



# WASHOE COUNTY

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HR           

## STAFF REPORT

BOARD MEETING DATE: April 14, 2015

**DATE:** March 23, 2015  
**TO:** Board of County Commissioners  
**FROM:** Gabrielle Enfield, County Grants Administrator  
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**THROUGH:** Al Rogers, Director of Management Services  
[arogers@washoecounty.us](mailto:arogers@washoecounty.us) 775-328-2017  
**SUBJECT:** Recommendation to approve a transfer from General Fund (Community Support-Special Purpose Awards) in the amount of \$1,856 to the Capital Improvement Fund for the construction of the volunteer fire station expansion; and direct the Comptroller's Office to make the appropriate budget adjustments. (Commission District 5)

### SUMMARY

Recommendation to approve a transfer from General Fund (Community Support-Special Purpose Awards), to the Capital Improvement Fund for the construction of the volunteer fire station expansion; and direct Finance to make the appropriate budget adjustments.

County Priority/Goal supported by this item: Safe, secure and healthy communities.

### PREVIOUS ACTION

On May 13, 2014, the Board of County Commissioners approved a transfer from General Fund (Community Support-Special Purpose Awards) in the amount of \$11,241, to the Capital Improvement Fund for the construction of the volunteer fire station expansion.

On March 25, 2014 the Board of County Commissioners accepted a Community Facilities Grant from the U.S. Department of Agriculture Rural Development in the amount of \$7,550 [County match of \$2,517 cash match] for equipment and furniture for the Gerlach Fire Station expansion; grant period March 25, 2014 through July 27, 2014; and if accepted, authorize Chairman to execute grant documents; and Approve transfer from General Fund (Community Support-Special Purpose Awards - IO 60229), to the Capital Improvement Fund for the construction of the fire station expansion; and direct the Finance Department to make the appropriate budget adjustments.

On May 24, 2011 the Board of County Commissioners approved an Interlocal Agreement between Washoe County and Gerlach General Improvement District for community

AGENDA ITEM # 5F1

planning, and improved access to basic health care for low income, uninsured, and underinsured clients living in the Gerlach area; in the amount of \$64,328.

### **BACKGROUND**

The existing Gerlach Volunteer Fire Station is a 2500 square foot metal building. The station houses two ambulances, four Fire Trucks and three utility vehicles. There are large lockers throughout the station for storing medical and fire equipment, and a table and chairs near the lockers for meetings. There is one bathroom with a small on demand water heater, sink and toilet. During large events that take place in the Black Rock area, such as Burning Man, there is a need to house fire personnel, personnel from other county departments, and/or other federal and state agencies. In the past staff has pulled equipment out of the station to make room for cots so additional personnel have a place to sleep.

Additionally the facility has no laundry facilities, or showers in case of contaminations so all items must to be sent to Reno for cleaning. This can take days, and in one case took weeks, to get the Personal Protective Equipment back. Also without a shower at the facility personnel must return to their homes to shower in cases of contamination.

The Gerlach Volunteer Fire Station expansion is attached to the back side of the existing fire station located at 395 Sunset Blvd in Gerlach, NV. This addition of approximately 112 square feet includes a second bathroom with a roll-in shower, a laundry area with a heavy duty washer and dryer, and space for an office area and cots.

The expansion construction was funded by county general funds under the Special Purpose funds budgeted for fiscal year 2014. These funds were previously dedicated by the Board of County Commissioners to provide support for special purpose grants including community planning, and improved access to basic health care for low income, uninsured, and underinsured clients living in the Gerlach area. The expansion construction procurement process was conducted using a competitive bid process. The additional transfer of funds is needed to fully fund the lowest responsive bid for the expansion construction totaling \$83,658.

The additional funds are needed to cover the cost of a modification to the building expansion required by Washoe County Building and Safety. The modification added an exterior door for access to the expanded area of the building. The change order for the exterior door added unexpected costs in the amount of \$1,856.

### **FISCAL IMPACT**

Should the board approve the transfer of funds to the capital project for the Gerlach Volunteer Fire Station Expansion the Fiscal year 2014-2015 budget will be adjusted as follows:

C181100-710400	(\$1,856)
C188500-814092 Transfer to Capital Improvements Fund	\$1,856

PW920481 – 621001 (Transfer from General Fund)	\$1,856
PW920481 – 781002 (Buildings and Improvement)	\$1,856

**RECOMMENDATION**

Recommendation to approve a transfer from General Fund (Community Support-Special Purpose Awards) in the amount of \$1,856 to the Capital Improvement Fund for the construction of the volunteer fire station expansion; and direct the Comptroller's Office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *“move to approve a transfer from General Fund (Community Support-Special Purpose Awards) in the amount of \$1,856 to the Capital Improvement Fund for the construction of the volunteer fire station expansion; and direct the Comptroller's Office to make the appropriate budget adjustments”*.