervention from a member of equal rank.

9.2. C: Grievances

Grievances are based upon a VFD or SFPD member's concern/belief there has been a violation of the SFPD and VFD contract or policy. A grievance committee

will be established to investigate and provide written recommendations to the SFPD fire chief.

9.2C Grievance committee

9.2C.1 A SFPD volunteer grievance committee will be established to resolve grievances between SFPD and VFD members regarding a violation of the SFPD and VFD contract or policy.

9.2C.2 The grievance committee will consist of one VFD Chief, a SFPD Battalion Chief and an independent and neutral third party agreed upon by both parties.

9.2C.3 The contract VFD Chiefs will select a representative for the grievance committee and the BC Union will select a representative. The BC and VFD representative will select a neutral and independent third party to serve on the committee. The committee will select a Chairperson.


9.2C.4 The committee will provide a mechanism for VFD and SFPD members to submit written grievances.

9.2. D Grievance procedure

9.2D.1 The grievance committee will conduct an investigation of the grievance, meet with affected parties, and provide written summary of the circumstances, facts and recommendations to the Fire Chief.

9.2D.2 Grievance involving either SFPD or VFD Fire Chief

In the event the grievance involves the Fire Chief of a VFD or the SFPD, the committee will meet and provide the Chief an opportunity to review and resolve the grievance. In the event the grievance is not resolved, the grievance committee will report the unresolved grievance to the SFPD committee Chair.

	<p>Volunteer Program</p>	<p>Volunteer Membership Criteria</p>
<p>Section: 9:</p>	<p>Number: 3</p>	<p>Approved: Chief Greene</p>
<p>For Review: August 21, 2009</p>	<p>Effective:</p>	<p>Revised:</p>

Purpose: Procedures for the management of the agreements/contract between the 501-C Volunteer Fire Departments (VFD) and the SFPD.

Scope: 501-C Cold Springs, Galena, Peavine, Verdi, and Washoe Valley Volunteer Fire Departments.

Background: The 501-C Fire Departments are independent organizations that provide contractual service to the SFPD. The contract provides SFPD funding and support services and the VFDs provide qualified volunteers. The following procedures enable both the VFD and SFPD to follow the terms of the current contract.

Contract Provision 1.(f) The Department will comply with the District's criteria for membership of members.

Rule: 9.3 Criteria for membership. The District will not insure any VFD members that have been convicted of a felony or misdemeanor other than minor traffic violations. An exception may be made for minor convictions that have occurred over ten years ago. To assure this criteria is met the following procedure will be utilized.

9.3 A The VFD Chief will interview potential applicants to determine suitability.

9.3 B. The VFD Chief will be responsible for assuring that all new or transferring from another SFPD, TMFPD or outside the area volunteer applicants completes the SFPD volunteer application including the background waiver.

9.3 C. The VFD Chief will review and submit the completed application including a copy of their driver licensè to the designated SFPD Volunteer Coordinator by fax at 775-849-1636.

9.3. D The Volunteer Coordinator will submit the application for background checks. When the background check is complete, the Volunteer Coordinator will notify the VFD Chief if the applicant meets SFPD criteria and is eligible for insurance.

9.3. E If the applicant is eligible for insurance, the Volunteer Coordinator will enter the information into the Emergency Reporting software program and notify the applicant of the procedure for completing a District approved physical exam.

9.3 F Once the applicant successfully completes the physical exam, the Volunteer Coordinator will notify the VFD Chief and enter the update in the Emergency Reporting System classifying the applicant as a SFPD trainee.


9.3. G The applicant will be responsible to go to Station 30 for an SFPD identification card. The card will have a green strip identifying them as a trainee.

9.3. H Once the applicant has an identification card they will be authorized to receive personal protective equipment (PPE). The applicant will sign a property receipt form acknowledging receipt and accepting responsibility for the equipment. The officer who issues the equipment will enter the

information with the serial numbers into the Emergency Reporting System and send the original property receipt to the Volunteer Coordinator.

1. The applicant will meet with the District Training Officer to provide any copies of training certificates and receiving a training schedule.

9.3. I. Applicants are not authorized to respond to SFPD incidents until they have completed Firefighter 1, ELF, OSHA compliance approval and the approval of the VFD Chief and SFPD Training Officer.

	Volunteer Program	Volunteer Identification Cards
Section: 9:	Number: 4	Approved: Chief Greene
For Review: August 1, 2009	Effective:	Revised:

Purpose: Procedures for the management of the agreements/contract between the 501-C Volunteer Fire Departments (VFD) and the SFPD.

Scope: 501-C Cold Springs, Peavine, Verdi, Galena and Washoe Valley Volunteer Fire Departments.

Background: The 501-C Fire Departments are independent organizations that provide contractual service to the SFPD. The contract provides SFPD funding and support services and the VFDs provide qualified volunteers. The following procedures enable both the VFD and SFPD to follow the terms of the current contract.

