

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**May 24, 2017**

**Those Present:**

Chairman Bill Kirschner  
Vice Chairperson Ann Grant  
Trustee Greg Felton  
Trustee Kevin Kjer  
Trustee Larry Schussel  
Legal Counsel Devon Reese  
Fire Chief Scott Baker  
Assistant Chief Jim Antti  
Battalion Chief Todd Moss  
Battalion Chief Rich Nalder  
Battalion Chief Ralph Jones

Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup  
Crew Foreman Matt Fogarty  
Forester John Pickett  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Will Morgan  
Captain Kevin Green  
Engineer Paul Apple  
Firefighter/Paramedic Nick Robidart

**1. Call to Order.**

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

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Kjer.

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

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Vice Chairperson Grant thanked all who came to the Wildfire Preparedness Day at the Zephyr Cove Post Office, including Zephyr Crew Members Colton Hughes and Christian Fausto, Chief

Moss, Gunner, Fire Marshal Guevin, the US Forest Service, and Smokey Bear. The Skyland Fire Adapted Community received a \$500 grant from State Farm Insurance for the event.

Vice Chairperson Grant also thanked Chief Moss and the Bomb Squad for attending the CERT Safety Day in Gardnerville.

Trustee Schussel thanked Chief Moss for his assistance when there was ground water running under houses in his neighborhood. Chief Moss used some old hoses to bypass the houses and redirect the water to the drain.

Vice Chairperson Grant thanked Chief Moss and the Bomb Squad for putting on the Explosives Demonstration day.

Chairman Kirschner commented that there is discussion of narrowing US Highway 50 from Highway 28 to Stateline to one lane with roundabouts and bike paths for corridor safety. There is a meeting Wednesday, May 31, 2017 from 4-7 pm at Zephyr Cove Elementary School.

**7. Approval of the Consent Calendar.**

Items:

- a. Approval of Minutes 04/26/17
- b. Monthly Expenditures
- c. Strategic Plan – 3<sup>rd</sup> Quarter Update

Trustee Felton motioned to approve the Consent Calendar. Trustee Kjer seconded the motion. Motion approved 5-0.

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

None.

**9. Presentation: Employee Recognition.**  
Fire Chief Scott Baker

Chief Baker thanked the staff for the service awards reception, where the District honored several employees for years of service.

Chief Baker thanked all who participated in the Engineer Academy, and especially Chief Jones for his hard work coordinating it. He also thanked all who participated in the Engineer test.

The Engineer List is Firefighter/Paramedics Robidart, McDonald, and Norwood.

Chief Baker recognized Captain Kevin Green on ten years of service. Captain Green serves as an EMS instructor and State Fire Marshal test proctor for TDFPD. He is a certified Firefighter I and II, Haz Mat technician, part of the District's rope rescue and water rescue teams, and part of the American Heart Association training. He is also a member of the regional faculty for REMSA. Chief Baker congratulated and thanked him for his years of service. Captain Green commented that the District's equipment has come a long way since he first started here, and is excited about the new fire boat and ambulance.

Chief Baker recognized Engineer Paul Apple on five years of service. Engineer Apple is currently pursuing his bachelor's degree, and has been helping lead our ladder truck program and training. He is involved in the Health and Nutrition committee, and has a goal to become part of the Haz Mat team. He also assisted in the re-write of the Engineer Taskbook. Apple commented that he is excited and hopeful for a new ladder truck in the future.

Chief Baker recognized Captain Will Morgan on five years of service. Captain Morgan started his career with TDFPD as a Zephyr Crew member. He is a rope technician and assists with the radio program and with EMS CQI. Captain Morgan commented that he is excited that our staffing levels have risen from when he first started working here, and he is looking forward to seeing where our young department takes us in the next few years.

Chief Baker recognized Office Manager Warner, Accounting Specialist Nolting, and former Administrative Assistant O'Neill for completing the POOL/PACT Phase II HR Assessment, which they received an award for. This was a lot of hard work that involved rewrites and continuation of policies and procedures.

