

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
February 27, 2019

Those Present:

Chairperson Kevin Kjer
Vice Chairman Larry Schussel
Trustee Greg Felton
Trustee Ann Grant
Trustee Bill Kirschner
Legal Counsel Jason Guinasso
Fire Chief Scott Baker
Battalion Chief Todd Moss
Battalion Chief Bryce Cranch
Battalion Chief Ralph Jones
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup

Office Manager Kate Warner
Administrative Assistant Erin Allison
Captain Brandon Brady
Captain Steve Prather
Captain Brian Zabel
Engineer Will Darr
Engineer Jesse McDonald
Firefighter/Paramedic Chad Baker
Firefighter/Paramedic Juan Serrano
Firefighter/Paramedic James Ward
Guest Terry Hughes
Guest Julia Jones

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Vice Chairman Schussel.

3. Roll Call.

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

4. Approval of the Agenda.

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

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Grant commented she met with one of the tenants from the recent structure fire through Red Cross, and the tenant was grateful for our crews saving her home.

Vice Chairman Schussel congratulated Legal Counsel Reese for his election to Reno City Counsel.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 01/23/19
- b. Monthly Expenditures
- c. Financials – 09/30/18, 10/31/18, 11/30/18, 12/31/18
- d. Post-Retirement Trust financial statements

Trustee Felton motioned to approve the Consent Calendar items a, b, and c. Vice Chairman Schussel seconded the motion. Motion approved 5-0.

8. For Possible Action: Consent items moved forward.

- d. Post-Retirement Trust financial statements

Trustee Felton commented Eide Bailly mentions there is an expectation that a management discussion will take place, and this expectation was not met.

Chief Baker responded the timeline was short for this to occur, so there wasn't an opportunity for the PRT board chairperson to do a management discussion. In the future, the management discussion will be submitted.

Trustee Felton commented the PRT audit resulted in the same observation with our financial statements and asked to clarify that it is not a legal issue or a shortcoming.

Chief Baker responded this has been discussed with Eide Bailly and they recommend continuing the process we have been following for year-end government financial statements. It is a deliberate and economic decision.

Trustee Felton commented the report indicates a 1.4 million dollar liability, which is what the earning was in the last year. The expectation is to be fully funded within the next 12 months if things continue as they have, and we need to keep an eye on it.

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

9. Presentation: Employee Recognition.
Fire Chief Scott Baker

Chief Baker recognized the following employees for their years of service:

- Office Manager Kate Warner – 9 years of service

- Crew Foreman Matt Fogarty – 5 years of service

Chief Baker recognized:

- Captain Prather for completing his captain probation.
- Firefighter Serrano for completing paramedic school and pinned him with his Firefighter/Paramedic badge.
- Firefighter/Paramedic Ward for being a member of the Air National Guard, who submitted Tahoe Douglas and Chief Moss for an award as a “Patriotic Employer.”
- The Tahoe Coalition for the Homeless in South Lake Tahoe presented the District with a thank you for filling in for South Lake Tahoe Fire at their homeless shelter.

Captain Bill Romanowitz’s last call is today after the board meeting.

- 10. For Discussion and Possible Action: Adjust Board of Trustee representatives for Board Goals & Objectives and to Chief Baker during negotiations with Local 2441.**
Fire Chief Scott Baker

At the last BOT meeting, the board nominated two members for both the Goals & Objectives and negotiations. We would like to adjust the representatives to be Trustee Felton and Trustee Kirschner as the representatives for Board Goals & Objectives and Trustee Felton and Vice Chairman Schussel as the representatives to Chief Baker during negotiations with Local 2441.

Trustee Kirschner motioned to update the representatives to be Trustee Felton and Trustee Kirschner as the representatives for Board Goals & Objectives and Trustee Felton and Vice Chairman Schussel as the representatives to Chief Baker during negotiations with Local 2441. Trustee Grant seconded the motion. Motion approved 5-0.

- 11. Presentation: Vacation Home Rental Inspection Rate Schedule for the Tahoe Township – 1st reading. No action will be taken.**
Fire Marshal Eric Guevin

Chairman Kjer commented this agenda item is a conflict of interest and was not present during this item.

The District’s Rate Schedule has been adjusted, adding inspection and plan review fees. The inspection costs are for vacation home rental inspections and valued with the intent of cost recovery for the time it takes our inspectors to do the inspection.

Trustee Kirschner asked if the re-inspections will occur annually or if a home does not pass the initial inspection.

Fire Marshal Guevin responded re-inspections will be done in both cases – annually and following a failed inspection.

Trustee Felton asked if the logic behind the value for each rate is based on vehicle rate and personnel time.

