

**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.

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**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.

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

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**DAVID HUMKE**, Chairman  
Sierra Fire Protection District

**ATTEST:**

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

*Minutes Prepared by:  
Stacy Gonzales, Deputy County Clerk*