Chief Baker recognized all who have been participating in the training for the CERT team.

Vice Chairperson Grant commented that our district has done more to train CERT than any other organization.

Chief Baker thanked the Tahoe Douglas Bomb Squad for the Explosive Awareness and Demonstration Day and for their attendance at multiple recent open houses.

Chief Baker thanked Fire Marshal Guevin and Fire Inspector Stroup for their extensive work on Wildfire Awareness Events.

He also thanked Forester Pickett, Fire Marshal Guevin, and Steve Teshara for their efforts to secure funding for the Cave Rock water system through the Lake Tahoe Restoration Act.

<b>10. For Discussion and Possible Action:</b>	<b>Public Hearing and possible adoption of the FY 2017-2018 Tentative Budget.</b>
	Fire Chief Scott Baker

Chief Baker thanked Bill Johnson and Ben Sharit for their consultation on the budget, as well as Penny Hampton from the state and TDFPD staff for their help and input.

Our revenue is increasing, but some of our concerns are the SAFER grant ending in January 2018 and the Redevelopment Area.

The District has a total of seven funds, of which five get money from taxes. The Fire Safe Fund is exempt from abatement. The District added the Fire Flow Initiative Fund this year as an eighth fund.

Page four shows that salaries and wages are up, benefits are up, and services and supplies are down. Our expenditures match up with our revenues.

Page five is the proprietary ambulance fund. The net income shows negative, but the ending fund balance always ends better than what was expected.

Page six shows how we applied audited numbers from last year to this year's budget. There is an increase in revenue for this year. The difference comes from budgeting for catastrophe, which doesn't usually happen. The total available resources with ending fund balances is \$10,500,000.

Page seven shows the salaries, wages, and employee benefits down after we refined budget items and found differences where we could be more efficient. We will be spending less in this area this year.

Trustee Felton asked about the significant ending fund balance decrease over the past two years.

Chief Baker responded that it is due to transferring \$2,000,000 to the Post Retirement Trust.

Page nine shows the District's sick leave plan, which includes retirement and sick leave incentive. The Battalion Chiefs have a buyout program. There is \$318,000 in the beginning fund. There is a liability of \$229,000 if people retire and we have to pay out.

Page ten shows the Special Services Fund, which covers all non-firefighting services with no tax funding. This fund is supported by contracts with Douglas County, Capitol Police, Carson City Sheriff's Office, South Lake Tahoe Sheriff's Office, and the Nevada Legislative Police. Transfers from the General Fund support the Special Services Fund. We have received several grants for these costs as well.

Page eleven shows the Health Insurance Fund with no tax funding. The balance is interest income and transfers in from the General Fund. This is a holding fund for us to transfer from liability to health insurance funds. Service and supplies are fees for insurance. We don't anticipate changes in transfers.

Page twelve shows the Fire Safe Community Fund. Revenue comes from five cent tax override exempt abatement, contracts, strike team income, and grants. The District had an opportunity to purchase supplies/equipment from Lake Valley this year because their fuels team disbanded. There is \$275,000 in capital outlay for new buggies for the Zephyr Crew.

Page thirteen shows the Fire Flow Initiative Fund. Revenue comes from fees and donations. This fund will cover capital equipment and training. This fund will receive \$525,000 this year, and there are plans for all of it. We will continue to work towards a permanent solution and still need a new water tender when more funds come in.

Page fourteen shows the Ambulance Fund, which is a proprietary fund that includes salaries and wages for fifteen firefighter/paramedics. This fund includes the SAFER grant transfer to our budget/ambulance fund. The goal for this fund is outfitting a new ambulance.

Page fifteen shows the Ambulance Fund expenses, which are funded by 25 cents of Ad Valorum. The goal is to collect enough fees to make this a self-sufficient fund. The Ground Emergency Medical Transport (GEMT) program will allow for better reimbursements overall. Chief Moss is continuing to stay on top of it, but it will depend on call volume. Our ambulance billing is now accepting credit cards and payment plans, which should help as well.

Page seventeen shows no changes to capital projects.

