

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**July 26, 2017**

**Those Present:**

Chairman Bill Kirschner  
Vice Chairperson Ann Grant  
Trustee Greg Felton (via phone)  
Trustee Kevin Kjer  
Trustee Larry Schussel  
Legal Counsel Devon Reese  
Fire Chief Scott Baker  
Assistant Chief Jim Antti  
Battalion Chief Rich Nalder  
Battalion Chief Ralph Jones  
Fire Marshal Eric Guevin  
Forester John Pickett

Crew Supervisor Keegan Schafer  
Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Will Morgan  
Engineer Justin Reddig  
Engineer Nathan Johnson  
Firefighter/Paramedic Brent Tajkowski  
Guest Julia Jones  
Guest Aspen Kidd  
Guest Jeff Kidd  
Guest Sean Noyes

**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 Chairperson Ann Grant.

**3. Roll Call.**

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

**4. Approval of the Agenda.**

Trustee Schussel motioned to approve the agenda. Trustee Kjer seconded the motion. Motion approved 5-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Vice Chairperson Grant thanked the Zephyr Crew for their work during Community Work Day in Skyland. They cleaned up the neighborhood and the beach and did a great job.

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

Items:

- a. Approval of Minutes 06/28/17
- b. Monthly Expenditures
- c. Financials – 03/31/17, 04/30/17
- d. Budget Summary
- e. Board Goals & Objectives – 4<sup>th</sup> Quarter Update

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

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

None.

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

Chief Baker recognized Engineer Reddig for five years of service. Engineer Reddig is currently working on his AA degree at Truckee Meadows Community College. He has run two full academies and a modified academy for our new firefighter/paramedic. He was instrumental in the process of outfitting the entire fleet with Large Diameter Hose, changing our initial attack line load and pulls, and with the ordering of the new engine. He is our heavy equipment guru and one of three dozer bosses in the department.

Chief Baker recognized Fire Marshal Guevin, Fire Inspector Stroup, and Operations for the hard work during the Fourth of July events.

Chief Baker thanked:

- The Operations crews for their assistance with the firefighter/paramedic testing in June;
- Everyone who was involved in the recognition of Charles Barkley at the Celebrity Golf Tournament for his donation to Angora Fire recovery efforts ten years ago;
- Accounting Specialist Nolting for the hard work and long hours spent on the end of the fiscal year wrap up and beginning of the new fiscal year work;
- All the crews for their hard work during this unusually high fire season;
- Chief Jones for all the hard work getting training coordinated;
- Chief Nalder for getting all the repairs for the end of the year done on schedule and on budget; and

- Chief Antti for taking over fuels management and handling personnel issues.

Chief Baker recognized Zephyr Crew Members Jered Mondragon and Wade Norberg for their graduation from the LTCC Fire Academy.

Chief Baker congratulated Engineer Johnson for completing Hazardous Device School in Alabama.

Chief Baker introduced new Firefighter/Paramedic Brent Tajkowski. FF/P Tajkowski was working at Cal-Tahoe Emergency Services Operations Authority in South Lake Tahoe. He has a BS and AS from Lake Superior State University, and has previously worked for the Alpena Fire Department (Michigan) and St. Louis County Fire Department (Missouri).

Fire Marshal Guevin introduced GWHS scholarship recipient Aspen Kidd, who is a member of National Honor Society, Academic Club, Key Club, and the Science Bowl, and is a STEM camp mentor and math tutor. She lettered in volleyball for 4 years, has worked as a ZCES teaching assistant and Barton Hospital Nursing Assistant, and has a weighted GPA of 4.38. She has been accepted at UNR as an honors student to pursue a degree in nursing.

The other GWHS scholarship recipient is Zephyr Crew member Kaven Peck, who was on a fire assignment.

**10. For Discussion and Possible Action:**

**Discussion of the Fire Chief's Annual Performance Evaluation and possible approval of the corresponding scheduled step increase according to his contract.**

Chairman Bill Kirschner  
Trustee Kevin Kjer

Trustee Kjer commented that Chief Baker received very high scores and positive comments on the evaluations. Common items in the comments touched on Chief Baker's fantastic leadership skills and his willingness to adapt and try new things to find the real answer to questions. Everyone appreciates what he is doing for the district and the employees.

Chief Baker thanked the board and all staff.

Vice Chairperson Grant commented that she appreciates the cohesiveness of the organization and the support that Chief Baker provides for everyone in the district. It is a great organization, thanks to him.

Trustee Schussel thanked Chief Baker and commented that the district is lucky to have him.

Trustee Kjer motioned to approve the Fire Chief's Annual Performance Evaluation and the corresponding scheduled step increase according to his contract. Vice Chairperson Grant seconded the motion. Motion approved 5-0.

- 11. Presentation: Discussion of Resolution #08-2017 Board Norms and Procedures for board meetings, related functions, and activities. No action will be taken.**  
Fire Chief Scott Baker

Chief Baker thanked Office Manager Warner for drafting the Board Norms and Procedures. It was originally adapted from the Board of County Commissioners with suggested changes from a variety of sources. This resolution is being introduced at this meeting for review over the next month for additions or corrections, and will be up for approval at next month's meeting.

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

Chief Baker recognized Battalion Chief Ralph Jones, Captain Bill Romanowitz, and Firefighter/Paramedic Kelly Pettit for 18 years of service.

