

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**March 28, 2018**

**Those Present:**

Chairperson Ann Grant  
Vice Chairman Kevin Kjer  
Trustee Greg Felton  
Trustee Bill Kirschner  
Trustee Larry Schussel  
Legal Counsel Jason Guinasso  
Fire Chief Scott Baker  
Assistant Chief Jim Antti  
Battalion Chief Bryce Cranch  
Battalion Chief Ralph Jones  
Battalion Chief Todd Moss

Fire Inspector Todd Stroup  
Accounting Specialist Carrie Nolting  
Captain Bill Romanowitz  
Captain Chuck Salerno  
Engineer Fred Parson  
Firefighter/Paramedic Chad Baker  
Firefighter/Paramedic Derrick Bean  
Firefighter/Paramedic Alex Dennis  
Firefighter/Paramedic Greg Koeck  
Firefighter/Paramedic James Ward  
Guest Chris Romanowitz

**1. Call to Order.**

Meeting was called to order at 2:29 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Battalion Chief Bryce Cranch.

**3. Roll Call.**

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

**4. Approval of the Agenda.**

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

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Felton commented that a patient who was transported from Heavenly and flown to Reno came in with non-life threatening injuries, but had a torn aorta. Trustee Felton thanked the crews for saving her life.

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

Items:

- a. Approval of Minutes 02/28/18
- b. Monthly Expenditures
- c. Financials Statements – 12/30/17
- d. 2016 PRT Tax Filing
- e. 2016 PRT Financial Statements
- f. 2017 RBIF Annual Report

Trustee Felton motioned to approve Items A, B, C, and F and move Items D and E forward. Trustee Schussel seconded the motion. Motion approved 5-0.

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

**Items D and E**

Trustee Felton asked for clarification on whether these items need to be approved by the board.

Chief Baker responded that in the Trust documents, it is stated that items need to be submitted to the fire board as it is the fiduciary to the Trust.

Trustee Felton motioned to approve Consent Calendar items D and E as presented. Trustee Kirschner seconded the motion. Motion approved 5-0.

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

Chief Baker acknowledged Zephyr Crew Paramedic Scholarship recipient Chris Romanowitz on his graduation from paramedic school. He will be returning to the Zephyr Crew while applying to REMSA and other fire organizations.

Romanowitz thanked the board for the opportunity and for supporting the crew.

Firefighter/Paramedic Bean has completed his one-year probation. Bean is licensed as a PALS instructor, and is currently working with Captain Peterson on getting ramping tones for the stations, which are heart healthier for the crew when responding to night calls.

FF/P Bean thanked Chief Baker and the trustees for the opportunity to spend his career serving the Tahoe Douglas Fire District. He also thanked A-shift, Firefighter/Paramedic Dennis as his preceptor, Chief Moss, Captain Salerno, Captain Romanowitz, and Captain Spry for their leadership.

- 10. Discussion and Possible Action:** **Discussion and possible approval of the Board Goals and Objectives for FY 2018-2019.**  
Chairperson Ann Grant  
Trustee Bill Kirschner

Trustee Kirschner thanked past trustees, Chief Baker, and Office Manager Warner for the input on the Board Goals and Objectives.

Chief Baker's plan for the future is to have the Board Goals and Objectives coincide with the Strategic Plan on an annual basis rather than having two separate documents.

Trustee Felton asked if there were any objectives discussed that did not make it into the final version.

Chairperson Grant responded that the only ones left out were goals that are already close to being met.

Trustee Kjer thanked Chairperson Grant and Trustee Kirschner for volunteering for the project.

Trustee Kirschner motioned to approve the Board Goals and Objectives. Trustee Schussel seconded the motion. Motion approved 5-0.

- 11. Presentation:** **2017-18 Board Goals and Objectives Update – Objective #4, Strategy #3 EMS software application on iPad.**  
Battalion Chief Bryce Cranch

Health EMS is the program that is used by the District for all medical calls. While on scene, crews are responsible for assessing patients, documenting patient condition, treatments, and stats, and requesting additional resources as needed. Health EMS is also used for patient billing and quality control.

Health EMS Mobile Touch is utilized on the iPads that are assigned to each apparatus. Firefighter/Paramedic Dennis explained that prior to the use of the iPads, the paramedics used Health EMS on a desktop after returning to the station. There were issues with loading documentation, interaction with face sheets from the hospitals, as well as issues with losing

reports. Mobile Touch has reduced the time it takes to enter reports and is able to be used on scene while with the patient.

Chief Cranch explained that this has been an excellent upgrade to our procedures and has immensely streamlined the patient charting process, allowing the District to have faster access to completed charts.

Trustee Felton asked how quickly a care facility can receive a patient's chart from our paramedics.

Chief Cranch responded that we are required to get the full report to them within 24 hours, but the crews give a radio report while en route and a face-to-face report upon arrival at the care facility.

Chief Baker commented that there are different record management systems at different care facilities, so there is no option at this time for all organizations to pull up immediate reports.

Chief Baker recognized Firefighter/Paramedic Ward for his work with the CQI committee.

FF/P Ward explained what the CQI committee is and the process for reviewing patient charts.

Trustee Felton asked about the expectation for the report turnaround.