Page twenty shows the list of current contracts for the District.

This budget mirrors the same thought process that has been used in the District budget in the past, but utilized more input from staff. We are not expecting a lot of changes to the budget in the next few years, but are looking at ways use the budgeting process as a training tool for division heads, expanding budget knowledge and accountability. Chief Baker is planning on completing quarterly reviews with the staff that provided budget needs during this process.

Trustee Felton motioned to approve the Fiscal Year 2017-2018 Tentative Budget as presented. Vice Chairperson Grant seconded the motion. Trustee Felton commented that he appreciates Chief Baker's explanation and is happy to see the Chief and consultants really understand the workings of the budget. Motion approved 5-0.

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

**Public Hearing and possible adoption of the FY 2017-2018 Final Budget.**

Fire Chief Scott Baker

Chief Baker is still working on buggies for the crew and the new ambulance. Zephyr Crew transportation needs are being assessed and worked on. It is easier on the chassis to have a six person box, which we are trying to switch to.

The Capital Plan calls for one more ambulance, and then the District will move to changing boxes on chassis for future replacements. The District had an opportunity to purchase a used ambulance to expand our fleet and meet the increased demand for events until we could purchase a new ambulance according to the Capital Project plan. Chief Baker thanked Chief Moss and Captain Green for their work on the new ambulance proposal.

Page seven shows a transfer out of the General Fund for \$200,000 for the new ambulance. There will still be money stored for catastrophes and reserve if needed. The Capital Projects Fund has not changed.

Pages nine, ten, and eleven show no changes in sick leave, special services, or health insurance funds.

Page twelve shows a drop in the Fire Safe Community Fund due to the new ambulance and new buggies for the Zephyr Crew. Services and supplies have been cut, lowering the ending fund balance. The goal is to build it back up over time.

Page sixteen shows the transfer in of \$200,000 for the new ambulance.

There are no changes in the remaining pages.

The budget will be submitted to the State for approval, and then will be published for Douglas County.

The District is working on Standard of Coverage, which will affect the Strategic Plan and the budget. The Collective Bargaining Agreement is still being worked on as well with FLSA. The President's budget will also affect us.

The goal is for more efficient and transparent changes in the future.

Trustee Kjer motioned to approve the Fiscal Year 2017-2018 Final Budget as presented. Trustee Schussel seconded the motion. Trustee Kjer thanked staff for all the hard work and examining ways to improve it in the future. Chief Baker thanked staff for their input and expertise. Motion approved 5-0.

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

**Set a date for the Annual Performance Appraisal for the Fire Chief and select Board Members to complete results for the Performance Appraisal.**

Chairman Bill Kirschner

Chairman Kirschner and Trustee Kjer volunteered to complete results for Chief Baker's performance appraisal. The appraisal will follow the same format as last year, and the results

will be presented at the July meeting. All trustees will provide completed evaluations to Administrative Assistant Allison by July 1.

Trustee Kjer motioned to provide the results of the Annual Performance Appraisal for the Fire Chief at the July board meeting. Trustee Felton seconded. Motion approved 5-0.

- 13. For Discussion and Possible Action:** **Discussion and possible approval of adjusted pay scales for non-represented employees of the Fire District, which reflects a two percent (2%) increase between all wage scale steps. This change would become effective on June 25, 2017 with an estimated fiscal impact of \$34,388 for fiscal year 2017-2018.**  
Fire Chief Scott Baker

Chief Baker explained that a two percent (2%) increase has happened historically. The Collective Bargaining Agreement (CBA) calls for a two percent (2%) increase for the Local 2441. This puts the District in line with other agencies in the area and the current cost of living. This increase affects staff that is not covered by the CBA.

Trustee Schussel motioned to approve a two percent (2%) salary increase for non-represented employees to become effective on June 25, 2017. Vice Chairperson Grant seconded the motion. Trustee Felton asked to clarify that the intent is to increase each step by two percent (2%), not increase the gap between steps. Chief Baker confirmed. Motion approved 5-0.

