

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

TUESDAY

11:00 a.m.

FEBRUARY 28, 2012

PRESENT:

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

**Nancy Parent, Chief Deputy Clerk**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**  
**Tim Leighton, Interim 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:

**12-21SF      AGENDA ITEM 8**

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

**11:03 a.m.**      On motion by Commissioner Breternitz, seconded by Commissioner Humke, which motion duly carried, it was ordered that the meeting recess to a closed session for the purpose of discussing negotiations with Sierra Fire Protection District Employee Organizations per NRS 288.220.

**3:25 p.m.**      The Board reconvened with all members present.

Interim Fire Chief Tim Leighton announced that Agenda Item 7 would be pulled from the agenda.

**12-22SF      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.”

There was no response to the call for public comment.

**12-23SF      AGENDA ITEM 3A**

**Agenda Subject: “Approval of BOFC meeting minutes of January 24, 2012 and February 14, 2012.”**

There was no public comment on this item.

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

**12-24SF      AGENDA ITEM 4**

**Agenda Subject: “Update, discussion and possible direction related to the status of the Truckee Meadows-Sierra Fire Protection District’s Transition Plan.”**

Interim Fire Chief Tim Leighton stated that this item was discussed during the Truckee Meadows Fire Protection District meeting Agenda Item 8. (Item 12-31F)

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

**12-25SF      AGENDA ITEM 5**

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

Interim Chief Tim Leighton stated that the Arrowcreek Station was on task and within the dedicated budget. He indicated that the Station would be substantially completed mid-March and should be operational by mid-May.

There was no public comment on this item.

*The following item only Agenda No. 6, will be heard by the Washoe County Board of Commissioners who will convene as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District and the Sierra Fire Protection District. (Agenda No.7 on the Truckee Meadows Fire Protection District Agenda.)*

**12-26SF      AGENDA ITEM 6**

**Agenda Subject: “Update on, and possible direction regarding, the financial status of both the Truckee Meadows and Sierra Fire Protection Districts, to include projected FY 12/13 through FY 15/16 revenue projections and the potential impact and proposed adjustments to the staffing plan for the consolidation of the Districts to maintain service level and financial responsibility. (All Commission Districts).”**

Kurt Latipow, Fire Services Coordinator, explained that during the financial update in June 2011, property tax revenues were projected to decline by 5 percent. With the nearly doubling of the decline in the projected Truckee Meadows Fire

Protection District (TMFPD) property tax revenues for 2012/13, a financial status and update on the consolidation of the Districts for service and financial sustainability was necessary. He said staff worked closely with the Assessor's Office and had requested a profacta from the Treasurer's Office. Based on the data received, reductions for the TMFPD would be 9.74 percent and was projected to be 4.83 percent for the Sierra Fire Protection District (SFPD). Mr. Latipow indicated that a summary was presented showing how the past few years had been tracked and that adjustments continued to be made consistent with the decline in revenue.

In order to meet the financial challenges and achieve sustainability of the new consolidated district, Mr. Latipow said multiple financial scenarios and service levels had been discussed. Through that effort, a plan for service and financial sustainability had been developed from the foundation of the Fire Districts' Consolidation Alternative 3 that was adopted on October 25, 2011. The primary service level and financial goals adopted in Alternative 3 were to keep the existing fire stations open, as well as operate the new Arrowcreek Station, while achieving a financially sustainable organization. It was being recommended that the operational management would include three Battalion Chiefs instead of the proposed six Battalion Chiefs for an estimated savings of \$543,000 per year.

Commissioner Jung did not see the dashboard she had requested to determine which tasks were at risk, completed or near completion. Mr. Latipow explained that dashboard would be part of the next agenda item.

In response to the call for public comment, Tom Dunn stated his concerns in regard to staff reports. He felt the information was not being reported in a consistent manner.

Diane Rose thanked the Board for the progress being made in bringing together the TMFPD and the SFPD. She said the opening of the Arrowcreek Station would benefit the citizens of the region. Ms. Rose felt there were still some unanswered questions, but hoped those would eventually be addressed.

On motion by Commissioner Humke, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that the update be accepted.

**12-27SF      AGENDA ITEM 9**

**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 Humke requested an agenda item to discuss the possibility of establishing a board that would be oriented toward consolidation of fire services. He suggested inviting all fire entities in the surrounding regions.

12-28SF      AGENDA ITEM 10

**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.”

Charles Lanzi spoke on staffing of the Fire Stations, which was a critical item that needed to be addressed. He said that the new Arrowcreek Station must have a staffing plan within the next 60 days.

\*   \*   \*   \*   \*   \*   \*   \*   \*   \*

**3:32 p.m.**      There being no further business to come before the Board, on motion by Commissioner Humke, seconded by Commissioner Jung, which motion duly carried, 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:  
Stacy Gonzales, Deputy County Clerk*