Contract Provision 9. The District will assure all members have current SFPD identification cards that describe qualifications for functioning at incidents.

9.4 The District will provide two identification (ID) cards. One card will have a clip for wearing on PPE and the second will be a wallet ID. The ID cards will be color coded. The color strip will provide authorization to enter into the hazard zones. Red striped ID card will authorize entry into the hot or red zone, yellow striped ID cards authorize entry into the yellow or support zone and green striped ID cards will only be allowed into the green zone.

9.4 A SFPD ID cards will expire two years from issuance. An update to the card will have a new expiration date.


9.4. B New applicants will be issued SFPD Identification cards after successfully completing an application, background check and physical exam.

9.4 C. Regular members will be issued a new identification card on a tri-annual basis for members under 50 years old and annually for members over 50 years old after completing the required heart and lung volunteer physical, annual driver license review and evaluation by the SFPD training Captain and VFD Coordinator to assure they have meet contractual training criteria.

9.4 D The District identification card machine will be managed by the staff at Station 30. The staff will issue an ID card after confirming eligibility in the Emergency Reporting Software.

Contract Provision 9: Members without current identification cards will not be authorized to respond to incidents.

9.4 E SFPD Command officers will not allow VFD members without a current ID card to be on SFPD incidents. The VFD Chiefs will work with the Training Captain and Volunteer Coordinator to assure all VFD members have a current identification card.

	<p>Volunteer Program</p>	<p>VFD Emergency Response Staffing</p>
<p>Section: 9:</p>	<p>Number: 5</p>	<p>Approved: Chief Greene</p>
<p>For Review: August 21, 2009</p>	<p>Effective:</p>	<p>Revised:</p>

Purpose: Procedures for the management of the agreements/contract between the 501-C Volunteer Fire Departments (VFD) and the SFPD.


Scope: 501-C Cold Springs, Galena, Peavine, Verdi and Washoe Valley Volunteer Fire Departments.

Background: The 501-C Fire Departments are independent organizations that provide contractual emergency response/firefighting service to the SFPD. The contract provides SFPD funding and support services and the VFDs provide qualified volunteers. The following procedures enable both the VFD and SFPD to follow the terms of the current contract.

Contract Provision 1.b): The Department will respond with emergency apparatus only when properly staffed and meeting current SFPD training standards with the following number of qualified personnel:

- Staff Vehicles: One person
- Rescues: One person
- Tenders: One person
- Type One Engines: Two
- Type Three Engines: Two
- Type Six Engines : Two

9.5 VFD/SFPD apparatus will not respond without the required number of personnel.

	Volunteer Program	VFD Apparatus Checks, DOT Requirements and Mechanical Issue Reporting
Section: 9:	Number: 6	Approved: Chief Greene
For Review: August 21, 2009	Effective:	Revised:

Purpose: Procedures for the management of the agreements/contract between the 501-C Volunteer Fire Departments (VFD) and the SFPD.

Scope: 501-C Cold Springs, Galena Peavine, Verdi, and Washoe Valley Volunteer Fire Departments.

Background: The 501-C Fire Departments are independent organizations that provide contractual emergency response/firefighting service to the SFPD. The contract provides SFPD funding and support services and the VFDs provide qualified volunteers. The following procedures enable both the VFD and SFPD to follow the terms of the current contract.

Contract Provision: 1.(h) The Department will perform bi-weekly apparatus checks on all vehicles District or Department owned and provide immediate notification of needed repair and maintenance items.

9.6 The VFD will perform bi-weekly apparatus checks using SFPD apparatus check lists. The check lists will be maintained in the District apparatus books.

9.6A The VFD Department Chief will be responsible to assure appropriate entry into the District Emergency Reporting System Mechanical module of any mechanical issue.

9.6B 1 Apparatus needing immediate mechanical repairs will be entered into the Emergency Reporting System and the on-duty BC will be notified.

9.6B 2 Apparatus needing routine repairs will be entered into the Emergency Reporting Software System without notifying the on-duty BC.

9.6B 3 VFD members in all instances must make every effort to use the Emergency Reporting Software to report mechanical issues except in extreme emergencies. The District mechanic and on-duty BCs will check the reporting system daily to prioritize and track repairs and assure a timely response.

Contract Provision: 1. h) It is agreed that a Department of Transportation (DOT) inspection shall be conducted by the District annually on all motor vehicles in the Department's possession and control which are to be used in providing services for and within the District regardless of ownership.

9.6 C The VFD Chief will coordinate with the Washoe County Facility and Repair and the SFPD mechanic to assure annual inspections are completed on all motor vehicles in the Department's possession and control which are used in providing services for and within the District regardless of ownership.

9.6 D The VFD will not operate any apparatus that have not met the terms of the contract provision regarding DOT annual inspections.