

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
December 19, 2018

Those Present:

Chairperson Ann Grant
Vice Chairman Kevin Kjer
Trustee Greg Felton
Trustee Bill Kirschner
Trustee Larry Schussel
Legal Counsel Devon Reese (via phone)
Fire Chief Scott Baker
Assistant Chief Jim Antti
Battalion Chief Bryce Cranch
Battalion Chief Todd Moss
Fire Marshal Eric Guevin
Office Manager Kate Warner
Administrative Assistant Erin Allison

Forester John Pickett
Crew Supervisor Keegan Schafer
Crew Foreman Matt Fogarty
Fire Prevention Specialist Gina Schuster
Captain Brandon Brady
Captain Brian Zabel
Engineer Ben Pratt
Firefighter/Paramedic Jenny Alustiza
Firefighter/Paramedic Kelly Pettit
Firefighter/Paramedic Brent Tajkowski
Firefighter Ben Arrate
Firefighter Juan Serrano
Guest Bob Hassett

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Chief Baker.

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 Felton motioned to approve the agenda. Trustee Kirschner seconded the motion. Motion approved 5-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Chairperson Grant commented there were many people who opposed vacation home rentals and their environmental impacts during the December TRPA board meeting.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 11/27/18
- b. Monthly Expenditures

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

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Special Recognition.
Fire Chief Scott Baker
Fire Marshal Eric Guevin

Chief Baker introduced Bob Hassett and recognized him for his work supporting our fire boat program through Round Hill Pines. Bob Hassett thanked the department for what we do throughout the community.

10. For Discussion and Possible Action: Discussion and possible approval of Resolution #10-2018 Investment Policy for the Fire District Audit.
Fire Chief Scott Baker

This resolution states we follow NRS for finances and investments. We are doing all things according to state law, but this makes it a Tahoe Douglas policy that we will continue to do so. When we update the administrative policy, this will be rolled into it.

Trustee Schussel motioned to approve Resolution #10-2018 Investment Policy for the Fire District audit. Vice-Chairman Kjer seconded the motion. Motion approved 5-0.

- 11. For Discussion and Possible Action:** **Discussion and possible approval of the 2019 Board of Trustees meeting calendar.**
Fire Chief Scott Baker

The November and December board meeting dates have been moved up for holidays. All other dates are the 4th Wednesday of each month.

Trustee Kirschner motioned to approve the 2019 Board of Trustees meeting calendar. Vice-Chairman Kjer seconded the motion. Motion approved 5-0.

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

Thank you:

- Local 2441
 - Inviting staff to the Christmas party
 - Peer awards for Paramedic of the Year and Firefighter of the Year were created and awarded by Local 2441 – Firefighter/Paramedic Vizzusi was awarded Paramedic of the Year and Firefighter/Paramedic Bean was awarded Firefighter of the Year
 - Children’s Christmas party
 - Coats for Kids at Zephyr Cove Elementary School
- Chief Antti for work on the Standards of Coverage – many of the changes being made throughout the District are based on data work he has done
- Office Manager Warner for work on the Post-Retirement Trust audit and refining our banking practices
- Inspector Stroup for training new Fire Prevention Specialist Schuster
- Type VI committee for working hard to get the department a new asset with the specifications we need

Welcome Back:

- Engineer Norwood, Firefighter/Paramedic Vandover, and Firefighter/Paramedic Kynett, who have all recently been off-duty for injury/illness
- Engineer Darr, who recently completed out-of-state EOD training
- Crew Supervisor Schafer, who has been attending many out-of-state trainings

Current events:

- The Fire Prevention Bureau will be moving to an off-site office and the battalion chiefs will be moving into their office space at station 23
- Standards of Coverage updates – refining data, moving equipment, and moving forward with developing a new Strategic Plan

Training:

- Chief Baker attended an open meeting and labor law training with Legal Counsel Reese
- Fire Prevention Specialist training is ongoing
- EMS and CPR training
- MOST recertification (Mobile Outreach Safety Team)
- Chief Jones has been coordinating with Northern Nevada training chiefs to implement much more joint regional training
- New and promotional testing coming up – thanks Chief Antti
 - New Firefighter/Paramedic recruitment has started
 - Engineer, Captain, and Battalion Chief tests upcoming – due to retirements

Fire:

- All crews have returned from fire assignments, having received great experience
 - Working with workers compensation to follow up on health needs for those who were assigned to the Camp Fire
- The District has received payment for all Zephyr Crew fires for the 2018 season

Audit/Budget:

- Audit has been completed – presentation from Eide Bailly at the January board meeting
- End of the 2nd quarter of the fiscal year – staff will be refining how the remaining half of the year will be spent and planning for the next budget year has begun

Trustee Felton commented that personnel in the District have done a great job supplying information and working with the auditors. He is disappointed that we don't have the audit yet and that an extension had to be requested.

