

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**May 15, 2019**

**Those Present:**

Chairman Kevin Kjer	Assistant Chief Jim Antti
Vice Chairman Larry Schussel (via phone)	Fire Marshal Eric Guevin
Trustee Greg Felton (via phone)	Fire Inspector Todd Stroup
Trustee Ann Grant	Office Manager Kate Warner
Trustee Bill Kirschner	Administrative Assistant Erin Allison
Legal Counsel Jason Guinasso	Captain Steve Prather
Fire Chief Scott Baker	

**1. Call to Order.**

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

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Kirschner.

**3. Roll Call.**

Chairman Kjer, Trustee Grant, and Trustee Kirschner were present. Trustees Felton and Schussel were present via phone. A quorum was present.

Chief Baker commented the purpose of this meeting initially was to review the tentative budget, but we did not hear back from the state in time to do so. We decided to use this time to go over some issues related to the budget that will make next week's meeting more efficient.

**4. Approval of the Agenda.**

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

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Grant commented CERT was trained on Pulse Point and Stop the Bleed and will be putting up Stop the Bleed containers with equipment next to any AED throughout the district.

Chairman Kjer commented he has attended two Vacation Home Rental meetings, which are going well. Douglas County has decided not to include the Tahoe Fire inspection fee into their fees, so residents

will have to pay separate fees to the county and the District. It will be a 600% increase from last year and a 400% increase for renewals. There will be two fees every year.

Trustee Felton asked if the county would be reducing their fee because they are not doing an inspection.

Chairman Kjer responded no.

Vice Chairman Schussel asked to clarify the county will be charging the same amount of money but not doing anything.

Chairman Kjer responded yes.

Chief Baker commented it will be discussed at the Board of County Commissioner meeting on 5/16, which will include the sprinkler ordinance and a possible repeal of the Redevelopment Area. It would be worthwhile for trustees to attend if possible.

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

Items:

- a. Approval of Minutes 04/24/19

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

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

None.

**9. Presentation: Staffing proposal for changes in the Fuels Management and Fire Prevention divisions.**

Fire Chief Scott Baker

Chief Baker presented a proposal for staffing changes including:

- New staffing plan – new positions, reassignment of duties for positions, and contract work
  - Fuels Management
    - Fuels Management Officer
    - Fuels Supervisor
    - Foreman (2)
  - Fire Prevention
    - Fire Marshal

- Fire Prevention Captain
- Fire Prevention Inspector
- Workflow and revenue
- Salary changes and ranges

Fire Marshal Guevin commented that level three plans typically bring in approximately \$50,000 per year.

Chief Baker commented this is already budgeted for.

Trustee Kirschner asked if Crew Supervisor Schafer will be writing grants when he becomes the Fuels Management Officer.

Chief Baker responded yes, many of which are a basin-wide collaboration. Schafer has been working hard to become acquainted with the grant process.

Chairman Kjer asked if staff will be reviewing and updating job descriptions based on the updates to the positions and staffing plan.

Chief Baker responded yes, and it is currently in progress.

Trustee Felton asked about the distribution of funding sources and the certainty of those, including work in our district and other districts, and what the anticipated stability of those sources and the work are.

Chief Baker responded that SNPLMA grants provide us with great opportunities for reimbursement, and we have staggered our grants and work so there is a steady flow for the next ten years.

- 10. For Discussion and Possible Action:**
- Discussion and possible approval of the interlocal contract with the Department of Conservation and Natural Resources Nevada Division of Forestry in the amount of \$2,240.00 each year for two years, not to exceed \$4,480.00, effective July 1, 2019 for the NDF Wildland Fire Protection Program (WFPP).**
- Fire Chief Scott Baker

Chief Baker reviewed the NDF Wildland Fire Protection Program including:

- Reduction in cost for the plan
- Scope of work
- Services NDF will provide through the program
- Payment and reimbursement

Trustee Felton asked if billing through NDF still allows us to bill for our administrative costs.

Chief Baker responded it is a matter of line items. We bill it into the overall cost of our crew. Each agreement has a different way of paying. We will ensure we get costs recovered in all different ways of

billing under different agreements. Justifying the time it takes for our administration to process the billing is an important aspect of it.

Trustee Grant commented Tahoe Douglas is the only district that will be fully paid through the Nevada Fire Safe Council because billing was done correctly.

Trustee Kirschner motioned to approve the interlocal contract with the Department of Conservation and Natural Resources Nevada Division of Forestry in the amount of \$2,240.00 each year for two years, not to exceed \$4,480.00, effective July 1, 2019 for the NDF Wildland Fire Protection Program (WFPP). Trustee Grant seconded the motion. Motion approved 5-0.

**11. Public Comment:**

Trustee Kirchner commented he has heard that insurance companies are not providing fire insurance in the Basin.

Chief Baker commented many times insurance companies will do blanket notices. The District will write letters and provide defensible space inspection sheets that help clear up insurance issues.

Chief Antti commented staff gets calls approximately three to four times per month from insurance companies asking about proximity to fire hydrants and access to water for properties in the district. Many companies are now asking about defensible space as well, which is an area where our district is leaps and bounds ahead of others. We have a template letter we usually send out with the defensible space inspection and that usually resolves the problem.

Trustee Grant commented CERT will be helping at the Golden Bear evacuation drill Saturday.

**12. Discussion: Confirm next meeting, with a proposed date of Wednesday, May 22, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, May 22, 2019 at 2:30 pm.

Agenda items will include the tentative budget and final budget.

**Adjourn.**

Chairman Kjer adjourned the meeting.

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

**Erin Allison**

DRAFT