

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**January 25, 2017**

**Those Present:**

Chairman Greg Felton  
Vice Chairman Bill Kirschner  
Trustee Ann Grant  
Trustee Kevin Kjer  
Trustee Larry Schussel  
Fire Chief Scott Baker  
Legal Counsel Jason Guinasso  
Assistant Chief Jim Antti  
Battalion Chief Rich Nalder  
Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup

Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Forester John Pickett  
Crew Supervisor Keegan Schafer  
Crew Foreman Matt Fogarty  
Guest Steve Seibel  
Guest Bob Cook  
Guest Marybeth Donahoe

**1. Call to Order.**

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

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Ann Grant. Chairman Felton requested to observe a moment of silence for the Squaw Valley snow patrol officer that was killed earlier in the week.

**3. Roll Call.**

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

Chairman Felton welcomed Ann Grant back to the board.

**4. Approval of the Agenda.**

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

**5. Public Comment.**

Marybeth Donahoe with the Tahoe Resource Conservation District and the Tahoe Fire Adapted Community Coordinator thanked Trustee Grant for the hard work and dedication she has put

in to not only her community of Skyland, but for the whole Fire Adapted Communities program. Donahoe presented Trustee Grant with a Fire Adapted Communities sign to be posted in Skyland.

Forester Pickett thanked Trustee Grant.

Trustee Grant commented that she has enjoyed working with everyone involved in the Fire Adapted Communities Network.

Vice Chairman Kirschner thanked the department for helping Former Chief Guy Moss with ambulance transport. He had his sciatic nerve stitched back together in multiple places and should be on the mend.

Chief Baker added that our medics transported him via ambulance to San Francisco.

Guest Bob Cook also thanked the department for everything that they did to help Former Chief Moss and for a job well done.

Cook stated he was representing Tahoe Douglas Senior Center, who would like to thank Station 24 for keeping the seniors safe and for assisting with snow removal at the center. Currently, the senior center is working on a deficit in their budget, and the TDFPD snow removal efforts are saving the center \$1,100 a year.

Trustee Grant commented that the CERT team training has been lined out with Chief Antti, and thanked TDFPD for helping her plan and train and for all the support.

Chief Baker commented that CERT is attached to the Department of Emergency Management, but we have adopted them and want them to get “above and beyond” training.

Chairman Felton commented that Douglas County has an online survey available until 2/2/2017 for input on their strategic plan, and he encourages everyone to take the survey. His comments were about the fire flow issues in underserved areas of the district. He will provide the link to TDFPD staff and anyone who would like to take the survey, and it is also linked on the Douglas County website.

Trustee Grant commented that the link to survey was sent out in the monthly Douglas County email.

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

Items:

- a. Approval of Minutes 12/14/16

- b. Monthly Expenditures
- c. Board Goals & Objectives – 2<sup>nd</sup> Quarter Update

Trustee Kjer motioned to approve the Consent Calendar as presented. Vice Chairman Kirschner seconded the motion. Chairman Felton commented that he would like to pull Item a. Trustee Kjer withdrew the motion.

Chairman Felton motioned to approve Consent Calendar Items b and c and pull Item a for further discussion. Vice Chairman Kirschner seconded the motion. Motion approved 5-0.

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

Chief Baker commented that on page 2 of the minutes, third paragraph from the bottom, the loan from the Ambulance Fund to cover the Fire Safe Fund has been corrected to the loan from Fire Safe Fund to cover the Ambulance Fund.

Chairman Felton commented that on page 3 of the minutes, paragraph 3, it is stated that Chairman Felton asked a question about sufficient controls and preparation of financials internally. His intent was to ask if we were performing duties ourselves or if we subcontract them.

Chairman Felton suggested the amendment, “if it is a requirement that sufficient controls and appropriate financials are presented internally by the district, or if it is okay to subcontract this work out to an outside company.”

Trustee Schussel motioned to approve Consent Calendar Item a as amended. Trustee Kjer seconded the motion. Motion approved 5-0.