Chief Cranch re-iterated that the report has to be completed within 24 hours. Most charts are completed within a few hours of returning from the call.

Trustee Felton asked if the iPads allow audio input.

Chief Cranch responded that it is possible, but it is not practical to use because of the errors that occur in translation and the acronyms that are commonly used in the charts.

FF/P Dennis explained the other uses of the iPads, including attaching face sheets and EKG strips to charts by taking pictures, looking up exotic/abnormal diseases and medications that are not normally used to ensure proper care is being provided.

Trustee Felton asked if there is anything needed to make the iPad program more successful.

Chief Cranch responded that integrating Spillman and Heath EMS would be useful. We are working on a replacement schedule for mobile devices to take advantage of the ever-changing technology.

Chairperson Grant asked if Dr. Watson reviews the patient charts.

Chief Cranch responded yes, and he reviews any changes in protocols.

**12. Presentation: 2017-18 Board Goals and Objectives Update – Objective #4, Strategy #1 Standards of Coverage.**  
Fire Chief Scott Baker

The District hired ESCI to complete the Standards of Coverage. Chief Antti, Office Manager Warner, and Fire Marshal Guevin are the points of contact and data collectors for this project.

Chief Antti has been busy uploading information to ESCI. There will be internal and external stakeholder interviews conducted in April.

- 13. Report Item: Discussion of the FY 2018-2019 Tentative Budget. No action will be taken.**  
Fire Chief Scott Baker

The pro forma numbers for the budget have been received. The property value in the district is \$1.2 billion, which increased our pre-abated dollars.

The District has been invited to meet with the Visitors Authority to discuss the proposed new venue, which will cause an approximate \$1 million increase. However, there are no SAFER funds available this year.

The District is also looking at Capital Outlay plans and budgeting funds for Capital Outlay for the future.

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

**Service Recognition:**

Battalion Chief Bryce Cranch	14 Years of Service
Captain Chris Lucas	14 Years of Service
Captain Chris Peterson	14 Years of Service
Firefighter/Paramedic Chris Kynett	14 Years of Service
Captain Brian Zabel	10 Years of Service
Engineer Nathan Johnson	8 Years of Service
Captain Will Morgan	6 Years of Service
Engineer Ryan Sanders	5 Years of Service
Engineer Mark Norwood	5 Years of Service
Engineer Jesse McDonald	5 Years of Service
Engineer Will Darr	5 Years of Service
Engineer Nick Robidart	5 Years of Service
Firefighter/Paramedic Kurt Hamann	5 Years of Service
Firefighter/Paramedic Chad Baker	5 Years of Service
Firefighter/Paramedic Ryan Pruitt	5 Years of Service
Firefighter Ben Arrate	5 Years of Service
Firefighter Juan Serrano	5 Years of Service

**Updates:**

- Budget numbers have been received from the State.

- Actuary: GASB 74 being utilized, Bickmore has received all the information needed and is working on a new report.
- Fire Boat: Chief Jones has been moving forward with training on new boat. We have eight employees certified to train the other employees. It takes approximately one training day per employee to have a basic understanding of the boat. Fees for service expecting more in 2019 than 2018.
- Verizon: same update as last month.
- Assistant Foreman: Monaghan has been rehired.

**15. Report Item: Review of Fire District Division Reports.**  
 Battalion Chief Todd Moss  
 Fire Inspector Todd Stoup

**Moss**

The Bomb Squad is looking at restructuring the fee structure because more sweeps are being requested every year. The updated fees will be presented to the board in April. Gunner has been bred and Moss will get pick of the litter for EOD training.

**Facility Improvements:**

- Station 25: Work out room has been enclosed with windows to prevent the diesel exhaust from entering the area.
- Station 24: Working on solutions for a generator exhaust issue. Future plans include new furnace/air conditioning.
- Station 23: Plan to get a new roof.
- Station 22: Plan to install a fence around entire perimeter of property.
- Station 21: Plan to install gutters and heat tape to attempt to stop dangerous icicle formation.
- All stations: Plans to pursue energy efficient buildings with LED lighting, motion sensor light switches, smart thermostats, heart saver ramping tones, and card lock system at fuel pumps.

**Stroup**

Douglas County is reviewing their policy on vacation home rentals and attempting to determine if vacation rentals increase our call volume. There are currently 483 registered vacation rentals in the district. Stroup is reviewing our call records to try to determine if there are commonalities in call types for the registered properties compared to a control group. He is specifically looking at medical calls vs. fire calls and whether the properties had smoke detectors at the time of fires.

By searching the internet, 1,700 properties being advertised as vacation rentals have been found in Douglas County. Vacation home rentals can only be in Tahoe, not in the valley, and they are supposed to be registered with the County. There is currently no inspection of these properties.

**16. Public Comment:**

Trustee Felton commented that he likes to see our employees continuing their education, and acknowledged Engineer Norwood for receiving his Bachelor's degree.

- 17. Discussion: Confirm next meeting, with a proposed date of Wednesday, April 25, 2018 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, April 25, 2018 with a start time of 2:30 p.m.

**Adjourn.**

Chairperson Grant adjourned the meeting.

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

**Carrie Nolting  
Acting Board Secretary  
Tahoe Douglas Fire Protection District**