

**BOARD OF DIRECTORS
SIERRA FIRE PROTECTION DISTRICT**

TUESDAY

4:00 P.M.

SEPTEMBER 25, 2007

PRESENT:

Bob Larkin, Chairman
Bonnie Weber, Director
Jim Galloway, Director
David Humke, Director
Kitty Jung, Director

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

The Board met 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, the Clerk called the roll and the Board conducted the following business:

07-50SF AGENDA ITEM 2

Agenda Subject: “Approval of the Agenda for September 25, 2007, Board of Directors Meeting.”

There was no public comment on this item.

In accordance with the Open Meeting Law, on motion by Director Galloway, seconded by Director Humke, which motion duly carried, Chairman Larkin ordered that Agenda Item 2 be approved.

07-51SF AGENDA ITEM 3

Agenda Subject: “Approval of previous 2007 minutes for April 10, May 8, June 12, and 26, July 10 and August 14 Board of Directors meetings.”

There was no public comment on this item.

On motion by Director Galloway, seconded by Director Humke, which motion duly carried, Chairman Larkin ordered that Agenda Item 3 be approved.

07-52SF AGENDA ITEM 4

Agenda Subject: “Report of the Fire Chief concerning daily operations and changes, including strategic planning, facility and volunteer program review equipment, fuels management, and emergency medical services.”

There was no public comment on this item.

On motion by Director Humke, seconded by Director Weber, which motion duly carried, Chairman Larkin ordered Agenda Item 4 be accepted.

07-53SF AGENDA ITEM 5

Agenda Subject: “Recognition and badge pinning for newly hired Sierra Fire Protection District Protection District firefighter Patrick (Shane) Countryman and firefighter / paramedic Ryan Rizzuto.”

Chief Greene explained Patrick (Shane) Countryman was from Carson City and he knew Mr. Countryman when he was a small boy and dressed in fireman’s clothes. He said Mr. Countryman had been a volunteer firefighter for 14 years and was the Chief in Washoe Valley. He added SFPD was fortunate to hire him. He explained Ryan Rizzuto worked in Mt. Shasta and Reno and had five years experience as a paramedic.

There was no public comment on this item.

Chairman Larkin pinned the badges on Mr. Countryman and Mr. Rizzuto and the Board of Directors welcomed them to the SFPD.

07-54SF AGENDA ITEM 6

Agenda Subject: “Follow-up presentation regarding Sierra Fire Protection District Volunteer program roles and responsibilities, training policy and requirements, possible adoption of volunteer program policies, procedures, and standards for the district, and possible direction to staff to continue developing volunteer program policies, procedures, and standards for the district.”

Chief Greene stated the training policy they developed was moving forward and doing well.

Director Galloway asked questions regarding the budget and the equipment owned by the volunteers and what would happen if the SFPD had more than it could handle in terms of the budget. Chief Greene answered most of the equipment belonged to the District, but the volunteers owned some of the equipment, too. The SFPD budgeted repairs and had a preventive maintenance schedule, so they would see the effectiveness in the Preventive Maintenance Program in terms of their apparatus, which

they were updating. Director Galloway asked if a volunteer owned the equipment and it needed repair, would the volunteer repair it and Chief Greene responded yes.

Director Galloway explained the issue of repairs was brought up in the past under Truckee Meadows Fire Protection District. He received complaints because the City required the equipment be turned over to them in order for them to repair it. He stated those were allegations that had not yet been verified. He felt that any equipment, which was donated by or to the volunteers, should remain in service by the volunteers. Chief Greene responded the same situation happened in Verdi, Nevada with a water tender. Although SFPD put money in and the water tender agreed to pay the balance, the trough remained with the water tender.

There was no public comment on this item.

On motion by Director Galloway, seconded by Director Weber, which motion duly carried, Chairman Larkin ordered that Agenda Item 6 be accepted.

07-55SF AGENDA ITEM 7

Agenda Subject: “Discussion and direction to staff regarding Sierra Fire Protection District/Washoe County Sheriff’s Office remodeling of Galena station for WCSO substation and SFPD administrative offices.”

Chief Greene stated they currently rent the facility and were looking at remodeling. The Mount Rose station would be a good area for a substation that could be scalable in size.

Captain Steve Kelly, Incline Substation Commander, remarked they were very interested in acquiring better accommodations in the South Truckee Meadows area so they could continue to serve the community. They were looking forward to a full service facility eventually in that area and were exploring it to see how far they could go.

