

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**May 22, 2019**

**Those Present:**

Chairman Kevin Kjer (via phone)  
Vice Chairman Larry Schussel  
Trustee Greg Felton  
Trustee Ann Grant  
Trustee Bill Kirschner  
Legal Counsel Jason Guinasso  
Fire Chief Scott Baker  
Assistant Chief Jim Antti  
Battalion Chief Todd Moss  
Battalion Chief Ralph Jones

Crew Supervisor Keegan Schafer  
Office Manager Kate Warner  
Administrative Assistant Erin Allison  
Captain Chris Lucas  
Captain Steve Prather  
Firefighter/Paramedic Juan Serrano  
Firefighter/Paramedic Brent Tajkowski

**1. Call to Order.**

Meeting was called to order at 1:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Vice Chairman Schussel.

**3. Roll Call.**

Vice Chairman Schussel, Trustee Felton, Trustee Grant, and Trustee Kirschner were present. Chairman Kjer was present via phone. 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.**

Trustee Grant thanked Bomb Squad members Chief Moss, Captain Johnson, and Engineer Darr for attending the CERT Public Safety Day.

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

Items:

- a. Approval of Minutes 05/15/19

- b. Monthly Expenditures
- c. Equal Employment Opportunity Utilization Report

Trustee Kirschner motioned to approve the Consent Calendar. Trustee Grant seconded the motion.

Trustee Felton asked if the Equal Employment Opportunity Utilization Report includes the Zephyr Crew.

Office Manager Warner responded it includes all applicants and current and seasonal employees.

Motion approved 5-0.

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

None.

**9. Presentation: Employee Recognition.**  
Fire Chief Scott Baker

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

- Engineer Brad Petersen – 12 years of service
- Firefighter/Paramedic Dusty Gooch – 3 years of service
- Assistant Foreman Jared Correll – 1 year of service

Chief Baker thanked all staff for working extra duties and time, including:

- Office Manager Warner for covering many different duties for many different people.
- Accounting Specialist Nolting for working from home.
- Administrative Assistant Allison for adjusting her work schedule while in school.
- Administrative Assistant M. Warner for coming in and helping with administrative duties.
- Assistant Chief Antti for getting testing done for many different positions.
- All Battalion Chiefs for handling their extra duties above and beyond expectations.

**10. For Discussion and Possible Action: Public hearing and possible adoption of the FY 2019-2020 Tentative Budget.**  
Fire Chief Scott Baker

Chief Baker reviewed the Tentative Budget, including:

- Funds
- Employees
- Tax revenues and other revenues
- Expenditures

- Salary and benefits
- Service and supplies
- Capital Outlay
- Negotiations with Local 2441 and the impacts it could have
- Adjustments to strike teams and special event callback
- Augmentations for strike teams
- Transfers out
- Contracts and professional fees

Trustee Felton asked to confirm the Redevelopment Area cost was approximately \$75,000 last year and \$18,000 the year before.

Chief Baker responded yes, it will continue to increase significantly because of development.

Trustee Felton asked to clarify that there is an allowed tax rate versus an actual tax levied rate, but there is a cap in the county. We are allowed to go up to 8%, but there is a total cap for the county, so someone else would have to give up some for us to get some.

Chief Baker responded that is correct.

Trustee Felton asked if the new EOD building is a joint venture between Tahoe Douglas and Douglas County Sheriff's Office.

Chief Baker responded yes.

Trustee Felton asked if the change in the ad valorem for the Fire Safe Community Fund is due to a change in the method of obtaining the money or the budgeting process.

Chief Baker responded it is a change in the logic for how much ad valorem tax goes into each fund.

Trustee Felton asked if a private owner could share cost and use of a standpipe with neighbors if they invest in the Fire Flow Initiative program.

Chief Baker responded there is no final answer on that at this point. People have tried that unsuccessfully, but it could be an option.

Vice Chairman Schussel asked if potential buyers are advised before a purchase that a property is in a zone where the Fire Flow Initiative costs may apply.

Chief Baker responded yes, Fire Marshal Guevin stays on top of that.

Trustee Felton asked if property owners are notified that the District will use their standpipes for fire suppression purposes if needed.

Chief Baker responded yes, that is made clear to all parties

Trustee Kirschner asked if there are outstanding bills for services rendered that haven't been paid in the Ambulance Fund.

Chief Baker responded yes, collecting those funds for reimbursement is an ongoing process at all times.

Trustee Kirschner motioned to approve the FY 2019-2020 Tentative Budget. Trustee Grant seconded the motion. Motion approved 5-0.

**11. For Discussion and Possible Action: Public hearing and possible adoption of the FY 2019-2020 Final Budget.**  
Fire Chief Scott Baker

Chief Baker reviewed changes to the FY 2019-2020 Final Budget from the Tentative Budget including:

- General fund
  - Other revenue – added \$75,000 for expected income for Vacation Home Rental (VHR) inspection fees
  - Change in the total to account for additional \$75,000
- General expenses
  - Unreserved ending fund balance – changes to reflect added \$75,000 for VHR inspections
- Special Services Fund
  - Community Involvement fund – added income of \$5,000 to account for donations
- Ambulance Fund
  - Change to user fees – attempt to make the amount of income to be as close as possible
  - Change in totals

Trustee Felton asked if the Community Involvement Fund changes each year.

