

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING

September 25, 2019

Those Present:

Chairman Kevin Kjer
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 Bryce Cranch
Crew Supervisor Keegan Schafer

Crew Foreman Matt Fogarty
Fire Marshal Eric Guevin
Prevention Captain Todd Stroup
Fire Inspector Rowlett
Administrative Assistant Sakuna Rosas
Accounting Specialist Carrie Nolting
Office Manager Kate Warner
Captain Steve Prather
Engineer Will Darr
Firefighter/Paramedic Dusty Gooch
Firefighter/Paramedic Jake Looney

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 Felton, Trustee Grant, and Trustee Kirschner were present. A quorum was met.

4. Approval of the Agenda.

Trustee Kirschner motioned to approve the agenda. Trustee Grant seconded the motion. Motion approved 4-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Grant – on behalf of the CERT team, thanked Captain Green and FF/P Gump who showed the team through the MCI trailer and its contents to better prepare the team in case they need to deploy it.

Trustee Kirschner – attended FireFest and complimented Fire Marshal Guevin and Prevention Captain Stroup on an excellent public education event. He added that the Belfor sprinkler demo, made the point about timing and how little time it takes for smoke and fire to engulf a room/house.

Trustee Felton – noted the different format for the EOD report from Engineer/Commander Darr and the Blood drive collection of 75 units of blood – thanks to Office Manager Warner and ST23 crew who helps set them up.

Trustee Kjer – continues to attend the VHR Task Force meetings, thanks to Fire Marshal Guevin who clearly makes an effort to be there as well, and for his professionalism during the discussions.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Board Meeting Minutes 08/28/19
- b. Monthly Expenditures
- c. Financials – 06/30/19

Trustee Grant motioned to approve the Consent Calendar as stated. Trustee Kirschner seconded the motion. Motion approved 4-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Employee Recognition.
Fire Chief Scott Baker

Jenny Alustiza – 9 years of Service; and her nomination for most Remarkable Woman of South Lake Tahoe.

Sakuna Rosa – new part-time employee, with a project management and IT background and was formerly with Vail Resorts. Office Manager Warner clarified that Rosas will work two days a week, will cover the front desk and focus on project management – new phone system, Point & Pay for electronic payment processing and Strategic Plan tracking.

10. For Discussion and Possible Action: Discussion and possible acceptance of an Assistance to Firefighters Grant (AFG) from FEMA of \$269,647.00 in federal funding with a five (5%) percent required agency contribution for a total of \$283,130.00 for radios and related equipment.
Assistant Chief Jim Antti & Fire Chief Scott Baker

Radios must comply with federal government guidelines, at the time (2009-10) the guidelines were implemented the County purchased a cost effective radio that could meet those guidelines. Those radios were not designed for emergency services, but we made it work. They are no longer supported by the manufacturer, it's tough to get parts and the radios are becoming more and more problematic. Over the past three years, TDFPD has been applying grants for replacements. Former Chief Jones secured a \$75K for the purchase of the new model in 2018, so we have been using that unit

successfully. DCSO also has the new models and they have proven to be very robust and durable. On the new model, the microphone is fully functional utilizing blue tooth technology from the face pieces for the firefighters. With the first grant, we were able to purchase enough units for all front line personnel. Our goal has been for every crew member to have their own radio. This is important because each radio is identified to the individual, so if a distress call goes out on the radio, we can immediately identify the employee in trouble. The entire agency has been trained on the new radios, and we will continue with that annually. Norwood is the Lead on the project.

Trustee Felton clarified that this grant is entirely for handheld units, not base stations or repeaters; and for line personnel, not the Zephyr Crew. All of the wildland fire service uses Bendix-King radios (BKs), so the Zephyr Crew must continue to use that equipment until there's an industry-wide upgrade.

Individual radios will be part of their personal protective equipment (PPE) just like their helmet and will be kept in their bags. Each radio is \$4.5K, so policies will need to be written for use.

Chief Baker reiterated that the proposed purchase of radio equipment mirrors the region and is supported by Do Co Techs for support. He encouraged the Trustees to approve the grant and added that the budget for radio tech line can cover the district commitment.