Staff has been working on security and outreach with the website and social media, with a focus on the little things that can make a difference. Our I.T. contractor is updating constantly. The District also volunteered to be one of the first agencies to complete a cyber security assessment through POOL/PACT.

This has been a busy time in the district. Crews were recognized at the Reno 1868 soccer game on July 22 for the rescue of the professional soccer player who almost drowned in Lake Tahoe on July 4.

- 13. Report Item: Review of Fire District Division Reports.**  
Battalion Chief Ralph Jones  
Fire Marshal Eric Guevin  
Crew Supervisor Keegan Schafer

### **Jones**

C Shift ran 90 calls last month, including golf tournament standbys and mutual aid calls for local fires. All of our crews are receiving great reviews from the Strike Team Leaders on the different fire assignments. Captain Morgan got a great report coming back from the Winnemucca Ranch Fire near Reno.

One of the most notable incidents was a double fatality motor vehicle collision on Kingsbury Grade on July 4 on the valley side. Engine 21 was second on scene, and Captain Green did an excellent job taking charge of the scene.

Firefighter/Paramedic Gooch completed his probationary taskbook and is scheduled to come off probation by the end of the week.

Captain Green has been working with Chief Moss on the specs for the new ambulance.

Captain Green, Captain Lucas, and Engineer Johnson have been working on plans for the new boat.

Engineer Petersen has been working hard to get the new staffing program, CrewSense, up and running. This program will greatly help the BC's and cut the time they are currently spending on staffing in half. It will also aid the paging system for overtime.

Training this month has included:

- The new engine
- Firefighter stand down – safety, maydays, and self-rescue
- Wildland rescue
- Water rescue
- Multi-company drills to test the different skills they have been training on

Engineer Apple and Firefighter/Paramedic Vandover will be attending a HazMat Technician class in October.

Chief Jones thanked:

- Engineer Johnson for writing the lesson plans and creating efficient training for water rescue;
- Captain Brady for the great job on patient packaging rope rescue training, multi-company drills, and training videos;
- Engineer Reddig for creating a training video for the new engine; and
- Captain Isenberg for completing several months of truck training.

EOD has been very busy with calls and sweeps at the Celebrity Golf Tournament and concerts. They recently responded to Yerington on mutual aid for dynamite and blasting caps.

## **Guevin**

The District continues to work diligently with the Visitor's Authority to get the beach and the lake cleaned up after the Fourth of July fireworks to ensure that all 6,000 lbs of debris is cleaned up. The diver who cleans the bottom of the lake said it was one of the cleanest years he

has seen. The Lake Tahoe fireworks show was rated one of the top five firework shows in the nation, which would not have been possible without the board, Chief Baker, and the permitting process. The permit should be closed by the end of the week.

Sierra Colina has begun building and plans to complete ten units this year. Foundation work will start within the next few months. Tahoe Beach Club has two building foundations in already, and will be building soon.

There is a robust concert schedule this year, and Fire Marshal Guevin thanked Chief Moss for conducting bomb sweeps, Fire Inspector Stroup for conducting inspections, and the crews for standbys.

We have been citing some individuals for blocking fire lanes and fire access in the district. Parking will continue to be an issue because the casino corridor is charging for parking now, but we will continue to monitor the areas and ensure good compliance.

### **Schafer**

The Zephyr Crew hired 14 brand new firefighters this season, which can be challenging. All crew members are thriving and have been doing really well thanks to good training with the staff.

The Zephyr Crew has completed 75 acres of hand treatment in Kingsbury Village at the top of Kingsbury. They are expecting to complete twice, if not more than that, by the end of the season. They will also be using the new tracked chipper on that project.

The crew has treated 80 properties during Community Work Days. Crew Supervisor Schafer thanked Vice Chairperson Grant and Trustee Felton for promoting the program.

The final numbers are not in for the Compost Your Combustibles program yet, but we will have removed well over 500 tons of material again this year.

Early in the season, the fire crew traveled to Utah, Arizona, and New Mexico for their first fire assignment. They recently got back from a two-week assignment on four fires near Reno. They are now out helping East Fork Fire at the Preacher Fire in Gardnerville.

The Crew has assisted with three rescues in the district so far this year. Two of the rescues were on the Tahoe Rim Trail and one was a rope rescue on top of Cave Rock.

They have also been initial attack on a fire on Spooner, a car fire, and a fire in Genoa in the valley.

The Zephyr Crew has a partnership with NDF Helitack and will start sending a crew member down for 1-2 weeks to work on the aircraft. The aircraft have been doing a fantastic job on the

local fires lately, and it is a great experience for the crew members because the crew works closely with Helitack.

Plans are being lined up for fall prescribed burning in Lower Kingsbury, Glenbrook, and Douglas County parks. Burning will not be conducted any time soon, but we are getting the plans in place.

The crew will be losing two crew members to paramedic school, one to the fire academy, and a few to UNR this season.

Crew Member Jered Mondragon is expecting twins and Crew Member Michael Wicks is expecting a baby girl.

**14. Public Comment:**

Trustee Kjer thanked the staff for the written Division reports; they are interesting and informative.

**15. Discussion: Confirm next meeting, with a proposed date of Wednesday August 23<sup>rd</sup>, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, August 23<sup>rd</sup>, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

Possible agenda items include Resolution #08-2017 Board Norms and Procedures.

**Adjourn.**

Chairman Kirschner adjourned the meeting.

**Closed Session: Not needed at this meeting.**

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