**8. Presentation: Trustee Seibel recognition.**  
Fire Chief Scott Baker

Chairman Felton stated that Steve Seibel has lived in the fire district for 40 years, and joined our board in 2006 and served for ten years. Steve retired from Park Cattle Company in 2007 where he served as Golf Course Superintendent at Edgewood Golf Course for 31 years. He was also the manager of Edgewood Water Company, and serves as a trustee on the Round Hill G.I.D. board.

Chairman Felton commented that for him personally, Seibel has always been sage counsel and asked insightful questions, which has been very appreciated.

Chief Baker thanked Seibel and the board for the opportunity to allow him to serve as Fire Chief. Several retired RHGID hydrants are available to us, so we had one sandblasted and painted as a gift to Seibel with a plaque that reads “*Steve Seibel, Trustee 2006-2016. Tahoe*

*Douglas Fire Protection District thanks you for the dedication and support that you have given our community. Your legacy is a fiscally sound, highly trained, well-equipped fire service agency that serves with great pride and professionalism.”*

Forester Pickett commented that Seibel has meant so much to the Zephyr Crew. It has been an honor to work with him.

Trustee Kjer said thank you, the plaque says it all. Seibel has always had a steady hand, and been helpful to him on the board over the years. He commented that Seibel has been a great force on the board.

Vice Chairman Kirschner reciprocated Trustee Kjer’s comments.

Trustee Grant thanked Seibel for taking a second year as Chairman for her the last time she was on the board while she was too busy to take it on.

Trustee Schussel commented that he was a firefighter here for four years while Seibel was on the board, and thanked him for everything he did during that time as well as all the guidance while serving on the board together.

**9. For Discussion and Possible Action: BOT Election of Officers for 2017.**  
Chairman Greg Felton

Chairman Felton opened nominations for Chairman.

Trustee Kjer nominated Vice Chairman Kirscher for Chairman. No other nominations were made. Trustee Kjer motioned to elect Vice Chairman Kirscher as Chairman for 2017. Trustee Grant seconded the motion. Motion approved 5-0.

Trustee Kjer thanked Trustee Felton for a wonderful year serving as chairman and his hard work.

Trustee Grant thanked Trustee Felton for handling everything so well.

The meeting paused while the gavel was transferred to Chairman Kirschner, who opened nominations for Vice Chairman.

Trustee Schussel nominated Trustee Grant for Vice Chairperson. No other nominations were made. Trustee Schussel motioned to elect Trustee Grant as Vice Chairperson for 2017. Trustee Kjer seconded the motion. Motion approved 5-0.

**10. For Discussion and Possible Action: Appoint Board of Trustees representatives to work on the Board Goals for FY 2017-2018.**

Fire Chief Scott Baker

Chief Baker explained to initiate the budget process, Board Goals and Objectives need to be reviewed and updated. Last year, Trustee Kjer and Trustee Schussel updated the board goals. Chief Baker thanked Trustees Kjer and Schussel for their work.

Chairman Kirschner asked for volunteers for representatives to work on the Board Goals for FY 2017-2018.

Vice Chairperson Grant and Trustee Felton volunteered.

- |  |   |
|--|---|
| <b>11. For Discussion and Possible Action:</b> | <b>Discussion and possible action for Resolution #01-2017 for provisional funding of up to \$1,000,000 of the Post Retirement Trust on or before June 30, 2017 for investment into Retiree Benefits Investment Fund (RBIF).</b><br>Fire Chief Scott Baker |
|--|---|

Chief Baker explained that in the past, the board directed the chief to set up the PRT and then fund it annually to make it sustainable. We have put in \$6,500,000 million, are hoping to get to \$11,000,000 to make it sustainable. These funds are irrevocable, and the resolution directs him to invest all \$1,000,000.

Trustee Schussel motioned to approve Resolution #01-2017 for provisional funding of up to \$1,000,000 of the Post Retirement Trust on or before June 30, 2017 for investment into Retiree Benefits Investment Fund (RBIF). Trustee Kjer seconded the motion.

