

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

TUESDAY

4:00 P.M.

MARCH 13, 2007

PRESENT:

**Bob Larkin, Chairman**  
**Bonnie Weber, Vice Chairman**  
**Jim Galloway, Commissioner**  
**David Humke, Commissioner**

**Amy Harvey, County Clerk**  
**Katy Singlaub, County Manager**  
**Blaine Cartlidge, Legal Counsel**  
**Michael Greene, Fire Chief**

ABSENT:

**Pete Sferrazza, Commissioner**

The Board met in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business:

**07-09SF      AGENDA**

In accordance with the Open Meeting Law, on motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried with Commissioner Sferrazza absent, Chairman Larkin ordered that the agenda for the regular meeting of January 9, 2007 be approved with the deletion of Item 7, Galena Forest Estate Homeowners Association 2E agreement.

**07-10SF      MINUTES**

On motion by Commissioner Humke, seconded by Commissioner Weber, which motion duly carried with Commissioner Sferrazza absent, Chairman Larkin ordered that the minutes of the regular meeting of January 9, 2007 be approved.

**07-11SF      DEVELOP REQUEST FOR PROPOSAL – DISTRICT  
EVALUATION AND STRATEGIC PLAN COMPLETION**

Chairman Larkin asked if the District Strategic Plan was being coordinated with the one being done by the City of Reno in which the Truckee Meadows Fire Protection District was asked to participate. Chief Greene replied the District would piggyback on that plan, but the first stage was the District's evaluation of response times

and equipment inventory. He said that would be the foundation on which the stakeholders would be invited to help the District complete the strategic plan.

Commissioner Galloway said he would like an overall project budget included during the development of a Request for Proposal, because he did not want the District to get into the project only to find out they were in over their head. He requested County staff be kept advised as to how it was going because there were financial people in the County who could provide an opinion on whether the costs sounded right for the scope of work. Chief Green replied he would.

Upon recommendation of Michael Greene, Fire Chief, on motion by Commissioner Galloway, seconded by Commissioner Weber, which motion duly carried with Commissioner Sferrazza absent, Chairman Larkin ordered that the Fire Chief be authorized to enter into discussion and to do preliminary work to develop a Request for Proposal, including a budget, from qualified consultants to complete a District evaluation and to assist in the completion of a District strategic plan.

**07-12SF      AGREEMENT – WEST WASHOE CHAPTER NEVADA FIRE  
SAFE COUNCIL – REDUCE WILDFIRE DANGER**

Commissioner Humke complimented the Western Washoe Valley Homeowners Association and the District for combining forces and taking this practical action to reduce wildfire danger. He felt it was a great way to go and provided great efficiency. Michael Greene, Fire Chief, said this agreement was the first step after which staff would do a site survey, fuels removal, evacuation planning, and community outreach. He stated what was learned here would then be applied to other communities throughout the District.

Upon recommendation of Michael Greene, Fire Chief, on motion by Commissioner Humke, seconded by Commissioner Galloway, which motion duly carried with Commissioner Sferrazza absent, it was ordered that the agreement between the Sierra Fire Protection District and the West Washoe Chapter of the Nevada Fire Safe Council, concerning the District providing supplemental fire protection related services to the area of Western Washoe Valley in exchange for payments to the District in the amount of \$52,000, be approved and Chief Greene be authorized to execute the same.

**07-13SF      JOINT PURCHASE – CHIPPER – TRUCKEE MEADOWS FIRE  
PROTECTION DISTRICT – WASHOE COUNTY REGIONAL  
PARKS AND OPEN SPACE DEPARTMENT**

In response to Commissioner Galloway, Michael Greene, Fire Chief, stated the Sierra Fire Protection District's (SFPD) portion of the purchase price was \$5,717. He indicated the chipper being purchased had spark arrest features; and, whenever any work was being done in the forest, a patrol truck accompanied the workers to suppress any fires that might break out.

Commissioner Galloway said he would approve the purchase subject to regular inspections by the District, which he felt was important because the equipment was being shared. Chief Greene confirmed the District's mechanic would work on the chipper and would conduct regularly scheduled maintenance. He said there would be a use agreement between the District and the Washoe County Regional Parks and Open Space Department that would spell everything out. Commissioner Galloway reiterated he would like the SFPD to treat the chipper as if the District was fully responsible for its condition.

Commissioner Humke said he was very pleased to see this joint purchase because it provided great efficiency and was a better way to go than burning brush.

Upon recommendation of Michael Greene, Fire Chief, on motion by Commissioner Humke, seconded by Chairman Larkin, which motion duly carried with Commissioner Sferrazza absent, it was ordered that the joint purchase by the Sierra Fire Protection District, the Truckee Meadows Fire Protection District, and the Washoe County Regional Parks and Open Space Department in the amount of \$26,435 be approved.

**07-14SF      LEASE AGREEMENT – TEMPORARY ADMINISTRATIVE HEADQUARTERS**

Commissioner Galloway explained the temporary lease was necessary because the District had to vacate their current headquarters due to the agreement with the Nevada Division of Forestry. Michael Greene, Fire Chief, stated the temporary lease provided the District with time to secure and remodel an existing facility as the District's new headquarters.

Commissioner Galloway said the Sheriff's Department was interested in examining the possibility of stationing some deputies at the future headquarters if it was located at the Galena station, which would facilitate a much shorter Galena response time.

Upon recommendation of Wendy Pitts, Property Program Manager, on motion by Commissioner Humke, seconded by Commissioner Galloway, which motion duly carried with Commissioner Sferrazza absent, it was ordered that the twelve month Lease Agreement between Marc Radow, Lessor, and Washoe County on behalf of the Sierra Fire Protection District, Lessee, concerning providing 1,100 square feet of office space for the District Administrative Offices commencing March 15, 2007 and terminating on February 14, 2008; and for other such terms and conditions are provided therein, be approved. It was noted that the annual lease and utility expense was \$28,620 with funds available in Sierra Fire District Cost Center 710600.

**COMMISSIONERS’/STAFF COMMENTS**

Michael Greene, Fire Chief, recognized Jean Ellis for her service. He said Ms. Ellis was leaving, and he introduced Lara Collins, Account Clerk II, as her replacement.

Chairman Larkin pinned the badge on the uniform of new firefighter, Brian Paquette, and welcomed him to the District.

Commissioner Weber requested a brief written report regarding the volunteers, similar to one provided by the Truckee Meadows Fire Protection District. Chief Greene said he would be glad to do that. Katy Singlaub, County Manager, said she had suggested to Chief Greene that he provide the Board with a Chief’s Report that would include discussion of volunteer activities, District calls, and any outstanding issues at future meetings.

Chief Greene stated he was meeting weekly with the volunteer chiefs to develop a standard and consistent approach to providing service, doing some restructuring, and addressing concerns and issues. He felt volunteers were the foundation of the District and provided community service in its purest form. He stated he looked forward to working with the volunteers and being able to enhance the level of service.

**PUBLIC COMMENT**

There was no response to the call for public comment.

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There being no further business to come before the Board, the meeting was adjourned at 4:25 p.m.

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**ROBERT M. LARKIN**, 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  
Jan Frazzetta, Deputy County Clerk*