Trustee Kirschner made a motion to approve the acceptance of the Assistance to Firefighters Grant (FEMA) and the 5% agency commitment (\$13,483) for a total of total of \$283,130.00 for radios and related equipment as proposed. Trustee Felton seconded the motion. No further discussion. Motion approved 4-0.

11. Report Item: Report on a Residential Roof Project.

Fire Marshal Eric Guevin & Fire Chief Scott Baker

Chief Baker asked FM Guevin to lead the update. While traveling on HWY 50, a week prior, FM Guevin noticed shake singles being dropped off roadside, and investigated the situation. Since shake singles are outlawed in our fire district some time ago he had no other option but to issue a red tag, Stop Order. Though his investigation, he learned that Do Co and TRPA had erroneously approved the installation as a replacement for an existing roof. The contractor produced a Do Co building permit for Class "A" wood roof (shake) on the site near Cave Rock. Discussions revealed that there was 250K material special ordered from Canada specifically cut and treated for the job. The contractor had 10 employees waiting/20 more arriving with hotel rooms booked for all these employees. Chief Baker and FM Guevin consulted with the Chairman on the options and their recommendation. Under the circumstances, the contractor was allowed to install the new roof since they were replacing the fire hazard roof that exists, the stakes were treated with fire retardant, installing with special material under the shake that prevents the spread of fire (Class A rated assembly). There was an existing sprinkler system was in place specifically for the roof. The house is a lakefront home that does not have any neighbors to pose a threat to and is blocked by HWY 50. There is an existing fire flow system

in place immediately in front of the house. A precedent is not being set to approve shake shingles in the future, but under these extreme circumstances it was allowed.

Darrin Garrig – roof contractor was introduced and Jesus Deluna, on-site property manager was also present.

FM Guevin also explained his efforts to prevent the issue in the future. The County seeing that it was a replacement, allowed it to slip by. The building department had the exact specifications, which are okay for use in the valley, but not in the lake. No one in the course of the approvals referred the contractors to the fire department. FM Guevin has reviewed the process for a Level 1 plan review, which is counter approved or exempt at TRPA, and reinforced that it must still have FD approval. Also, the existing Inspection Certification Form has been updated to have a line for FD approval which will document the entire process to help ensure that this erroneous approval does not happen again. The other agencies involved apologized.

It was reiterated to the Trustees that there were existing safety provisions in place at the residence which supported the special circumstances for this approval. There are following up meetings scheduled with the Building Department and the County Manager.

12. Report Item: Report on District Activities
Fire Chief Scott Baker

Chief's report has a long list of projects underway in the district:

Operations – completed captain and firefighter testing, evaluations, strike team deployments – as crews and overhead at events.

Fire Prevention – *FireFest* event was successful, VHR inspection process is moving along smoothly, and it was noted that the county code enforcement officer position is vacant for VHR.

Wildland Fire & Fuels – appeal holding up payment for Nevada Fire Safe Council work was denied by the 9th Circuit, so the preceding to distribute the funds will get back on track.

Finances – FY 2018-19 district audit is underway.

Trustee Felton – asked if the CareFlight crew supervisor had been sent the letter (in Fire Chief's report). Chief Cranch confirmed that indeed they had and the patients were grateful that CareFlight and TDFPD crews were competent in providing the care they needed. September 7 was a difficult day – condolences to families of lives lost.

RBIF – Investment - for the Post Retirement Trust last balance was 11.5M.

13. Review of Division Reports
Battalion Chief Todd Moss
Office Manager Kate Warner

Moss

Facilities Update:

- **Asphalt repair** - at all stations with sealing and striping. This was a major project which
- **ST21 landscaping project** – special thank you to OM Warner who guided the project. The project has been completed including lights for the ground sign and flag pole, drip lines, and timers. Plants are native and drought resistant.
- **Light the Night** – September 29- October 6 Stations will be lit up with a red glow to honor firefighters lost.