- 14. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #03-2017 for Promotion of the Lake Tahoe Basin Wildfire Awareness Month – June 2017.**  
Fire Marshal Eric Guevin

Douglas County issued a proclamation congruent with ours, which will be included in the board books once we have received the final copy from the County. This year is the 10<sup>th</sup> Anniversary of the Angora Fire, and the theme adopted for this year's Wildfire Awareness Month is "Think First."

Vice Chairperson Grant motioned to approve Resolution #03-2017 for Promotion of the Lake Tahoe Basin Wildfire Awareness Month for June 2017. Trustee Schussel seconded the motion. Motion approved 5-0.

- 15. For Discussion and Possible Action:** **Discussion and possible approval of the purchase of a new ambulance not to exceed \$185,000.**  
Battalion Chief Todd Moss

Captain Green has taken on creating the specifications for the new ambulance with serious time and effort. For 10 years, he has been the head of these purchases and has been creating the specifications of our ambulances.

Vice Chairperson Grant asked if there will be anything on this ambulance that we don't currently have on the others.

Captain Green responded there will be no change. It will be identical to the others we currently have to keep it standard throughout the District. He emphasized the importance of crews knowing where things are and not having any differences between ambulances. Fleet maintenance is also easier when everything is the same.

Chief Baker commented that the gurney lift that we received through a grant from POOL/PACT will go into the new ambulance and a lot of the current equipment will be transferred over to the new one.

Trustee Felton asked to clarify that once we acquire this ambulance, we will not have to purchase another one for a long period of time.

Chief Moss responded that the boxes have lifetime warranty, so it will only need a new chassi, which will save between \$50,000-\$60,000.

Vice Chairperson Grant asked how long it would take to be delivered.

Chief Moss responded that if it is approved today, we expect it to be delivered in January 2018.

Legal Counsel Reese commented that as a representative for five fire districts around the lake, he does not see other options for these kinds of purchases for grants as ambulances are exposed to substantial wear and tear, so they are not typically covered.

Chief Baker commented that we have looked into grants, and have received them for equipment to outfit the ambulance, such as the gurney grant from POOL/PACT.

Chief Moss commented that we have also received a Brassau bag and small pediatric backboard through state grants this year.

Trustee Kjer motioned to direct the Fire Chief to purchase a 2017 Ford Braun Northwest Ambulance not to exceed \$185,000. Vice Chairperson Grant seconded the motion. Trustee Felton thanked Chief Moss and Captain Green. Vice Chairperson Grant thanked Chief Moss and Captain Green for the cost savings and efficiency. Motion approved 5-0.

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

**Discussion and possible approval of the purchase of a used track chipper from Lake Valley Fire District not to exceed \$60,000.**

Crew Supervisor Keegan Schafer



Chief Baker explained that Lake Valley Fire has disbanded their fuels program, which provides an opportunity to purchase their used equipment, including the track chipper we have been renting. They are giving us an extremely good deal on it, and it has substantial service life remaining. This will increase our capabilities and keep our crew working.

Vice Chairperson Grant asked how far into projects it can go.

Forester Pickett responded that it can go for miles. The challenge in the basin is access or slope. Slopes greater than thirty percent (30%) are regulated by TRPA, so we can't operate there. There is no limitation on distance off the road, only limitations on what is accessible.

Chief Baker explained that we would need a transport vehicle, and have a local contractor to move it for now. Search and Rescue and Nevada Division of Forestry have capable trailers.

Forester Pickett explained that this is a forestry chipper as opposed to roadside chipper, which allows the crew to chip in areas we couldn't in the past, which will help reduce the need to pile burn. There are standards for chipping on ground that we will follow. This tool rearranges the fuel, not removes it.