Staff:

- Staff hours are being adjusted to provide availability to the public for all divisions at all times throughout the work day
- Redoing contracts for staff to ensure all personnel are receiving the same benefits

Admin:

- Insurance renewal is complete
- Interviews for Administrative Assistant position ongoing
- Preparing for office moves for Fire Prevention and Battalion Chiefs
- LTCC fire academy fundraiser attended by Warner

Fuels:

- Prescribed burning has been going well and will continue as weather permits

- The Slaughterhouse Creek burn in Glenbrook was successful
- Many training opportunities coming up for crew members
- Forester Pickett has been working on obtaining FEMA grants for cheatgrass problems

Upcoming events:

- New Year's Eve – Sheriff Pierini and Sherriff Coverley will be command for the law enforcement branch and Chief Antti will be command for the fire branch

Other updates:

- Flow testing at Pittman Terrace is ongoing
- The District is assessing the need for a Type VI engine, which is a smaller, more maneuverable brush engine
- Fire Prevention is diligently working on code adoption and vacation home rental issues
- POOL/PACT 101 webinar for governing board members is available and is a great opportunity for the board to find out what they do for us – Office Manager Warner will send out the information

13. Report Item:

Review of Fire District Division Reports.

Battalion Chief Bryce Cranch
Assistant Chief Jim Antti

Cranch

Chief Cranch gave an update on the EMS division including the following topics:

- Importance of EMS
- EMS Steering Committee
 - Quality assurance processes
 - Training
 - Preceptors
 - Ambulances
 - State permitting, inspections, audits, and reporting
- Emerging trends in EMS
 - Stop the Bleed
 - Opioid overdoses
 - Community paramedicine
 - Hazard Vulnerability Assessments
 - Mobile Outreach Teams
- Stop the Bleed – teaching bystanders how to control bleeding emergencies before professional help arrives

- Multiple public companies are providing bleeding control packs at a fee – grants are becoming available to obtain this equipment and training on how to use it
 - Chief Moss and Firefighter/Paramedic Ward are working to get grants to get bleeding control kits into the Douglas County School District
 - The goal is to train the teachers, admin, and other staff at the schools to be equipped to stop the bleed
- End goal is to get funding to have supplies for every classroom and to provide the training for all employees, as well as expand this service to other agencies and community resources

Trustee Schussel asked if Narcan counteracts Fentanyl.

Chief Cranch responded yes.

Antti

Chief Antti attends LEPC meetings as a representative of the District, and they are a source of grant funding for us. Most recently, we have received LEPC grant funding for SCBA masks with thermal imagers in them. Two important things that were discussed at the last LEPC meeting were Pulse Point and CASPER.

Pulse Point is a web-based app for smartphones and tablets. If you sign up and indicate you are a certified CPR provider, a page/notification goes out through Pulse Point when a cardiac arrest comes through dispatch in/around a person's location. It does not function in our area yet, but Douglas County, Carson City, and Lyon County got a grant to implement it.

CASPER – Community Assessment for Public Health Emergency Response

- Done by Quad County Public Health Preparedness
- Assessment technique that uses a survey to gather information about a community
- Douglas County will be going around in May to a select number of households to go through the survey to determine what emergency preparedness, information, materials, and resources are needed
- Goals:
 - Rapidly obtain information about the needs of the community
- How:
 - Face to face interviews – random selection of 210 houses

Trustee Schussel asked if they let residents know when they will be coming around to their houses.

Chief Antti responded yes, there is a huge public information barrage starting in March through service groups, radio, and TV advertising.

- Advantages:
 - General data
 - Timely, reliable, accurate
 - Low cost
 - High response rate
 - Can distribute results/materials to the community
- Impacts:
 - Modify emergency response plans
 - Strengthen preparedness efforts
 - Target communication messages
- Carson City has completed this process and we are reviewing their process and adapting ours based on lessons learned through their assessment

Chief Antti will be on the board that helps decide which questions will be on the survey.

Chairperson Grant commented that CERT met with CASPER already and expressed concern that there are so many homes that are second homes and many people are not here yet during that part of the year.

Chief Antti responded they do not allow help with selection because of the need to have random selection for valid data. Alternates houses are selected and they will go through their list of alternates until they have fulfilled the number of surveys they need.

If you are a part of service organizations you would like Jessica from CASPER to speak to, contact her.

14. Public Comment:

Trustee Felton commented that elimination of 2/3 of records retention as mentioned in the administration division report is great.

Trustee Felton commented he has heard great feedback on new radios and requested a demonstration at a future board meeting.

Trustee Felton commented our logo was visible on a Brave the Shave flyer at his last haircut, which is great publicity for the department.

- 15. Discussion: Confirm next meeting, with a proposed date of Wednesday, January 23, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, January 23, 2019 at 2:30 pm.

Possible agenda items include Goals and Objectives, an update on the Strategic Plan for 2019, and board elections.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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

DRAFT