

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

TUESDAY

1:00 P.M.

MAY 11, 2010

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 2:51 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:

**10-31SF      AGENDA ITEM 2A**

**Agenda Subject:** “Approval of Agenda for the May 11, 2010 Board of Fire Commissioners Meeting.”

There was no public comment on this item.

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

**10-32SF      AGENDA ITEM 2B**

**Agenda Subject:** “Chief’s Report on Status of Projects, including the Arrowcreek Station, Budget, Volunteer Program and Fuels Management.”

Fire Chief Michael Greene stated the Arrowcreek/Thomas Creek Fire Station update for evaluating options for completion of construction, equipment and personnel would be presented to the Board on May 25, 2010. He said there was a successful evacuation exercise conducted on May 8, 2010 in the Galena/Mt. Rose Highway area and thanked all the participating agencies.

Chairman Humke asked for clarification about the Arrowcreek Station update. Chief Greene said a construction process was in place along with a range of staffing options, which would be reviewed within the update. Chairman Humke asked if the presentation would be conducted for the affected Citizen Advisory Boards (CAB’s).

Chief Greene indicated it was on the agenda for the Steamboat/Galena CAB, but until the Board gave direction he was limited about discussing the options. Chairman Humke suggested the range of options be discussed with the affected CAB's to find out how citizens felt.

There was no public comment on this item.

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

**10-33SF      AGENDA ITEM 2C**

**Agenda Subject: "Approval of volunteer reports."**

There was no public comment on this item.

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

**10-34SF      AGENDA ITEM 2D**

**Agenda Subject: "Fuels Management Report."**

There was no public comment on this item.

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

**10-35SF      AGENDA ITEM 3**

**Agenda Subject: "Review and approval of the Sierra Fire Protection District Tentative Budget for Fiscal Year 2010/11."**

Fire Chief Michael Greene stated overall the Sierra Fire Protection District (SFPD) budget for 2010/11 was financially stable. He said the District anticipated maintaining current programs by reassigning training and prevention personnel to provide shift coverage and deferring capital expenditure costs. He reviewed the highlights listed in the staff report and indicated the District had a \$669,206 operating deficit, which needed to be addressed. Chief Greene commented that the Fuels Management Program was self-sufficient and an agreement had been negotiated with the Nevada Division of Forestry (NDF) to reduce costs in Little Valley. He spoke on the Regional Aviation Enforcement Program (RAVEN), employee impacts, the contractual parity adjustment, the District Emergency Fund and the Retiree Health Benefits Fund.

Chief Greene said the budget retained the service levels, tax rate and included operational efficiency measures. He indicated the budget was adequate to fund

fiscal year 2010/11 liabilities, the capital improvement program and on-going expenditures. Chief Greene remarked lay-offs were not anticipated, but the District was attempting to maintain staffing by reassigning prevention and training personnel. He noted they may be forced to reduce staff from four to two if revenue continued to decrease and the relief/overtime budget became strained.

Commissioner Larkin remarked there was a \$250,000 placeholder noted; however, the Board was being asked to approve the budget in advance of hearing the Arrowcreek/Thomas Creek Fire Station report. Chief Greene explained the placeholder was in the ending fund balance and would remain there should the Board take another path. Commissioner Larkin stated that would add to the operating deficit. Chief Greene indicated that was correct.

Mary Walker, Walker and Associates, explained that placeholder was included for capital on the Arrowcreek Station and not in the fund balance. She indicated it was part of the \$600,000 deficit. Commissioner Larkin asked for an explanation of the \$275,000 in the capital outlay for fiscal year 2010/11 listed on the General Fund spreadsheet. Ms. Walker replied the \$250,000 was for the Arrowcreek Station and the additional \$25,000 was for major repairs and maintenance concerning other stations. Commissioner Larkin remarked that was in the budget. Ms. Walker stated that was correct; however, if not placed in the budget the funding would not be available for the Arrowcreek Station.

