

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

**Those Present:**

Chairman Larry Schussel  
Vice Chairman Bill Kirschner  
Trustee Kevin Kjer  
Fire Chief Scott Lindgren

Trustee Greg Felton  
Trustee Janet Murphy  
Legal Counsel Alex Velto

**1. Call to Order.**

Meeting was called to order at 2:30pm

**2. Pledge of Allegiance.**

Pledge of Allegiance was led by Trustee Kjer.

**3. Roll Call.**

Chairman Schussel, Vice Chairman Kirschner (via GoToMeeting), Trustee Felton (via GoToMeeting), Trustee Murphy (via GoToMeeting) and Trustee Kjer were present. A quorum was met.

**4. Approval of the Agenda.**

Trustee Kjer made a motion to approve the agenda as written. Trustee Felton seconded the motion. Motion approved 4-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Kjer stated that it was nice to see Fire Marshal Guevin back in the office.

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

**Items:**

- a. Board Meeting Minutes 05/19/2021
- b. Monthly Expenditures

Trustee Felton asked about the cost per fire shelter that were purchased this month

BC Lucas responded, "Each shelter was approximately \$450."

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

Trustee Kjer motioned to approve the Consent Calendar as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

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

None

**9. Presentation:**

**Employee Recognition & Staff Pinning**

**Service Recognition:**

CAPT Chuck Salerno 29 years of Service

**Pinning:**

FF/P Andy Isenberg

\*Trustee Murphy has joined the meeting at 2:41pm

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

**Discussion and possible approval of renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$68,645 from FY 2021-2022 funds; approximately 4% higher than last year.**

Alan Reed, C.I.C, Warren Reed Insurance, Wayne Carlson, NV Public Agency Insurance Pool

**Alan Reed Summary**

State of the Union Report (Page 10) covered the various rate increases based off of percentages for different District needs - payroll, vehicle, facility etc. Property loss, economic loss, system hacking in large companies like hospitals, national vendors have caused major concerns for insurance companies and the companies that represent them. These various natural and unnatural factors caused increases in insurance coverage needs and their rates.

The POOL HR utilization through TDFPD has increased for the past 3 years due to the many POOL/Pact trainings and certification courses the District employees have attended.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

Rates are influenced by the market, payroll and equipment/facilities changes. World-wide wildland fires and hurricanes have caused significant cost for the insurance industry. The District has slight increases payroll and equipment over the prior year resulting in a \$3,072 increase over the prior year; \$68,645 total program cost.

The overall base rate for workers compensation increased up to 8% nationwide, TDFPD will see a 5-6% increase. The District has experience a trend of low workers compensation claims for the last several years.

**Wayne Carlson Summary:**

The POOL has set up a cyber hack training for their organizations that are exposed to the risk of a hack - this training shows them what to look for in an unverified or outside recipient. The POOL does provide up to \$3M dollars in recovery but it is always easier to prevent than recover.

He pointed out the various training and workshops that are available to the District through its membership. As previously stated, TDFPD does a great job of utilizing said programs throughout each year.

Trustee Felton asked, "The change of the reinsurance has been factored by the various natural disasters including hurricanes in the Atlantic, wildland fires, earthquakes etc. Although not all of the natural disasters apply to our region, yet the coverage is advertised nationally."

Carlson stated that, "The reinsurance market is worldwide, so it does affect every insurance company around the world even if a disaster didn't affect our area. Our area's large concerns are wildfires and earthquakes which are not typical east coast disasters, but the rate is still applied to their areas for that coverage."

Trustee Felton asked, "After comparing our contributions to the POOL to our utilization, it does seem like we are paying more than we are using, are there any adjusts that can be made to level that?"

Reed stated that, "The District is a part of a communal risk insured group made up of several other agencies across Nevada. We have many other members who also belong to that group who have experienced double increases on their cost but their coverage has remained the same due to the lack of utilization.

Trustee Kjer motioned to approve the for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$68,645 from FY 2021-2022 funds; approximately 4% higher than last year as presented. Trustee Murphy seconded the motion.  
Motion approved 5-0.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

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

**Discussion and Approval of Resolution #06-2021, proposing rate changes for EMS, plan reviews, fire billing, personnel and standby rates to become effective on July 1, 2021. Second reading.**

Assistant Fire Chief Bryce Cranch

Chairman Schussel asked about the cost increase under standby equipment for a 1 Ton District Pickup Truck rated originally at \$90 now increasing to \$230. "This seems like a steeper cost increase than the rest, how are we justifying this?"

Chief Cranch & Financial Manger Nolting responded that the proposed hourly rates are staying consistent with both the CFFA cost for reimbursements as well as the FEMA equipment loan rates currently in place. Two years ago, CFFA did put a cap on their cost at \$96 but that has since been lifted so cost reverts back to the original rate to reflect FEMA."