Fire Marshal Guevin responded yes, and they are based on FEMA standardized costs for vehicles.

Trustee Felton asked how long it takes to complete an inspection.

Fire Marshal Guevin responded they take approximately one hour, and typically at least an additional total half hour of drive time to and from the inspection.

Vice Chairman Schussel asked if any other districts are doing similar programs and what they are charging for inspections.

Fire Marshal Guevin responded yes, Lake Valley charges \$336 for an engine company inspection of vacation home rentals in their district. North Lake Tahoe and Washoe County are still working through the process. North Tahoe's board put the program on hold.

Trustee Grant asked how many vacation home rentals are in our district.

Fire Marshal Guevin responded there are 480 registered vacation home rentals, but there are more that are not registered, and projections are almost double the current registered number.

Trustee Grant asked if inspections will be on a cycle throughout the year.

Fire Marshal Guevin responded yes, it will correspond with the date the rental was registered with the county. These proposed fees will be starting July 1, 2019.

Vice Chairman Schussel asked if the District feels the cost for the inspection is appropriate for all that involved in each inspection.

Fire Marshal Guevin responded yes, it is a good base and good starting point. We can re-evaluate these rates as needed.

Trustee Felton asked about the new fees for plan review.

Fire Marshal Guevin responded the fees are informational at this time and are based on hourly staff time. Under the State Fire Marshal code, we can charge hourly for all levels of review, but it is something we have not done in the past, which is why it is being included now.

Trustee Felton asked why the Bomb Squad fees for a sweep are \$500 for a minimum of two hours and \$150 for every hour after that, and why it the extra hours are not half of the original rate.

Chief Moss responded these fees are appropriate for the level of service being provided and the numbers were intentionally set at \$500 and \$150.

12. For Discussion and Discussion and possible approval of 2018 International

Possible Action:

Fire Code Amendments for adoption by the Douglas County Board of County Commissioners.

Fire Marshal Eric Guevin

Fire Marshal Guevin reviewed amendments to the International Fire Code, including the inclusion of a definition of a “vacation home rental” and new requirements for sprinkler systems in all new construction and remodels over 3,600 square feet.

Trustee Grant asked if a home changes from a permanent residence to a vacation home rental, does it change from an R1 to and R3?

Fire Marshal Guevin responded R3 is residential and R1 is transient housing, but it does not change because of zoning.

Trustee Felton commented that a section of the ordinance states portable outdoor fireplaces shall not be operated within 15 feet or 348 millimeters of a structure, which is 10 feet.

Fire Marshal Guevin responded the correct distance is 15 feet and that section will be updated accordingly.

Vice Chairman Schussel asked if all homes within our district will be required to have sprinkler systems no matter what the size.

Fire Marshal Guevin responded yes, all new construction will be required to have sprinklers regardless of size as of July 1, 2019.

Trustee Grant asked if they would be required for all remodels too.

Fire Marshal Guevin said yes, if they are adding a new level or exceeding 3,600 square feet.

Vice Chairman Schussel asked what the approximate cost to add sprinklers to a 2,000-3,000 square foot home.

Fire Marshal Guevin responded it is more expensive to retrofit a home than to add sprinklers during construction, but the average cost is comparable to putting in high-end carpet throughout a home.

Fire Inspector Stroup commented it can cost anywhere between \$0.98 and \$2.50 per square foot.

Trustee Felton asked for people who own property in the district and have not yet developed it, is there any liability for the District for changing the code.

Fire Marshal Guevin responded no, it is the International Fire Code. If they have approved plans, they can go forward without the changes, but if they don't have approved plans, they have to follow the new code.

No action needed.

13. Presentation:

Fuels Management 2018 fire season review and 2019

planning and projections.

Crew Foreman Matt Fogarty

Crew Foreman presented a review of the 2018 fire season and planning for 2019 fire season, including: why we do what we do, national and California fire statistics for 2018, extreme fire weather, large fires in Lake Tahoe, permanent fuels management projects in the Wildland Urban Interface, grant balances, total community wildfire protection projects acreage treated, forest thinning and pile burning projects and acreage by project, broadcast prescribed fire, 2019 project areas, curbside defensible space inspections completed in 2018, Compost Your Combustibles, community chipping, 2018 wildfire assignments, and training and development.

Trustee Felton asked the total number of acres in our district that are treatable acres.

Chief Baker responded it is a moving target, but the crew aims to treat 100 to 200 acres per season, and we have consistently done that.

Crew Foreman Fogarty commented there are certain projects that are critical to the Wildland Urban Interface that we make a priority, and we are ahead of the game on those acres. The Forest Service and State of Nevada is also treating acres.

Trustee Grant asked if the Zephyr Crew treats urban lots through grant funds or Forest Service funds.