Commissioner Larkin stressed he did not prefer to conduct this type of business or have items placed in the budget with the report arriving afterwards and added this report should have been presented to the Board a month ago. He stated this was becoming a reoccurring pattern and was disappointed in that pattern. He commented since the report had not been presented, he did not know what the Board should do with the \$250,000 and, once in the budget, that added to the operating deficit. Commissioner Larkin said even though the budget could be augmented, he was not inclined to accept the proposed budget. Ms. Walker clarified a budget could only be augmented if there were additional resources. She suggested placing the money in the budget for the equipment and if the economy rebounded the money would be spent. She said a caveat could state that if not approved the money not be spent. Commissioner Larkin asked if additional resources included money from the Federal Emergency Management Agency (FEMA). Ms. Walker indicated it would and reiterated that money could be placed in the budget with the provision it not be spent unless the Arrowcreek Station project was approved.

Commissioner Breternitz stated the Chief did not have the opportunity to make a presentation during the departmental budget hearings. He said there was a proposed operating deficit of \$669,000 and after that proposal an ending fund balance of \$1.2 million. He asked if that was correct. Ms. Walker stated \$1.2 million was the fund balance after removing the \$669,000 deficit. Commissioner Breternitz asked what was being proposed to rectify this issue and not be in a position to sustain the rate of expenditure. Chief Greene said in terms of the long-term strategic plan, there was a unique set of geography in providing services and the exchange for those services, which

meant the impact and how that related to the new station. He said this was a service formula with the expenditures being reduced, but the primary function had been to maintain staffing at the three stations, which was the issue that ultimately would not be sustainable. Organizationally, Chief Greene said many changes had been made that would defer the capital expenses. He said things had been stabilized in anticipation of the declining revenue and resources had been shifted to provide a level of service by identifying that it was not sustainable. Integration in regionalization of staffing for stations and being able to maintain service until the Board made long-term decisions was part of a master plan.

Chief Greene commented the \$250,000 was in the capital equipment budget, but was not meant to deceive or mislead. He indicated he would have preferred to provide the options for the Arrowcreek Station, unfortunately, those could not be presented. He emphasized that money would not be spent until the Board approved the plan; however, that contingency needed to be set aside in the Capital Improvement budget. Commissioner Larkin appreciated that explanation, but he preferred an augmentation process clearly indicating that nothing was attempted to be misleading.

Chairman Humke said based upon the engineers estimate for what the new station would cost there was a deficit; however, that amount did not match the FEMA award. He stated three things were conducted: renegotiation with FEMA for additional funds transmitted through them; the Public Works Department engage in a value engineering process; and, the \$250,000 moving from the ending fund balance to capital improvement. Chairman Humke said it was implied those funds would not be touched and inquired why that would happen. Chief Greene replied the construction cost estimates had decreased and noted the original budget presented to FEMA was based on the cost of construction of the two previous stations completed at peak building times. He said now was an opportune time to construct, due to lower building costs, and explained negotiations were in progress with FEMA for additional monies to fund at the level of 100 percent. However, it was believed when the bids began to be submitted the \$250,000 would not be needed and the station would be built within the parameters of FEMA.

Commissioner Larkin stated he had severe reservations on the capital outlay. He understood the desire to utilize the capital outlay as leverage for FEMA and not want to forego the opportunity. Commissioner Larkin admonished the Chief for not bringing this forward sooner and emphasized he did not want this type of action repeated.

There was no response to the call for public comment.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, Chairman Humke ordered that the tentative budget for Fiscal Year 2010/11 be accepted.

**10-36SF      AGENDA ITEM 4**

**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.)”**

There were no Commissioner’s/Managers Announcements.

**10-37SF      AGENDA ITEM 5**

**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.

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**ADJOURNMENT**

**3:21 p.m.**      There being no further business to come before the Board, on motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried, the meeting was adjourned.

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**DAVID E. 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*