EOD – plans for new training center - 49 acres with 11 acres usable. Conceptual design plans submitted and are under review. Stake holders meeting for funding options \$8.8M will be the next step in the process. Highlights were reviewed. Location is on Dump Road (Pinenut Road) in the valley. Design includes a large drive through garage which will also house the Douglas County boat and S.W.A.T. vehicles. It also includes an EVOC pad to practice emergency driving techniques; an explosive magazine (bunkered using ATF regulations), plus a classroom and restroom with lockers and storage. It also has an exterior wash station, covered parking and open parking.

Nothing new as far as the bomb building use, it will continue as it exists today so there isn't a concern about existing homeowners with neighboring properties. State Fire Marshal's office may have the grant funds for a regional training tower, which can easily be added in the future. Sheriff's Advisory Council will be updated next month and we are told that there is serious funding interest. Moss stated that they will exhaust all options for funding. Modular design options will allow for future expansion as interest and funding develops.

Warner

Pancake Breakfast – the 8th year of this event, which has enjoyed steady and consistent growth. The district raised \$3000 this year of which \$900 was merchandise sales (prior year was \$1000). To serve over 400 breakfast plates it requires volunteers/other staffing of 30. Typically the Zephyr Crew is available for that support, however they were out on a fire and CERT provided 9 additional volunteers to fill the gap.

Blood Drive – we have been doing the blood drives for 8 years as well. At Station 23, we have collected 1765 units, plus another 400 units from WHS (which Warner oversees) = 2165 life saving units of blood. We are unique in that we are the only business, outside of the Vitalant Clinics, that consistently provides support for Northern Nevada.

ADMIN Strategic Plan Goals Update –

Goal #3... to intertwine the TDFPD culture through our organization. The 2019 FireFest ad that ran in the Tribune was updated to publicize our mission, vision and values. Visuals are in design for all the stations.

Goal #4...to utilize our existing tools and technology to reduce costs and/or improve efficiency. Chief Baker signed an MOU with Local 2441 to scan payroll checks for the union employees. We have been implementing this change in phases with staff employees, then Zephyr Crew and now union members. Cost saving for envelopes which previously delivered the paycheck stubs, and paper savings from our

accounts (only one set, instead of two). Scanning utilizes a feature on our existing Konica Minolta copiers.

HR – Firefighter/paramedic candidates – offers out to 4 candidates which began a whirlwind of pre-employment exams and testing with one candidate out of state and another out of the country. Brief orientation on 10/18/19, and fire academy starts on 10/21/19.

Mechanic candidates – appear before the interview panel and then the fire chief. We have not hired a mechanic for 21 years; East Fork Fire provided a sample of their recent interview process. Moss, Antti and Warner vetted the basic requirements, and will be members on the interview panel with a mechanic supervisor from Reno Fire and Apparatus Committee member, Chief Prather. Antti stressed that the applicant pool was strong, and 8 candidates will be interview.

Trustee Felton asked if the shop mechanic had responsibilities for M24. Chief Baker confirmed yes, where applicable, but we still intend to use Obexer’s Boat Company for regular service needs.

Promotions - for captain and engineer are pending.

Public Comment:

None.

Chief Baker – added a save the date for the Mid-Kingsbury Emergency/Evacuation Meeting, initiated and sponsored by the residents themselves on 10/29/19 at ZCES. Chief Antti and Trustee Grant have been asked to present.

Trustee Grant – Foreman Fogarty rescued Trustee Grant who was had a roadside emergency, took her husband back to get another car while she waited for the tow truck.

15. Discussion: Confirm next meeting, with a proposed date of Wednesday, October 23 @ 2:30 p.m. and possible agenda items.

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

Agenda:

- Change to the date for the monthly meeting – Thursdays @ 3:00pm. A sample calendar will be distributed prior to the next meeting for Trustee review.
- Change the month of Trustee officer elections to December to begin the positions January.

Possible agenda items include: grievance (closed session).

Adjourn.

Chairman Kjer adjourned the meeting.

**Kate Warner
Board Secretary
Tahoe Douglas Fire Protection District**