Crew Foreman Fogarty responded they are completed under Forest Service funds.

Chief Baker commented we will be entering into Good Neighbor Authority agreements where we are contracted directly with the Forest Service for land management on Forest Service property rather than using grant funds for reimbursement.

Captain Brady commented he has spent a lot of time out on wildfires in supervisory positions this year, and has been on some of the same fires as Zephyr Crew. Their reputation is great. They are always one of the crews people are trying to fight for to have on their division.

14. Presentation: Strategic Plan update.
Fire Chief Scott Baker

We have been working on the Strategic Plan with division heads and will be working down through the ranks to get overall department goals and division goals.

Mission: To respond to, prepare for, and prevent emergency situations with care, professionalism, and respect.

Values: Care, professionalism, and respect

Take **care**, do the right thing, and be fiscally responsible

Professionalism through integrity, engagement, cooperation, and commitment

Respect for our community, the environment, our coworkers, and others

Vision: Continued refinement and planning to improve our services and provide for unseen risks.

Assistant Chief Antti, Office Manager Warner, and Crew Supervisor Fogarty presented their division's mission, vision, values, and goals objectives.

- 15. Presentation: Preliminary revenue projections from the Department of Taxation.**
Fire Chief Scott Baker

Chief Baker discussed the preliminary revenue projections that have been received by the Department of Taxation that will be used for budget planning in the next few months. Projections are at approximately a \$630,000 increase, so we will see around a \$400,000 increase. Last year's projections, we came in at \$153,000 more than was projected. We are hoping for about \$500,000, but the final total will depend on abatements and overrides.

Vice Chairman Schussel asked if those numbers include the casinos. Chief Baker responded yes, and the exemption for the Redevelopment Area could be larger, effecting the final amount we will receive.

- 16. For Discussion and Possible Action: Donation of old 3" fire hose to Lake Tahoe Community College.**
Assistant Chief Jim Antti

The District has surplus hose after replacing all of the hose on our engines and Lake Tahoe Community College has a need for the hose for training purposes.

Chief Baker commented Lake Tahoe Community College will be signing a donation agreement releasing Tahoe Douglas of liability related to the hose once the donation has been made.

Trustee Kirschner motioned to direct Chief Baker to declare the hose as surplus and donate it to the Lake Tahoe Community College as discussed. Trustee Grant seconded the motion. Motion approved 5-0.

Guest Terry Hughes thanked the District for continued support of the Lake Tahoe Community College Fire Academy. Without the support of local districts, the Academy wouldn't be where they are today. The Academy has also turned over the wildland section of training to the Zephyr Crew this year, and they are looking forward to continuing to work with our department.

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

Accounting Specialist Nolting thanked the District for all of the support during her recent injury.

The Sustainable Community Advocates report shows things are moving forward with the funding from the Lake Tahoe Restoration Act.

Firefighter/Paramedic Dennis is doing a great job in our EMS division. He created an overall view of EMS call volume for 2018, which included 1,300 patient reports written, 900 patients transported to a hospital or landing zone, and 10,000 miles traveled transporting patients.

The State Fire Marshal report showed an average between 170-200 responses to calls per month for our department as a whole.

18. Report Item: Review of Fire District Division Reports.
Battalion Chief Todd Moss

Chief Moss gave an overview of the hazardous material incident at Zephyr Photonics on January 4, which turned out to be a boron trichloride leak (chlorine gas). It was a full Quad County Hazardous Materials Response. Three haz mat technicians were on duty that day – Lucas, Johnson, and Vandover. Carson City and East Fork responded as well for a total of 12 haz mat technicians on scene. This incident was the first level A entry in Tahoe Douglas history, which means the technicians were fully encapsulated in Tyvek suits to handle the incident and they were able to shut off the leaking valve. Coordination from the Quad County Haz Mat team was seamless and phenomenal.

The three takeaways from this incident were:

- Verify what the “subject matter expert” employees at the facility are reporting
- Trust the Quad County Hazardous Materials Team – the relationship and effectiveness of combined training was evident during this incident and the response was seamless
- Fire Marshal Guevin was instrumental behind the scenes for getting contacts and building inspections records

19. Public Comment:

None.

20. Discussion: Confirm next meeting, with a proposed date of Wednesday, March 27, 2019 with a start time of 2:30 p.m. and possible agenda items.

Meeting confirmed for Wednesday, March 27, 2019 at 2:30 pm.

Trustee Felton will be out of the country, but will try to call in to the meeting.

Adjourn.

Chairman Kjer adjourned the meeting.

Closed Session: Per NRS 288.220, trustees entered into closed session to discuss collective bargaining.

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

APPROVED