

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
July 14, 2020

Those Present:

Chairman Greg Felton
Vice Chairman Larry Schussel
Trustee Kevin Kjer

Trustee Ann Grant
Trustee Bill Kirschner
Legal Counsel Alex Velto

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 Bill Kirschner.

3. Roll Call.

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

4. Approval of the Agenda.

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

5. Public Comment.

Dan Boatwright TahoeNow Ventures, LLC (Sierra Colina)

I “attended” your Zoom Board meeting on June 30 and wanted to comment on Agenda Item 10, relating to the District’s fees. I had read the procedure for public comment, but it wasn’t clear that the

time at the beginning of the meeting for public comment would be the only time available. Normally, the public is allowed to comment when a particular item comes up on the agenda. So, I was surprised that there wasn't an opportunity for me to comment on item 10 when it came before the Board.

I understand that currently the fees cover both plan checks and inspections, and are based on the total valuation of the home. It turns out that the average fee we were charged for each home in this phase is about \$1,672. This is way more than I have experienced in other fire districts. It is especially true since we are using master plans for the houses, with many homes built from the same master plan set. (No need to re-review the plan for each house.) In addition, the District at the last meeting increased the fee amounts, so this was particularly relevant.

I certainly don't want to see your district losing money on its plan review and inspections, but I don't think the District should be making money, either. Maybe a more equitable way would be for the home builder to provide a deposit against which the plan checker and inspector could charge their time, assuring that the District is made whole. Or at the very least, maybe there could be a review of the actual costs of inspections and plan checks, and the fees could be more directly tied to those costs.

6. Board Trustee Comment.

Chairman Felton noted that FF/P Jensen received a perfect score with phase two of his paramedic exam.

7. Approval of the Consent Calendar.

Items:

- a) Board Meeting Minutes 06/30/2020
- b) Monthly Expenditures

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

8. For Possible Action: Consent items moved forward. None.

9. Presentation: Employee Recognition

Assistant Chief Todd Moss

Service Recognition:

Firefighter/Paramedic Brent Tajkowski

3 years of service

10. For Discussion and Possible Action:

Discussion and possible approval of a renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$65,572.88 from FY 2020-2021 funds.

Alan Reed, Warren Reed Insurance, Inc.

Wayne Carlson, Nevada Public Agency Insurance Pool

Highlights - the POOL will implement the following changes:

1. the expansion of ordinance of law coverage to include environmental upgrades to buildings; and
2. a new system for insuring emergency vehicles that clarifies automobile physical damage coverage based on agreed upon values; and a new cyber risk coverage form.

There will also be improvement to the wildland fire / weather related loss coverage for our district.

The NV Public Agency Insurance Pool recently adopted a 5 year plan with the intent to give out \$6.9M in grants to various members who will apply through an application process. This program is designed to reduce, mitigate, or eliminate risk - the program has been highly successful in past uses.

The Employee Assistance Program (EAP) has a new provider called "KEPRO", who is also the contract State of NV EAP program contractor. This change expanded member offerings at a 38% cost saving.

Summary of Renewal:

Overall, the District was flat with less than a 1% (\$619.00) increase, thanks to the efforts of TDFPD employees maintaining low risk procedures and prevention techniques and controls, eliminating loss etc.

Trustee Grant asked if the fuel reduction completed in the District and the Defensible Space Program could help reduce the cost of property insurance.

Reed stated that when insurance companies set a policy, it is looked at as a whole, although the county may not be directly impacted due to the reduction taking place.

Trustee Kirschner asked about the Tahoe Douglas Fire's voting rights towards these county policies.

Reed stated that he believes the District is one of the 45/120 NV agencies with policy voting rights. These rights are usually extended to larger risk businesses, counties and state operations.

Chairman Felton asked if the vehicle appraisal center will be a physical location.

Reed said that it will be set up very similar to how it is now for the facilities. In addition, incorporating desktop modeling with appraisal software will help with the timeliness of the process.

Chairman Felton asked if our insurance value on our apparatus is a replacement value or a blue book value.

Reed stated that the insurance value on emergency vehicles is based on an agreed value basis that is pulled from an appraisal system that keeps all the average appraised values.

Trustee Kirschner motioned to approve the renewal proposal as presented. Trustee Grant seconded the motion. Motion approved 5-0.

**11. Presentation:
Stock Market and Investment Performance update.**

Jim Foster, Edward Jones Investments

Foster recapped the District's investments which are currently in three CD with expiration dates of 07-2020, 10-2020 and 03-2021. As these CDs approach their due dates, Foster and Chief Baker review the current market rates and cash needs for the District. All investments are in \$200K tranches protected by the FDIC.

As if July 06, 2020, the District has a total of \$1,694,659 invested holding \$603,284 in CDs and \$1,091,375 in the Money Market.

Chairman Felton referenced the “Our Rates at a Glance” handout, noting there are a handful of bonds that have potentially better rates, why doesn't the District use those and if there is any way to improve the investment percentage?

Foster answered that those bonds are not currently insured.

Legal Counsel Velto will report on investment guidelines for local government at the next meeting.

No action required.

12. For Discussion and Possible Action:

Discussion and possible approval of Resolution #09-2020 which designates five (5) Chief Officers authority to enter into a Cost Share Agreement on behalf of Tahoe Douglas Fire Protection District in the event of major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.

Assistant Chief Todd Moss

This resolution updates the Chief Officers with authority to include newly promoted Chief Brandon Brady.