Vice Chairperson Grant motioned to approve the purchase of a used track chipper from Lake Valley Fire District not to exceed \$60,000. Trustee Felton seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of letters of recommendation to the Nevada Congressional Delegation in support of the Lake Tahoe Partnership recommended allocation of Lake Tahoe Restoration Act funds for water system infrastructure.**

Forester John Pickett

The Lake Tahoe Restoration Act will bring in \$450 million for wildfire mitigation, of which \$150 million can be used for water system upgrades. The Tahoe Fire and Fuels Team (TFFT) and Multi Agency Coordinating (MAC) Group are working to determine which areas need the most funding and have the greatest risk of wildfire. An annual plan will be brought to chief executives about why the plan is the best allocation of funding. It was agreed by the TFFT, local GIDs, and counties that Cave Rock is the highest priority for improvement of water system.

Forester Pickett explained that he is asking for approval of letters stating that we support the Lake Tahoe Partnership allocation of funding and that in the future we will follow this TFFT determination of funding.

Chairman Kirschner asked where the funding is.

Forester Pickett responded that the Lake Tahoe Restoration Act authorization to spend the money has been signed into law. We are in the appropriation stage, where we bring forward

recommended allocations of funding to Congress. If it is accepted by Congress, it will go into the annual budget for the United States, and if that is passed and signed into law, the allocation of funding will be available to be encumbered and spent. This will be at least a two year process.

The importance is in the money going to the best projects, not the amount of money for the first year. Steve Teshara is coming through exponentially for the Fire District. Getting this initial funding secured will allow us to have more money in the future if we can show how well our methodology works and that we are out to protect the environment and not our budgets.

Trustee Felton asked where the funding would come from if there was a need for more money than the \$2.4 million that we are given for Cave Rock.

Forester Pickett responded that there is a matching contribution of 25%, which Douglas County has agreed to pay.

Trustee Felton commented that he would like to make sure that we work towards the permanent installation of water supply between Cave Rock and Glenbrook.

Forester Pickett responded that demonstrating success with this act could help that to make it more fundable.

Trustee Schussel motioned to approve the letters of recommendation to the Nevada Congressional Delegation in support of the Lake Tahoe Partnership recommended allocation of Lake Tahoe Restoration Act funds for water system infrastructure. Trustee Kjer seconded the motion. Motion approved 5-0.

**18. Presentation: Large Diameter Hose purchase to replace existing hose on all engines not to exceed \$47,000.**  
Assistant Chief Jim Antti

The department has historically carried 2,000 feet of three inch supply hose on all engines. The gold standard for fire service today is Large Diameter Hose (LDH). This hose would be five inches. One section of LDH is able to flow the same amount of water as four sections of three inch hose.

TDFPD is currently the only agency using less than LDH. Upgrading to the LDH will improve mutual aid and training through the consortium. We are replacing all current hose with LDH, and will now carry 1,000 feet per engine. This change makes us more efficient and able to better supply water, and it matches our equipment with neighboring agencies.

The equipment committee is still to make a determination on how much three inch hose we will be keeping, but we are expecting to carry between 200 to 500 feet on each engine to use as working line.

**19. Report Item: Review of Monthly Fire District Activities.**  
Fire Chief Scott Baker

The Fire District responded to 68 calls for service in the past month, including a rollover on Quaking Aspen. We are also still working on a hazmat spill at the top of Kingsbury.

The Fire District has moved into Mobile Touch, which allows the line personnel to use iPads to complete patient charts instead of a computer.

Congratulations to Engineer Darr for completing Hazardous Device School in Alabama.

The new engine has arrived, and thank you to Engineers Reddig, Fine, and Sanders, and Mechanic Gemmet for their hard work on it throughout the entire process.

Legislative Updates:

- Stream variance amended to our approval.
- SB 462 – moving forward with a few amendments, and we are confident it will withstand any scrutiny.
- High rise SB 67 – not passed, FPAN and Fire Prevention in the area worked hard to make sure it did not.

Thank you to Administrative Assistant Allison and Fire Marshal Guevin for attending a social media class with Chief Baker.

The Zephyr Crew has almost completed their initial training, and thank you Crew Supervisor Schafer and Crew Foreman Fogarty for the great job. Thanks to Office Manager Warner, Accounting Specialist Nolting, and Administrative Assistant Allison for the processing of applicants and new employees.

