

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 26, 2017**

**Those Present:**

Chairman Bill Kirschner  
Vice Chairperson Ann Grant  
Trustee Greg Felton  
Trustee Kevin Kjer  
Trustee Larry Schussel  
Legal Counsel Devon Reese  
Assistant Chief Jim Antti  
Battalion Chief Todd Moss  
Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup  
Crew Supervisor Keegan Schafer  
Office Manager Kate Warner

Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Bryce Cranch  
Guest Bob Cook

**1. Call to Order.**

Meeting was called to order at 2:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Todd Stroup.

**3. Roll Call.**

Chairman Kirschner, Vice Chairperson Grant, Trustee Felton, Trustee Kjer, and Trustee Schussel were present. A quorum was present.

**4. Approval of the Agenda.**

Trustee Kjer motioned to approve the agenda. Vice Chairperson Grant seconded the motion. Motion approved 5-0.

Propose 5a for Board comment.

**5. Public Comment.**

None.

Vice Chairperson Grant thanked Battalion Chief Jones and FF/P Norwood for CERT training on radios.

Vice Chairperson Grant commented that the Skyland Fire Adapted Community Chapter got a \$500 grant from State Farm Insurance for the Community Wildfire Preparedness Day on May 6 at the Zephyr Cove Post Office.

**6. Approval of the Consent Calendar.**

Items:

- a. Approval of Minutes 03/22/17
- b. Monthly Expenditures
- c. Financials – 11/31/16
- d. Board Goals & Objectives – 3<sup>rd</sup> Quarter Update

Trustee Schussel motioned to approve the Consent Calendar b, c, and d. Trustee Felton seconded the motion. Motion approved 5-0.

**7. For Possible Action: Consent items moved forward.**

Item a

On item 8, Trustee Felton asked whether the interest, earnings, and dividends from the fund must remain in the fund or if the fire district could change the trust documents to allow those to come out. If we end up overfunded, that would be a way to minimize the damages.

Legal Counsel Guinasso was not prepared to answer. He deferred to Reese, and OM Warner added that the question will be posed to the trust attorney (Rossi).

Trustee Felton motioned to approve item a. Trustee Kjer seconded. Motion approved 5-0.

**8. For Discussion and Possible Action: Discussion and possible approval of Resolution #02-2017 establishing the District Fire Flow Fund.  
Fire Marshal Eric Guevin**

Residents have pledged \$540,000 to the Fire Flow Program. Approval of this resolution empowers the district to establish the fund, to accept the donations, and to proceed with equipment purchases.

The boat committee is reviewing the specs, and we are considering sending a small cadre of staff to Michigan for training specifically for this type of water craft, followed by additional training on our lake after delivery.

Trustee Felton asked if the cost would fall back on the general fund if the District invests in a boat and a tender and we are unable to cover the costs of maintenance or equipment.

Fire Marshal Guevin responded that the board has directed staff to research grant funding and partnerships; and to keep pursuing hydrants in the ground. Douglas County has donated the easement for Pittman Terrace and they are in full support of this program and are accepting the responsibility for long term maintenance.

Trustee Felton stated that 128 non-compliant properties could potentially be required to buy in over time. He asked if funding exceeds the program expenses, can we use it for other expenses.

Guevin confirmed that the funding mechanism would stay in place, and that long term maintenance costs are unknown at this time. Equipment like life safety devices, breathing apparatus, firefighting equipment would be needed as it's basically a fire engine on the water. This is a cost that we already have, and are already investing in water rescue training. We don't expect a huge increase once we get through the initial training.

Homeowners paying \$75,000 will still be required to complete the defensible space requirements and may have some additional expenses related to that. They are investing in the pump, and they will need the infrastructure in place to be able to use it. This cost is significantly less than putting in their own systems.

It was clarified that if property owners are remodeling and have to put in a standpipe, all properties within 600 feet would not need to put in their own standpipe. The program is designed to share that cost, property owner to property owner.

Residents who are sharing standpipes wouldn't have to pay for the standpipe, but they would still have to pay the membership fee. New construction projects would pay \$75,000 and would need permission from the neighboring property owner to use the standpipe. Remodels are prorated.

Chairman Kirschner asked if the fund we establish would be used for all costs associated with the FFI Program. Guevin responded that it will cover the entirety of the FFI program, except for the standpipes, which are paid for by the homeowners. This is clearly specified in the agreement they sign with us.

This resolution has been vetted through our legal counsel, as well as our auditors and accountants.

Trustee Schussel motioned to approve Resolution #02-2017 establishing the District Fire Flow Fund. Trustee Kjer seconded the motion. Motion approved 5-0.

**9. For Discussion and Possible Action:**

**Discussion and possible approval of the FY 2017-2018 Board Driven Goals and Objectives.**

Vice Chairperson Ann Grant  
Trustee Greg Felton

Trustee Kjer motioned to approve the FY 2017-2018 Board Drive Goals and Objective. Trustee Schussel seconded the motion. Motion approved 5-0.

**10. Presentation: Review of the FY 2017-2018 Tentative Budget. No action will be taken.**  
Assistant Chief Jim Antti

Updated information:

- Total budget is \$10,189,000.
- Assessed Value has increased by about 11 million dollars.
- Ad Valorem increased by \$182,000, and CTX by \$49,839.

Concerns:

- SAFER grant will end in January 2018, and we will only get \$290,000 rather than \$582,000, but Chief Baker has a plan.
- The Redevelopment Area tax reduction was only \$1,800, but it is expected to significantly increase in the coming years. East Fork Fire took a \$330,000 hit from their RDA.