Trustee Felton commented that the motion is inconsistent with the resolution, and the board needs to be cautious of how they are proceeding with the wording of \$1,000,000 vs. up to \$1,000,000. The return from last year was 15%, and if we get 15% two more years in a row, we will be at \$11,000,000. Trustee Felton cautioned that any money that we put in, we can't get back out, and we shouldn't overfund. He asked if we have enough financial advice at this point to move forward, or if we need to discuss this with qualified professionals.

Chief Baker responded that he supported the funding for this year, but will need to look at it in the future.

Legal Counsel commented that this resolution gives Chief Baker flexibility on his investment, but we would need to change the section of the resolution to match the wording of the motion of "up to," rather than specifically \$1,000,000.

Trustee Schussel commented that he believes we are fine for this year, but he appreciates Trustee Felton bringing up the point that we need to be aware of it. If the board does approve

the investment of the full \$1,000,000 for this year, it will be fine, but in the next two years, they do need to be aware of it and look at it more closely.

Trustee Kjer seconded Trustee Schussel's comments.

Trustee Schussel commented that the funds are available, so we should invest them while we can and back off later if it is needed instead of backing off too early.

Trustee Felton asked what the criticality of approving the motion right now.

Chief Baker responded that we found this topic while we were going through the cash flow, and need to be able to have time to split it up into 6 months rather than 12 months.

Chairman Kirschner asked if it is possible to table this for further review by professionals.

Legal Counsel Guinasso responded yes, they can defer it to another meeting, but they need to be cautious of the time constraints that Chief Baker needs to work in.

Chief Baker commented that we need to budget it, and we don't want to push it past June 30.

Trustee Felton commented that the board could include a caveat that Chief Baker will consult with professionals. He did the calculations, and if we get a 17% return over the next two years, we would be at \$11,000,000.

Trustee Schussel commented that that is not probable that the returns would continue to be strong, and we should not count on that.

Vice Chairperson Grant commented that there is no outside time limit to invest the money to get to the \$11,000,000.

Chief Baker agreed, and said the Trust funding is above and beyond other districts. The fact that it states "up to \$1,000,000" investment provides the flexibility to stop putting funds in at any time.

Legal Counsel suggested changing the wording of the resolution to give Chief Baker the discretion to invest the funds as the district shall determine and can include the direction for him to meet with an advisor and give an update at the next meeting.

Trustee Grant asked if there should be anything in the resolution about the June 30<sup>th</sup> deadline date.

Legal Counsel responded that it is not critical to include it, but we could if we wanted to.

Chief Baker prefers the June 30, 2017 closing date to get this fiscal year caught up, and then on July 1, he can bring a resolution for next year.

Trustee Felton commented that he would like to add “up to” wording to the resolution so that it reads “Resolved further that the Available Funds of up to \$1,000,000 are to be contributed by the District on or before June 30<sup>th</sup>, 2017 to the Trust in such increments as the District shall determine.”

Legal Counsel recommended that the board approve the resolution so that Chief Baker can move forward.

Motion approved 5-0.

- |  |   |
|--|---|
| <b>12. For Discussion and Possible Action:</b> | <b>Discussion and possible action to authorize the Fire Chief to invest up to \$1,000,000 based on Investment Report and Recommendations from Edward Jones.</b><br>Fire Chief Scott Baker |
|--|---|

Chief Baker explained that Wayne Omel from Edward Jones gave us a presentation last month on the Investment Report. Based on his presentation from last time, Chief Baker would like to board to allow him to invest \$1,000,000. We have the funds available, and will invest it as laddered CDs.

Vice Chairperson Grant motioned to authorize the Fire Chief to authorize to invest up to \$1,000,000 based on Investment Report and Recommendations from Edward Jones. Trustee Schussel asked if this motioned included that the investment would be made in laddered CDs. Legal Counsel Guinasso confirmed that the wording of “based on recommendations from Edward Jones” includes the laddered CDs. Trustee Felton seconded the motion. Motion approved 5-0.

