

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

TUESDAY

11:00 a.m.

DECEMBER 13, 2011

PRESENT:

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

Nancy Parent, Chief Deputy Clerk
Katy Simon, County Manager
Paul Lipparelli, Legal Counsel
Tim Leighton, Acting Fire Chief

ABSENT:

David Humke, Commissioner

The Board convened at 11:54 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:

11-161SF AGENDA ITEM 7

Agenda Subject: “Discussion and possible direction regarding the formation of a Regional Fire Task Force. (Requested by Commissioner Larkin.)”

This item was heard under Agenda Item 21 during the Board of County Commissioner’s meeting.

12:12 p.m. The Board recessed as the Sierra Fire Protection District (SFPD).

12:27 p.m. The Board reconvened as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) with Commissioner Humke absent.

11-163SF AGENDA ITEM 9

Agenda Subject: “Discussion and recommendation to direct staff to initiate the changes to the Truckee Meadows Fire Protection District Strategic Transition Plan to include administrative and operational consolidation of the Sierra Fire Protection District within the Truckee Meadows Fire Protection District no later than July 1, 2012 (All Commission Districts).”

Acting Chief Leighton stated this item was discussed during the Truckee Meadows Fire District meeting.

11-164SF AGENDA ITEM 10

Agenda Subject: “Discussion and possible direction to staff related to the proposal of a cooperative service agreement between the City of Reno, Truckee Meadows Fire Protection District and the Sierra Fire Protection District for fire services to include utilization of resources from all three fire agencies to provide initial response service from the closest TM, SF or Reno station regardless of boundaries, and possible direction regarding additional opportunities for mutually beneficial exchange of services and costs. (All Commission Districts).”

Acting Chief Leighton stated this item was discussed during the Truckee Meadows Fire District meeting.

12:46 p.m. The Board recessed as the Board of Fire Commissioners for the Sierra Fire Protection District (SFPD).

3:15 p.m. The Board reconvened as the Board of Fire Commissioners for the Sierra Fire Protection District (SFPD).

11-155SF AGENDA ITEM 2

Agenda Subject: “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The District will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the District as a whole.”

Diane Rose submitted a letter regarding citizen involvement, which was placed on file with the Clerk.

CONSENT AGENDA – AGENDA ITEMS 3A AND 3B

11-156SF AGENDA ITEM 3A

Agenda Subject: “Approval of BOFC meeting minutes of October 25, 2011 and November 8, 2011.”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, it was ordered that Agenda Item 3A be approved.

11-157SF AGENDA ITEM 3B

Agenda Subject: “Approval of Volunteer Report for September 2011.”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, it was ordered that Agenda Item 3B be approved.

11-158SF AGENDA ITEM 4

Agenda Subject: “Authorize the Chairman to execute Employment Agreement between the Sierra Fire Protection District, Battalion Chief Timothy Leighton, and the Sierra Fire Protection District Chief Officers Association for employment of Leighton as Acting Fire Chief retroactive to November 8, 2011. (All Commission Districts.)”

Kurt Latipow, Fire Services Coordinator, said direction was given that upon Chief Greene’s departure and Battalion Chief Tim Leighton being made Acting Chief, the Chairman was authorized to negotiate an agreement with Chief Leighton. He noted the agreement was ready for formal action.

Chairman Breternitz commented the basic agreement was reached after the November Board meeting and he believed it was a fair arrangement.

There was no public comment on this item.

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

11-159SF AGENDA ITEM 5

Agenda Subject: “Chief’s Report including Arrowcreek Station.”

Acting Chief Leighton stated since the last meeting there had been five significant incidents within the District. There were three structure fires, the multi-jurisdictional Caughlin fire, and a wildland fire in Little Valley. He reported there were no civilian injuries and one firefighter injury. He explained the process for the fire and rescue efforts during the fire in Little Valley and echoed the sentiments of Chief Hernandez for the Caughlin fire. He stated the Arrowcreek station was on time and on budget.

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

11-160SF AGENDA ITEM 6

Agenda Subject: “Review and acceptance of the Sierra Fire Protection District’s Audited Financial Statements for the Fiscal Year Ended June 30, 2011.”

Felicia O’Carroll, Kafoury, Armstrong & Company, stated the Sierra Fire Protection District (SFPD) received an unqualified opinion, which was a clean opinion and not subject to any qualifications. She stated page 18 (note 2) indicated they did not run across any potential Nevada Revised Statutes or Nevada Administrative Code violations. She reported there was one finding that related to payroll, which was a repeat of the finding from last year. She explained the SFPD’s payroll cycle showed no evidence of appropriate review or approval of certain transactions. She stated those procedures were changed in June and she did not expect it to be a repeat finding next year.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Commissioner Humke absent, it was ordered that Agenda Item 6 be accepted.

11-162SF AGENDA ITEM 8

Agenda Subject: “Recommendation to approve Offer and Acceptance Agreement to sell the original Arrowcreek fire station parcel (donated/deed restricted parcel of land APN 152-921-02) to Zephyr Capital, LLC or nominee, and split the net proceeds with the parcel donor, Arrowcreek developer Southwest Pointe Associates per agreement, resulting in approximately \$32,789 revenue to the Sierra Fire Protection District, and if approved, authorize the Chairman to execute upon presentation all closing documents, deeds, warrants, and checks, as needed to facilitate the closing and transfer. (Commission District 2.)”

Acting Chief Leighton stated Agenda Item 8 was heard and acted upon under Agenda Item 24 during the Board of County Commissioner’s meeting. Based on advice from legal counsel, the Board determined to act upon this item again.

On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, it was ordered that Agenda Item 8 be approved, authorized and executed.

11-165SF AGENDA ITEM 12

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 Board member comments.

11-166SF AGENDA ITEM 13

Agenda Subject: “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The District will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the District as a whole.”

There was no response to the call for public comment.

11-167SF AGENDA ITEM 11

Agenda Subject: “Possible closed session for the purpose of discussing negotiations with Sierra Fire Protection District Employee Organizations per NRS 288.220.”

3:20 p.m. On motion by Commissioner Larkin, seconded by Commissioner Weber, which motion duly carried with Commissioner Humke absent, it was ordered to recess into closed session per NRS 288.220 and to adjourn from the closed session.

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The meeting was adjourned from the closed session.

JOHN BRETERNITZ, Chairman
Sierra Fire Protection District

ATTEST:

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

*Minutes Prepared by:
Jaime Deller, Deputy County Clerk*