Chief Baker responded it stays around the same amount each year because it is funded by donations and events like pancake breakfast, and we use it for scholarships and donations in approximately the same amounts each year.

Trustee Felton asked if there is an expectation that residents will buy in to the Fire Flow Initiative program this year and if that should be reflected in the budget.

Chief Baker responded it is expected for some residents to buy in, but it was budgeted carefully because there is no way to know in advance how many people will choose to buy in.

Trustee Felton asked if the funds for the public safety pier will eventually come from the ending balance of the Fire Flow Initiative Fund.

Chief Baker responded no, it will be paid through the capital outlay funds in the Fire Flow Initiative Fund.

Trustee Grant asked if there is a projected cost for the pier.

Chief Baker responded no, we are not at that stage yet.

Trustee Felton commented in the proprietary fund, the \$75,000 for purchase of equipment should match the net cash for financing capital.

Chief Baker responded it will be fixed prior to submitting the budget to the state. Both should be \$50,000.

Trustee Felton motioned to approve the FY 2019-2020 Final Budget. Trustee Grant seconded the motion. Motion approved 5-0.

- 12. For Discussion and Possible Action:** **Resolution #02-2019 for promotion of the Lake Tahoe Basin Wildfire Awareness Month – June 2019.**  
Fire Marshal Eric Guevin

Trustee Grant, presenting for Fire Marshal Guevin, commented the theme is “Wildfire happens. Is your community prepared?” The Tahoe Fire and Fuels public information team has purchased to-go bags with an evacuation checklist printed on it. There will be many activities during the month around the lake, including screening of a new film, *Wilder than Wild*.

Trustee Kirschner motioned to approve Resolution #02-2019 for promotion of the Lake Tahoe Basin Wildfire Awareness Month – June 2019. Trustee Grant seconded the motion. Motion approved 5-0.

Trustee Felton commented it may be beneficial to approve this resolution earlier than May each year.

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

Chief Baker thanked staff, the trustees, and the Union for their assistance with the budget and the Fuels and Operations divisions for putting on training at the academy.

Fire Prevention plans review is becoming busier.

Defensible space training and inspections are ongoing.

The Zephyr Crew started their season this month and prescribed burning is ongoing.

The Post-Retirement Trust audit is ongoing.

Accounting Specialist Nolting is still out on medical leave, but she will be back to work periodically starting in June.

The Strategic Plan is in progress, as well as planning for the purchase of a new Type VI engine.

- 14. Report Item:** **Review of Fire District Division Reports.**  
Crew Supervisor Keegan Schafer  
Battalion Chief Todd Moss

## **Schafer**

Crew Supervisor Schafer presented on the Collector App and provided a demonstration, which is the new software that is used to gather all defensible space inspection data.

Trustee Felton asked to clarify that for initial inspections, we are not walking the entirety of a property, just observing from the road.

Supervisor Schafer responded yes.

Chief Baker responded we have to be invited on the property to assess the entirety of it.

Trustee Kirschner asked if homeowners get notified of the results of the inspections.

Supervisor Schafer responded yes. Letters are sent pre- and post-inspection.

Trustee Grant asked if we have inspected all properties in the district over the years of this program.

Supervisor Schafer responded yes.

Trustee Felton asked if any of the previous years' inspection data has been entered into the app.

Supervisor Schafer responded no, and it will not be.

Trustee Felton asked how we know if a change of ownership occurs.

Supervisor Schafer responded the Assessor's Office is good about updating the information available through their system.

Administrative Assistant Allison responded we have checks in place to ensure we are mailing to appropriate parties.

Trustee Felton asked if there is a way to change the icons to tell how long it has been since a property was inspected.

Supervisor Schafer responded no.

## **Moss**

Chief Moss presented on EOD grants and training, including:

- Explosive Breaching Class through HSGP grant funds
- Digital X-Ray system and small platform robot
- Titus robot through HSGP grant funds to replace current robot
- Special Operations Training Center – secure location for training and storage for EOD, SWAT, and K9

Trustee Felton asked if the Titus model robot is bigger and better-equipped than the small robot.

Chief Moss responded it is bigger, has better technology, can lift more weight, and has more capabilities in general.

Trustee Kirschner asked if it is possible to use drones for the Bomb Squad.  
Chief Moss responded yes.

Trustee Felton congratulated Engineer Pratt for completing AA degree.

Trustee Felton commented that shredding of 71 boxes worth of paper is outstanding.  
Office Manager Warner responded everything is dated and inventoried and we now have a schedule for shredding on an annual basis. Staff is also more aware of what we are putting in storage and what paper files we could eliminate by maintaining things electronically.

**15. Public Comment:**

None.

**16. Discussion: Confirm next meeting, with a proposed date of Wednesday, June 26, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, June 26, 2019 at 2:30 pm.

Budget augmentation, insurance renewal, the Strategic Plan, a Type VI presentation, and a FY overview presentation are possible agenda items.

**Adjourn.**

Vice Chairman Schussel 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**