Director Galloway clarified the station was located on Mount Rose Highway and thanked Sheriff Haley and Captain Kelly for working with the District on the remodel of the substation. He said the people in Galena would benefit from a better response time.

Director Humke asked if it would be considered the best practice to collocate all of the public safety agencies in one location. Chief Greene replied it made sense on the scale of economy, efficiency and compatibility.

There was no public comment on this item.

On motion by Director Galloway, seconded by Director Humke, which motion duly carried, Chairman Larkin ordered that Agenda Item 7 be approved.

07-56SF AGENDA ITEM 8

Agenda Subject: “Discussion, possible direction to staff, and possible action regarding adoption and/or further development of a cost recovery policy for certain fires and other emergencies within the district consistent with NRS 473.”

Chief Greene explained the SFPD already took action regarding cost reimbursement. He stated the SFPD was looking to the Board of Directors to bring the policy forward and guide them in how to approach it in the future.

Director Jung asked if the incidents regarding cost recovery criteria included illegal campfires. Chief Greene responded yes. Director Jung wondered if the incident report required to be attached to the Field Activity Form for processing within five days of the incident would be considered as business or calendar days. Chief Greene stated he believed it meant five business days.

Director Galloway stated he was in support of adopting the policy because if something else needed to be changed or added it could be done at a later date.

Director Humke commented on the Cost Recovery Policy and wondered what the impact would be on pertinent government agencies if cost recovery was not pursued.

Chairman Larkin agreed and said they would need to discuss the terms, “reasonable reimbursement,” and “reasonable time” at some time.

There was no public comment on this item.

On motion by Director Humke, seconded by Director Galloway, which motion duly carried, Chairman Larkin ordered that Agenda Item 8 be adopted as presented.

07-57SF AGENDA ITEM 9

Agenda Subject: "Discussion and possible approval of labor agreement between the Sierra Fire Protection District and Sierra Fire Protection District Chief Officer's Association effective July 1, 2007."

Chairman Larkin clarified with Fire Chief Michael Greene that the Agreement was consistent with that of other fire agencies in the region.

On motion by Director Humke, seconded by Director Weber, which motion duly carried, it was ordered that Agenda Item 9 be approved. It was further ordered that the Chairman be authorized to execute the Labor Agreement.

07-58SF AGENDA ITEM 10

Agenda Subject: "Acceptance of grant funds from Smokeless Tobacco for Polaris All Terrain Vehicle in the amount of \$11,650.00 for utilization at wildfires, off road rescues and assistance during fuels management."

On motion by Director Jung, seconded by Director Weber, which motion duly carried, it was ordered that Agenda Item 10 be accepted. It was further ordered that the Agreement for Donation of the Polaris 6x6 Ranger be approved and the Chairman be authorized to execute the same.

07-59SF AGENDA ITEM 11

Agenda Subject: "Approve Acceptance of Grant Award from the State of Nevada Department of Public Safety, Office of Traffic Safety, in the amount of \$4,548 (\$1,516 district match required) to the Sierra Fire Protection District Safe Direction of Motorists During Emergency Incidents Program, and direction to staff to make the appropriate budget adjustments."

On behalf of the Board, Director Galloway thanked Smokeless Tobacco for their generous donation.

On motion by Director Galloway, seconded by Director Humke, which motion duly carried, it was ordered that Agenda Item 11 be approved, accepted and directed.

07-60SF AGENDA ITEM 12

Agenda Subject: "Acceptance of Quit Claim transferring ownership of SFPD Station 39 located at 4000 Joy Lake Road from the State of Nevada to the Sierra Fire Protection District."

On motion by Director Humke, seconded by Director Jung, which motion duly carried, it was ordered that Agenda Item 12 be accepted.

AGENDA ITEM 13

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 2 minutes per person. At the discretion of the chair or a majority of directors present at a meeting, the Board may also take public comment during the Board's handling of each individual agenda item."

Gary Schmidt observed that he had been asking the Board of Directors and various other entities for the policy and procedure that allowed property owners to be

denied access to their property in the event of a fire emergency. He questioned the authority of the County to institute such measures.

Director Galloway asked that future agendas include an item for Board of Directors' comments.

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5:00 p.m. There being no further business to come before the Board, the meeting was 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
Sandy Lyn Cuzick and Lisa McNeill
Deputy County Clerks*