Trustee Murphy stated, "The fees for our VHR inspections were originally \$150 with an increase to \$250, many other agencies preforming the same inspection are charging double that and why are we keeping our rate so low?"

Acting Fire Marshal Todd Stroup responded, "Our VHR inspection system is currently very efficient compared to other agencies with a higher inspection rate which is why we are able to keep the cost low."

Trustee Kjer motioned to approve Resolution #06-2021 as presented. Trustee Felton seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #07-2021 Budget Augmentation – General Fund in the amount of \$1,200,000, increasing the appropriations from \$10,289,917 to \$11,489,917 for additional unanticipated resources.**

Bill Johnson, Principle - David, Johnson & Larsen, LTD, Finance Manager Carrie Nolting

**Summary:** In the General Fund, three additional sources of revenue increased our original projections for the budget. After reviewing the additional revenue, an augmentation of \$1,200,000 for additional anticipated and unanticipated resources is proposed.

Trustee Kjer wanted to clarify that, "These augmentations won't affect us during our audit?"

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

Financial Manager Nolting stated, "The auditors are used to seeing these types of augmentations during their audit, the District just usually likes to make ours all at once to avoid doing them individually throughout the year."

Trustee Kjer motioned to approve Resolution #07-2021 as presented. Trustee Felton seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #08-2021 Budget Augmentation – Special Services Fund in the amount of \$246,490 increasing the appropriations from \$292,750 to \$539,240 for additional unanticipated resources.**

Bill Johnson, Principle - David, Johnson & Larsen, LTD

Finance Manager Carrie Nolting

No additional information needed.

Trustee Felton motioned to approve Resolution #08-2021 as presented. Trustee Kirschner seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #09-2021 Budget Augmentation – Capital Projects Fund in the amount of \$100,000, increasing the appropriations from \$225,000 to \$325,000 for additional unanticipated resources.**

Bill Johnson, Principle - David, Johnson & Larsen, LTD, Finance Manager Carrie Nolting

No additional information needed.

Trustee Felton motioned to approve Resolution #09-2021 as presented. Trustee Murphy seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #10-2021 Budget Augmentation – Ambulance Enterprise Fund in the amount of \$150,000, increasing the appropriations from \$3,503,522 to \$3,653,522 for additional unanticipated resources.**

Bill Johnson, Principle - David, Johnson & Larsen, LTD, Finance Manager Carrie Nolting

Trustee Felton asked, "Will the replacement of the new ambulance chassis will occur during this fiscal year or next?"

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

Financial Manager Nolting stated that, "The re-chassis has already occurred."

Trustee Felton motioned to approve Resolution #10-2021 as presented. Trustee Kirschner seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #11-2021 Budget Augmentation – Fire Safe Community Fund in the amount of \$1,050,000 increasing the appropriations from \$1,878,949 to \$2,928,949 for additional unanticipated resources.**

Bill Johnson, Principle - David, Johnson & Larsen, LTD, Finance Manager Carrie Nolting

No additional discussion needed

Trustee Kirschner motioned to approve Resolution #11-2021 as presented. Trustee Felton seconded the motion. Motion approved 5-0.

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

**Discussion and possible approval of Resolution #12-2021 of Board Norms and Procedures for Board Meetings, Related Functions and Activities.**

Legal Counsel Alex Velto, Administrative Division Manager Warner

Summary: The Board of Trustees Norms and Guidelines were created so that Trustees/staff have a clear explanation of each role as well as representing the District with one voice and one view with any internal and external representation. A summarized version of this document, "TD Board Code of Ethic" was sent to each member and is usually signed annually prior to last year's meeting situation due to COVID; but we are getting back into that schedule.

Trustee Felton wanted to clarify that, "the area of these Norms and Procedures that covers the use of cell phones, although not mentioned, does it also apply to text message utilization throughout meetings?"

Legal Counsel Velto stated that, "It does cover the area of text message utilization, in some situations if a Trustee is seen utilizing their cell phone during a meeting, the messages during that time could be requested through a public records subpoena."

\*\*Trustee Murphy left the meeting at 3:36pm, the vote will change to 4-0 moving forward.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

Trustee Kjer motioned to approve The Resolution #12-2021 of Board Norms and Procedures of Board Meetings as presented. Trustee Felton seconded the motion. Motion approved 4-0.

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

**Discussion and possible action to approve a revision to the 2021 Board of Trustees meeting schedule changing the December meeting to Wednesday, 12/29/21.**

Administration Division Officer Kate Warner

Due to the augmentation and audit needs, it has been requested by our accounting and auditing offices to change the meeting schedule.

Trustee Kjer stated that, "For future meetings, if we could avoid making these adjustments around the holidays for convenience."

Trustee Felton requested for a shorten agenda for the December meeting as a compromise.