- |                         |  |
|-------------------------|--|
| <b>14. Report Item:</b> | <b>Review of Fire District Activities.</b><br>Fire Chief Scott Baker |
|-------------------------|--|

Chief Baker thanked the board and all his coworkers for the outpouring of support and for the help with everything over the last week since his total hip replacement surgery.

Chief Baker recognized Captain Spry, Captain Brady, and Engineer Prather on eleven years of service, Captain Rossi, Captain Green, and Engineer Pratt on ten years of service, Forester Pickett on six years of service, and Firefighter/Paramedics Koeck, Vizzusi, and Dennis on one year of service.

The Commercial Floor Area (CFA) that was presented at a previous meeting has moved forward. The intent of the interested party is to put the money in escrow, and once they get TRPA building approval, the money will move forward. If for some reason the interested party does not follow through or TRPA does not approve the sale, we will continue to own the CFA.

Two great insurance plans were put before us by our broker; one word for word by our contract, and one adjustment plan. Some people stayed with the same plan (80/20) that we have had, and some people opted for the adjustment plan (70/30). Both plans were per the contract, and it is explained in Chief Baker's letter to the Union President, Nathan Johnson that was included in the Fire Chief's report.

Office Manager Warner received a POOL/PACT grant for \$750 for human resources software.

Thank you to Chief Antti and Engineer Reddig for their work with the Fire Academy. We have one firefighter/paramedic, Derrick Bean, participating in the Academy. Bean has been all over the world and has a lot of paramedic experience. If any of the trustees would like to go down to the Academy to observe, let us know and we will make arrangements.

Thank you to Chief Antti for the progress on the Annual Operating Plan. This document covers training and operations objectives for the year, and it has been expanded to include the Fire prevention and Fuels Management divisions.

Production on the new fire engine has been delayed due to substantial flooding at the factory in Louisiana, and the new target delivery date is May. The new design will lower the cross loads, and we are working to condense our needs vs. wants reviewing the extra equipment that we have been carrying on apparatus over the years.

With the recent weather event, Chief Baker acknowledged the Zephyr Crew for their Department of Emergency Management response. Crew Supervisor Schafer and the crew went to Lemon Valley to work on weather related issues. We will be reimbursed by federal grants for this work. We have been keeping track of the weather event assignments, and once the county reaches the budget threshold, we will get reimbursement of approximately \$14,600, thanks to Accounting Specialist Nolting.

We are moving forward with the plan to have all existing plan review submittals scanned by Nevada Blue, and transitioning to electronic submissions only. Fire Prevention will be putting all the pertaining information on our website to advise the public of these changes. This takes the financial burden off the district of scanning the plans after they have been submitted, and transfers it to the individual submitting the plans.

Chief Nalder and Chief Baker met with Australian Station Officer James Wong, who was here researching firefighter air supply issues. Wong will visit several fire agencies around the U.S. and Europe. Wong was very impressed with Tahoe Douglas and Chief Nalder, and gave the district a plaque of appreciation for participating in his research. Chief Nalder did excellent job, and Chief Baker thanked him for his time and attention.

Chief Nalder commented that Wong has been travelling around with Chief Mario Trevino, who was a Chief in Las Vegas, San Francisco, and Seattle and has spent time in Dubai. Wong's fire





The young woman was lying in her hotel bed when she started coughing and stopped breathing. Her family called Harvey's security, and when they arrived, she did not have a pulse and she was not breathing. Security started CPR and hooked up the AED, which prompted them to shock her. They shocked her once and performed two minutes of CPR, and the AED indicated no shock advised, so they continued CPR. When our crews arrived, she had a heart rhythm with troubled breathing. Our crews stabilized her airway and transported her to Barton. By the time they arrived at Barton, she had spontaneous eye and arm movement. She was flown to Reno, and was discharged the next day.

This response is a testament to all the crews, especially Harvey's security, but specifically how the AED program works. Tahoe Douglas has been instrumental in getting AEDs in public spaces, in particular, Firefighter/Paramedic Pettit. She teaches a lot of CPR classes in the area. The patient is from out of the area, so it is unlikely we could get her to come, but we will try to get Harvey's security to a future board meeting for recognition. We will also be attempting to get Cardiac Science, the company that makes the AEDs, to attend that presentation.