Pending:

- Capital plan for three Zephyr Crew patrols; making adjustments to provide funding.
- Capital plan for a new ambulance; making adjustments to provide funding.
- Ensuring that the Inter-fund loan transfer from Fire Safe Council Fund to Ambulance Fund, noted in the 2016 Annual Audit will not happen again.
- GEMT – will help get more accurate numbers for cost analysis from ambulance service.

The tentative budget has been submitted to the State, and our public hearing is scheduled for the May 24 BOT meeting. The Final Budget is due by May 31 (correction - will be presented at the May 24 BOT meeting as well).

It was discussed that Caesars took advantage of a one-time opportunity to reduce property taxes, and then the RDA kicked in and locked them in at the lower rate. It will be researched to determine if the \$1,800 accounts for that.

**11. Report Item: Review of Monthly Fire District Activities.**  
Assistant Chief Jim Antti

- Congressman McClintock met with the Lake Tahoe Regional Chiefs on the Lake Tahoe Restoration Act funding.
- Local 2441 sponsored the Easter Egg hunt at Kahle Recreation Center.

- Service recognition:
  - Crew Supervisor Schafer – 9 years of service
  - Fire Marshal Guevin – 7 years of service
  - Accounting Specialist Nolting – 7 years of service

Chief Antti recognized the administrative staff for Administrative Professionals Day.

The board discussed a reduction in ambulance revenue, which is likely due to weather. The District was down 25 calls in February. We just set up payment plan system and credit card processing through our third party billing vendor, which should have a positive impact on revenue.

**13. Report Item: Review of Fire District Division Reports.**  
Battalion Chief Todd Moss  
Fire Marshal Eric Guevin

**Moss**

- May 10 – Douglas County Sheriff’s Office Open House, 5pm-7pm, with EOD demonstrations
- May 13 – CERT Safety Day, 10am-2pm, bomb squad will be at Lampe park with a booth
- May 18 – Bomb Squad Explosive Awareness Day, 3pm-5pm, at the Douglas County Rifle Range in Gardnerville
- POOL/PACT gurney grant awarded (\$30,000)
- GEMT – set up through Center for Medicare/Medicaid. We are getting closer to a reimbursement rate with our consultant. We have supplied her with a comprehensive assessment of what it costs to run the fire district, and from that the state will calculate a reimbursement rate. We typically get about \$300 per Medicare/Medicaid transport, and with this program, we are hoping to get around \$1,000 per patient. It would be a flat rate with a separate fee mileage.
- EMS 3.0 Conference – Chief Baker and Chief Moss spent four days in Washington D.C. for conference regarding EMS and healthcare integration. They discussed where the nation as a whole is going and how we are going to make healthcare better. The biggest push is community paramedicine, but there is no national curriculum. Chief Moss has a meeting with Barton to get ahead of this for community resilience plan.

**Guevin**

- Lake Tahoe Restoration Act funding – Water purveyors want the money split for which purveyors have the most users, even though the funding is for fire systems. We are meeting with them to find a way to work with them. The Basin Chiefs got together to decide allocation of money, and the focus is on the Cave Rock water system. Our established fuels program and defensible space funding makes us confident in our efforts.

Trustee Felton asked if the money that we have from the LTRA in excess of what is needed for the projects the money has been appropriated for can be put towards other projects. Guevin confirmed that this funding has to go to fixing current water systems and cannot be used for building new systems. We will be vigilant on addressing it to make sure that we get all the funding that we need for the systems. It will get funded, but the amount of funding is still to be determined.

- Radio repeaters within Harrahs/Harveys are in the process of being reviewed and installed. Edgewood will also be putting one in the new lodge.
- Tahoe Beach Club is out of the ground.
- Sierra Colina will be breaking ground this building season. They are approved to build 12 units this year.
- Kingsbury Middle School has sold and will be developing in the future.
- Senate bill 477 – would be detrimental to NV fire services because it would prohibit the fire service from monitoring fire sprinkler systems and exits in care facilities. We will be fighting hard. This zoning would allow drug rehousing and halfway houses to be viewed as the same as a residence (R3), even though they are R4 according to code. This would do away with those regulations.
- Zephyr Cove Safety Day is May 19 for public education on summer safety.
- Edgewood is opening the new lodge May 19 for a soft opening. It will be open to the public June 22. We are still testing the alarm system, and the sprinkler system is 100%.
- Board of County Commissioners – Cave Rock HOA petitioned the county for signs for towing at the Cave Rock trailhead. We initially issued warnings, and have cited several vehicles for parking there. We will continue our program for citation. The HOA will be towing vehicles parked outside the designated spaces available. This was approved by the BOCC.
- Wildfire Awareness Month is in June. We will be using #rememberangora on social media to engage the public. This is the 10<sup>th</sup> anniversary of the Angora Fire. The main public events are the commemoration, community resilience event in Meyers, and the Wildfire Expo.

For his seven year anniversary with TDFPD, Guevin put together a list of accomplishments for himself and the District during his career:

- Change of the fireworks requirements
- Increased Harvey's outdoor venue footprint, including exiting and capacity
- Montbleu renovation
- Construction of the Montbleu concert venue
- Sierra Colina, Edgewood, and Hard Rock renovations and development
- Completed one cycle of the four year Defensible Space Evaluation program
- Utilizing the compliance engine for business inspections
- Building plans will now be electronically scanned and submitted
- Approval of the Fire Flow Initiative Program

- 13. Discussion: Confirm next meeting, with a proposed date of Wednesday April 26th, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, May 24<sup>th</sup>, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

Possible agenda items are the Tentative Budget approval and possibly the final budget and the Fire Chief's annual appraisal date and board representatives.

**Adjourn.**

Chairman Kirschner adjourned the meeting.

**Closed Session: Not needed at this meeting.**

**Erin Allison  
Board Secretary  
Tahoe Douglas Fire Protection District**

DRAFT