Trustee Felton motioned to approve a revision to the 2021 Board of Trustees schedule as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

**19. Report Item:**

**District Division Reports**

**Assistant Chief Bryce Cranch**

**Fleet:** Mechanic Dagenhart has been a huge assistance with our last minute repairs needed along with his ongoing list of to-dos. He was able to replace the transmission in our 1997 Brush Engine 25 in two days with the help of Crew Foreman Brody Zink.

**A Shift:** BC Lucas is overseeing equipment needs and supplies. On top of that, the District has many upcoming and ongoing construction projects he has been proactively working on with TRPA and the building department to can get them going ASAP to bring facilities up to size of our growing department.

**B Shift:** In the ever changing world of EMS, BC Brady has been consistent with our needs and re-certifications, on top of that he has scheduled and overseen 50 standby requests last year for our District, another reason for the proposed rate increases.

**C Shift:** BC Prather developed the testing program and protocols needed to get our Power Crew certified and working with the correct licensing to drive and operate their

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

brush engine; along with all of his ongoing assistance with the fire academy class of 21-01.

**Radio Call Changes:** New radio identifiers for the two Zephyr Crews have been established as Crew 20 and Crew 21. The needs for call signals for FMO Schafer and BC/Crew Superintendent Fogarty have also been established for better radio communication. The District will also be combining our radio transmissions with East Fork to provide more district and situational awareness of the area along with assisting the DC Dispatch center throughout this season of low staffing and limited resources.

Trustee Felton asked, "Are the changes in the dispatch communications a temporary change or a new direction with Douglas County Dispatch?"

Chief Cranch stated, "This shift will help the dispatch office be able to not miss a dispatch call in either district they serve, as well as less duplication and or delays in dispatch response. At 8pm, each station's tones will switch to District only calls."

Trustee Schussel asked, "If we find this isn't working, do we have the option to pull away from Douglas County Dispatch as a whole if necessary?"

Chief Cranch stated, "Throughout this adjustment, the District will be monitoring the change and researching options."

**Acting Fire Marshal Todd Stroup**

**Firework Show Updates:** Firework shows have been confirmed for July 3rd and 4<sup>th</sup>. TDFPD will have standby coverage for both shows being conducted in the casino core.

**UFS Fire Restrictions:** Fire restrictions are in place and the TDFPD will be following those restrictions within our district. Propane and natural gas burners will still be permitted but all wood burning and charcoal or pellet grills and pits are prohibited all season. ALL outside open flame are prohibited during Red Flag Warning days.

Trustee Kjer asked, "How long will that ban be in place and when does it start for our District?"

Acting Fire Marshal Stroup stated, "We have adopted these restrictions and they are currently in place, we expect to review the ban come the end of fire season in October, but we expect it to be in place all season until the snow comes."

Chairman Schussel asked, "What is the difference in fire concerns from shooting the fireworks off in the casino core verse utilizing a barge in the water in years past?"

Acting Fire Marshal Todd Stroup stated that, "The product being utilized is significantly smaller than what is used over the lake. The shell size of these fireworks is made to go off inside arenas and stadiums so it has a very low risk. And of course, TDFPD and



TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 16, 2021

other agencies will be monitoring the area and conditions to help with fire watch in case of any fall out.”

**FMO Keegan Schafer**

**Zephyr Crew:** The Zephyr Crew has already responded to two local fires; one in district up at Van Sickle State Park that was caused by a cooking fire, confirmed by TDFPD Prevention Personnel. The second one being neighboring assistance down at in East Fork County with a small fire on Johnson Lane.

**TRCD Meeting:** Meeting with TRCD, a major funder for our community assistance programs offered such as Community Chipping and our Community Work Days in each of our district neighborhoods.

**Office Manager Kate Warner**

**Investment Policy:** The final Investment Policy, which is one of the Administration Division Goals, will be included in the Consent Calendar for next BOT meeting.

**Investment Meeting With EFFPD:** Staff was able to meet with neighboring agency, East Fork Fire (EFFPD) and receive some guidance as to their experience with the Local Government Investment Pool (LGIP). EFFPD has been investing with the LGIP since they were part of Douglas County and feel it is a very safe and flexible option. After this discussion, the District has decided to apply for the Pool and invest surplus funds currently held with US Bank.

**PRT Audit:** The Post Retirement Trust audit will begin on June 28th; the District audit has been schedule for the third week of September.

**NV PERS:** A few outstanding items with NV PERS are being reviewed by their staff. EFFPD offered to share what they submitted for new wildland positions with Police/Fire coverage. It is the District’s intent to submit for the Engineer/Squad Leader position for the Wildland Fire & Fuels Division.

**Public Comment:** Ann Grant thanked FMO Schafer for presenting the proclamation of the 2021 Wildfire Awareness Campaign with her at the Douglas County Board of Commissioners meeting. The campaign will run May through October 2021.

Confirm next meeting, with a proposed date of **Wednesday, July 21, 2021** with a start time of 2:30p.m.

**Adjourn**

Mikayla Warner  
Fire Board Secretary