

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

TUESDAY

10: 00 A.M.

SEPTEMBER 22, 2009

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 11:40 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:

**09-57SF      AGENDA ITEM 2A**

**Agenda Subject:** “Approval of Agenda for September 22, 2009 Board of Commissioners Meeting.”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 2A be approved.

**09-58SF      AGENDA ITEM 2B**

**Agenda Subject:** “Chief’s Report.”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 2B be accepted.

**09-59SF      AGENDA ITEM 2C**

**Agenda Subject:** “Approval of Volunteer Report.”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 2C be approved.

**09-60SF      AGENDA ITEM 2D**

**Agenda Subject: “Approval of minutes from regular meeting(s) April 28, 2009; May 12, 2009; June 23, 2009; and Special Meeting of May 18, 2009.”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 2D be approved.

**09-61SF      AGENDA ITEM 3**

**Agenda Subject: “Approval and Acceptance of a Quitclaim Deed from the State of Nevada (Grantor) to Washoe County on behalf of the Sierra Fire Protection District (Grantee) for APN 081-040-01, known as the Peavine Fire Station property, and, if approved, direct the Chairman to accept the Quitclaim Deed for the Sierra Fire Protection District.”**

Fire Chief Michael Greene thanked Program Manager Wendy Pitts and Management Services Director John Slaughter for moving the long-term project forward.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that Agenda Item 3 be approved, accepted and directed.

**09-62SF      AGENDA ITEM 4**

**Agenda Subject: “Report on existing SFPD Community Outreach programs.”**

Fire Chief Michael Greene conducted a PowerPoint presentation, which was placed on file with the Clerk. He discussed the importance of fire prevention in reducing losses, saving the community money and keeping businesses open after a fire. He noted community outreach incorporated citizenship, community partnerships and education.

Fire Prevention Captain Mark Regan discussed what had been accomplished during the previous year. He indicated the community outreach program made contact with over 10,000 people and 6,000 of them had been students. He described the school program designed by him and four local teachers to meet State education standards. He said the program was conducted through the joint efforts of Reno Dispatch,

the Washoe County Volunteer Association, and the Sierra Fire Protection District (SFPD) volunteers. He stated grant funding would be pursued to continue the education program and to improve it. Captain Regan talked about the Big Grizzly evacuation drill, in which 1,200 residents of the Mount Rose area checked into an evacuation center. He listed several other community outreach programs.

Chairman Humke asked whether the SFPD worked with other firefighting agencies. Captain Regan said the District had a great relationship with the new Fire Marshal, and was working with the Reno Fire Department to provide educational programs at Lowe's. Chairman Humke wondered about activities in the Carson City schools. Captain Regan indicated there was one elementary school in Carson City that bordered the SFPD's boundaries. He stated the school programs were shared by the SFPD and the Carson City Fire Department.

Chief Greene discussed several other community outreach programs, including disaster preparedness, community evacuation, quarterly newsletters, and a grant-funded fuel inspection/defensible space program. He talked about plans to focus on senior safety programs and expanded school programs. He emphasized the District's need for community partnerships and volunteers.

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

**09-63SF      AGENDA ITEM 5**

**Agenda Subject: "Update regarding volunteer program enhancements, incentives, challenges, newly created non-suppression roles and acceptance of operational policies, volunteer bill of rights and grievance procedures for 501-C Volunteer Fire Departments receiving funding from the Sierra Fire Protection District."**

Fire Chief Michael Greene conducted a PowerPoint presentation, which was placed on file with the Clerk. He discussed the specific types of volunteer programs and volunteer roles, and identified some of the programs' challenges. He identified two types of volunteers – the volunteer fire department personnel who provided firefighting services during emergencies and the community volunteers who helped with evacuation and prevention activities.

Chief Greene indicated there were five volunteer departments within the Sierra Fire Protection District (SFPD): Cold Springs, Peavine, Verdi, Galena and Washoe Valley. He noted they were all independent 501c(3) organizations with their own chiefs and boards of directors. Although the organizational and command structures were somewhat separate, he said the SFPD was required by statute to support the volunteer organizations. He stated a performance based contract had been put together to address training and performance standards, utilization and notification procedures, and recruitment and retention support. Chief Greene pointed out big steps had been taken over the past year to clarify how business would be conducted with the volunteer program and allow for future expansion of volunteer roles. He indicated a meeting was

scheduled September 30, 2009 to align the volunteer programs with other agencies in the County.