Trustee Felton commented that there is a smartphone app that is an AED locator. If you are in a location and you need one, you can use the app to find all of the AEDs near to your location. There is also an app that will alert individuals with EMS training to medical calls near their location.

Chief Antti said that we are lucky that in the last few years, we have gotten a few of these calls and all have turned out fairly well.

It appears that it was a first time seizure for this patient that caused her to arrest, and she had no history of seizures or arrests.

Chief Antti reiterated Chief Baker's invitation for the trustees to come to the academy. Chief Antti goes there about 3 times a week, and said it is best to go in the afternoon. He would be happy to take anyone down there.

NDF has been in the district doing snow removal around hydrants. Today, there are four crews, which is 80 people working in the district. If we had to do it ourselves, they would never be dug out.

Vice Chairperson Grant commented that Firefighter/Paramedic Pettit has taught AED/CPR/first aid to the CERT team, and everyone that has taken CPR in the past has said that FF/P Pettit is the absolute best teacher they have ever had for it.

Chief Antti thanked Trustee Grant for mentioning that, and commented that FF/P Pettit is fantastic at teaching it and she loves doing it.

Chief Nalder commented that the full arrest was B shift crew Captain Rossi, Engineer Darr, Firefighter/Paramedic Vizzusi, and Firefighter Arrate.

## **Pickett**

Forester Pickett has been working with partners at the Tahoe Resource Conservation District, the Tahoe Fire and Fuels Team, and land managers to put the financial and operational systems for funding in place. They are doing an analysis of federal and state regulations on all locations and the appropriations of funding.

We have the opportunity to use some of the funding to hire defensible space inspectors in our districts and potentially bring back the defensible space rebate program. Substantial funding has been allocated, but not appropriated. The region will be receiving \$5,000,000 through SNPLMA for defensible space and \$10,000,000 million for wildland fuels reduction, which will benefit the Zephyr Crew. We are trying to get contract systems in place, and are in front of the process. The focus is on financial health before any spending is happening.

Trustee Grant commented that the rebate program does a really good job of trying to standardize everything around the lake so that districts are not doing different things.

Trustee Felton asked about the funding going to the hiring of more defensible space inspectors since we are currently using the personnel in the department to conduct those. He asked where would we use those people if we hired them, or would this be more to benefit other districts. Forester Pickett responded that it may give us the opportunity to do more inspections, or it could just augment our current efforts. Fuels Management and Fire Prevention enjoy meeting with homeowners and letting them know about our program, so he is not sure how it fits for the fire district. We have a lot to lose if other places in the basin don't follow suit.

Trustee Felton commented that the way we do it is good because it encourages our crews to engage with business owners and residents.

Community work days are a great example of how much we enjoy being out in the community and how much the community enjoys our crews being there. The model we provide is a model for other districts. The additional inspectors may not have additional benefit for the district.

Crew Supervisor Schafer said there are currently no crew members on duty because there is no pile burning to be done, but the crew can be called back if needed to do sandbagging and hydrant digging.

Crew Supervisor Schafer and Crew Foreman Fogarty have been busy setting up classes for both the fire academy and LTCC wildland classes.

**17. Discussion: Confirm next meeting, with a proposed date of Wednesday February 22, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, February 22<sup>nd</sup>, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

Possible agenda items are the potential medical protocol changes and an update on PRT funding.

Trustee Felton asked if Fire Marshal Guevin was involved in the Homewood lodge fire investigation and if a cause of origin had been determined.

Fire Marshal Guevin commented that an appliance in the basement was likely the ignition point, but nothing has been confirmed.

Trustee Felton commented that he appreciates the updates from the division reports because they allow the Trustees to know pertinent information about the district they can't get anywhere else. For example, he did not know that the empty lot in front of Safeway is going to be developed, and he appreciates being kept in the loop.

**Adjourn.**

Chairman Kirschner adjourned the meeting.

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

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