The government wildland outlook is unpredictable, but a heavy fire season is expected.

We have been working well with NDF and picking up subcontracts from them, particularly for burning projects.

Assistant Chief Antti and Office Manager Warner are continuing training on Line of Duty Deaths and helping set up for a smooth transition for support if it is ever needed.

Sierra Front finished the season start up and preparations.

Goals in the coming month:

- Budget review with staff
- One-on-one meetings with the firefighter/paramedics

- Begin working on the standards of coverage

**20. Report Item: Review of Fire District Division Reports.**  
Battalion Chief Rich Nalder  
Battalion Chief Ralph Jones

### **Nalder**

B-Shift FF/P Robidart and FF/P McDonald were number one and two on the Engineer exam, respectively.

Thank you to the captains and engineers for all the work done around the stations that has allowed us to keep maintenance companies out of the picture.

Thank you to all who helped with the Engineer Academy, Engineer Exam, and the LTCC Academy training.

Thank you to Captain Spry for the hard work on maintenance of the washers/dryers and plumbing leak. Thank you to Captain Salerno for the hard work fixing the lawn damage at Station 25.

We are coming into a busy time of year, and are trying to get projects completed within the budget. The time frame to accomplish some projects before the end of the fiscal year might be a challenge because of the winter weather.

Current station projects include:

- A retaining wall at Station 21
- Patching the ceiling and pavement at Stations 23 and 24
- Installing an air conditioning system at Station 25
- Creating operations stations at Stations 24 and 25
- Fencing in all of Station 22 to include the entire parking lot

### **Jones**

Thank you to all the C-Shift captains for the hard work this month.

Training has been busy and the calendar is booked every day.

Thank you to the leaders of the Engineer Academy for their hard work on hundreds of hours of planning and training:

- Darr
- Fine

- Zabel
- Peterson
- Apple
- Pratt
- Sanders
- Brady

Thank you to the personnel who put together an amazing academy for LTCC Academy training on very short notice. The academy included four stations: tools, ventilation, fans, and roof prop training. Kudos to Engineer Reddig for getting every single recruit the opportunity to cut holes in the roof prop.

- Romanowitz
- Reddig
- Dennis
- Spry
- Norwood
- Bean
- Baker
- Pratt
- Alustiza

The South Shore Consortium training group, made up of Tahoe Douglas, Lake Valley, US Forest Service, CALFire, and South Lake Tahoe Fire has begun meeting to compare equipment on the rigs and to coordinate how we can work together at the company level.

Haz Mat boom training was completed at Zephyr Cove. Thank you to Captain Lucas and the Haz Mat FRO group for leading the training.

There is a Quad County Haz Mat drill in June.

Captain Isenberg and Engineer Apple are continuing the truck training with a company training on truck ops every month. High rise evolutions will be completed next month.

Thank you to the water rescue committee for their work on the new boat, particularly Engineer Fine for working out specific details and specifications.

- Johnson
- Lucas
- Green
- Sanders
- Prather
- Romanowitz

Captain Brady completed videos of our rope rescue equipment and a successful training through Target Solutions.

We have applied for a Homeland Security AFG grant for fifteen new radios, totaling approximately \$400,000. The available funds through this grant have not been released by the government yet, but the key objective is to increase operational communication.

Health & Safety is focusing on normalization of deviance and examining what we accept as standard that isn't standard to look at where we can improve and where our standards are lacking. The main goal of this is to avoid injuries.

C-Shift responded to a car that had driven 300 feet off the embankment near the bottom of Kingsbury Grade as a mutual aid response with East Fork Fire. Our crews helped with extrication, and the patient was Careflighted with a broken femur and nothing life threatening. At the same time, there was another car that had driven ten feet off a steep embankment near Highway 28, and was a negative injury accident.

**21. Discussion: Confirm next meeting, with a proposed date of Wednesday June 28th, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, June 28<sup>th</sup>, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

Trustee Schussel will not be present at the meeting.

**Adjourn.**

Chairman Kirschner adjourned the meeting.

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

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