Commissioner Breternitz asked whether the volunteer bill of rights had been mutually developed. Chief Greene stated the language in the bill of rights was jointly developed, and he felt the volunteers supported it.

Chairman Humke requested clarification of dispatch issues. Chief Greene explained the SFPD paid \$115,000 for dispatch services through the region's combined dispatch agency for the career and the volunteer stations. He indicated the volunteers were also provided with 800 MHz radios, VHF radios and pagers. Chairman Humke commented there were a lot of unresolved complaints about dispatch, particularly from the volunteers.

Dr. Robert Parker, a community volunteer for the SFPD, responded to the call for public comment. He described some of the activities he and his wife had participated in for the past three years, including planning the Big Grizzly Evacuation Drill, running telephone trees, opening gates, directing traffic, and becoming familiar with neighbors who were sick, handicapped or might have unattended children at home. He stated Chief Greene had been very supportive by organizing training sessions and working with the community. He expressed gratitude for Chief Greene's efforts and for the Board's support.

Chairman Humke said he participated in discussions with the West Washoe Valley and Cold Springs volunteers, and was not sure whether they were satisfied with the contract. Chief Greene explained the contract had been completed in July 2008. He stated progress was being made in resolving contractual issues, including a recent meeting with the volunteers and with Commissioner Weber. Commissioner Weber agreed there had been a very productive meeting. She said she was confident the Board could accept Chief Greene's report.

On motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried, it was ordered that the report in Agenda Item 5 be accepted.

**09-64SF      AGENDA ITEM 6**

**Agenda Subject: "Progress report on the Fire and Fire Based Emergency Medical Services Master Plan. (The Washoe County Fire Services Coordinator will provide a verbal report)."**

**12:10 p.m.**      Commissioner Larkin left the meeting.

Kurt Latipow, Washoe County Fire Services Coordinator, distributed an update to the Board from Diamante Partners, LLC regarding the Master Plan process. A copy of the report was placed on file with the Clerk.

Mr. Latipow explained the Master Plan was based on the County's strategic plan. He said the Plan was due back from Diamante in February 2010, but he was encouraging the consultants to complete their work early. He indicated the first task involving recommendations was approximately 73 percent complete, but an extreme amount of detailed analysis was still necessary. He described some of the interviews and outreach efforts that had already taken place. Mr. Latipow stated the second task related to Standards of Cover was an extremely important piece of the study and actually involved standards for the Sierra Fire Protection District (SFPD), the Truckee Meadows Fire Protection District (TMFPD), and the unincorporated area north of Township 22. He pointed out the facts developed for Standards of Cover would drive recommendations for the placement of future fire stations. He indicated the financial analysis task was about 87 percent complete, and he thanked financial consultant Mary Walker for providing excellent records and historical data. Mr. Latipow estimated the fourth task involving the Master Plan itself was 10 percent complete. He said the project was one of the most challenging and dynamic master plans he had worked with during more than 30 years of public service, but he believed the outcome would be worth the effort. He pointed out data collection had been a challenge and, although better methods were evolving, he expected to see a recommendation from the consultants relative to data collection and management. He anticipated the completed Plan would be presented around November or December 2009, and that it would meet the Commission's expectations.

Chairman Humke asked about Standards of Cover, emergency medical services and recommendations concerning regional shared governance or consolidation. Mr. Latipow indicated the average response times for a geographical area were a part of the Standards of Cover. He said the emergency medical procedures adhered to by REMSA, as well as the coordination between REMSA and the fire agencies, would be analyzed to determine their effectiveness and to identify opportunities for improvement. He stated it was within the consultant's scope to make recommendations for realignment to a single fire district, shared governance of the agencies or consolidation of the agencies. He noted Diamante would analyze the joint operating agreement between Reno and the TMFPD, but he did not know what recommendations they might make.

There was no public comment on this item.

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

**09-65SF      AGENDA ITEM 7**

**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 announcements.

**09-66SF      AGENDA ITEM 8**

**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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**12:27 p.m.** There being no further business to come before the Board, on motion by Commissioner Breternitz, seconded by Commissioner Weber, which motion duly carried with Commissioner Larkin absent, 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:  
Lisa McNeill, Deputy County Clerk*