Trustee Schussel motioned to approve Resolution #09-2020 as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

13. For Discussion and Possible Action:

Discussion and possible approval of Resolution #10-2020 which designates five (5) Chief Officers the authority to sign a Transfer of Authorization “Delegation of Authority” on behalf of the Tahoe Douglas Fire Protection District in the event of a major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.

Assistant Chief Todd Moss

This resolution updates the Chief Officers with authority to include newly promoted Chief Brandon Brady.

Trustee Schussel motioned to approve Resolution #10-2020 as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

14. For Discussion and Possible Action:

Resolution #11-2020 for promotion of the Lake Tahoe Basin Wildfire Awareness Month – July 2020.

Fire Marshal Eric Guevin

Chairman Felton stated that the resolution was being proposed halfway through the month, and asked if the District could get on top of this sooner in the future to more effectively raise awareness to our community members.

Fire Marshal Guevin stated that marketing efforts were timely. July is the height of fire season and the intent of the proclamation is for the Trustees to publically support and acknowledge the effort. Trustee Kirschner motioned to approve Resolution #11-2020 as presented. Trustee Grant seconded the motion. Motion approved 5-0.

15. Report Item:

Review of Monthly Fire District Activities.

Assistant Chief Todd Moss

Chairman Felton congratulated BC Brady on his promotion and his ability to dive into the EMS BC role.

Bomb Squad Commander Darr's report had more activity than usual, mostly due to false alarms and home cleanup projects revealing suspicious forgotten items as many are sheltering in place or are out of work.

AC Moss congratulated the FF/P probationary graduates, Jacob Looney & Shane Gump, on completing their probationary year.

AC Moss presented a summary of the District's efforts during the Numbers Fire that took place in the Gardnerville/Minden Valley. Tahoe Douglas dispatched 28 total personnel and 3 engines to assist our

neighboring agency, East Fork Fire. Chief Moss was assigned to a Task Force Leadership role; Chief Brady was assigned to Division Alpha with trainee Chief Prather; FMO Schafer was assigned to the Division Hotel; and Captain Reddig was assigned as a Dozer Boss. Zephyr Crew was assigned to Division Alpha and was able to work with both Chief Moss & Chief Brady in the field.

AC Moss provided photos of the new fleet vehicles which have been striped, registered and are ready for the field. Fleet additions include a new ambulance (new chassis), Zephyr Crew supervisor vehicle, two Ford Escapes for Administration & Fire Prevention staff, mechanic vehicle, and a new BC vehicle.

District Division Reports

Fire Marshal Eric Guevin

FMO Keegan Schafer

Office Manager Kate Warner

Fire Marshal Guevin

Fire Prevention is preparing for the golf tournament, even with the event being closed to the public, staff will make sure that all the facilities that will be in service are in safe, working order.

Harvey's Tower remodel did experience some construction delays due to COVID-19, but the project is back on track for reopening; and everyone is eager to get inspections done and signed off.

Trustee Kjer asked about any socially distanced events were scheduled for the end of summer/fall season?

Fire Marshal Guevin stated that the market most likely won't see any large events for the rest of the year as a COVID-19 precaution, but he will continue to keep the Trustees updated.

He noted there was some small firework activity over the July 4th weekend, and in most cases the activity was stopped before TDFPD personnel's arrival.

FMO Keegan Schafer

Zephyr Crew spent a week at Numbers Fire; they did a great job and got a lot of good field experience.

Compost your Combustibles - is closed for the season, and was more successful than ever - estimating about 500 tons of fuel collected in total.

Community Work Days - are still underway. After we wrap our scheduled weekends in District, the crews will offer assistance to our neighbors at Lake Valley Fire for a few weekends to help with their fuel reduction.

Chairman Felton asked about the 500 tons compared to the past weigh ins?

FMO Schafer responded based on previous sizes of piles and the amount of transports, he is confident this year will surpass past seasons.

Chairman Felton asked about the process with a chipping request?

Curbside Chipping Program - is available all summer, requests can be submitted on the District's website and requests are usually meet within 4-6 days. Residents can also sign up on the website for Community Work Days assistance, if their neighborhood weekend has yet to pass.

Chairman Felton and Trustee Grant offered any help needed for recruiting fire adapted community leaders.

Office Manager Kate Warner

Administration staff is very busy this month, tackling end of month, end of quarter, and end of fiscal year.

Blood Drive - has been rescheduled for Tuesday, July 21st at the Kahle Community Center and most donors have been rescheduled from the June 30th event that was cancelled. Vitalant was very apologetic about the mechanical breakdown of their vehicle, but they were able to turn everything around ASAP and get it rescheduled.

Website updates - VHR information, VHR FAQ's, and recreational fire topic were all updated for wildland season. New Fees for Service, which became effective July 1 are posted.

Defensible Space Letters - Office Assistant Warner will be sending the second round of D-Space letters at the end of the July after re-inspections are completed.

Actuarial report - all requested documents have been submitted.

Post Retirement Trust Audit – initiates this month, followed by the District audit.

Warner suggested an extended BOT meeting in the future to review new website features.

Public Comment: None.

Confirm next meeting, with a proposed date of Tuesday, August 11, 2020 with a start time of 2:30 p.m. and possible agenda items.

Possible agenda items include:

- Website
- Investment limitations

Adjourn.

Chairman Felton adjourned the meeting at 3:52pm.
Meeting was conducted virtually and recorded.

Mikayla Warner
Board Secretary Tahoe Douglas Fire Protection District