

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
April 25, 2018

Those Present:

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

Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Erin Allison
Crew Foreman Matt Fogarty
Assistant Foreman Mike Monaghan

1. Call to Order.

Meeting was called to order at 2:32 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Accounting Specialist Carrie Nolting.

3. Roll Call.

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

4. Approval of the Agenda.

Trustee Kirschner motioned to approve the agenda. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Felton commented that the change in the format of the division reports over the past six months is appreciated. They are well-organized and informative.

Vice Chairman Kjer thanked Forester Pickett for working closely with the Glenbrook HOA. He is doing a great job.

Chairperson Grant commented that Firefighter/Paramedic Gooch taught the CERT team how to exchange and refill SCBA tanks and he is an excellent teacher.

Chairperson Grant commented that she joined the Red Cross with another CERT member, and their first call was to the people who lost their mobile home in the recent fire. He was appreciative that his dog and his boat were saved.

Trustee Kirschner thanked Captain Zabel for teaching the staff and trustee CPR training.

Chairperson Grant commented that the American Heart Association is now distributing blow up CPR manikins to the public.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 03/28/18
- b. Monthly Expenditures

Trustee Schussel 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: Review of the FY 2018-2019 Tentative Budget. No action will be taken.
Fire Chief Scott Baker

The public hearing for the tentative and final budgets will be in May.

Revenues are up, but grants revenues are down because of the SAFER grant.

Staff is taking a new approach on budgeting by looking at items that are over or under budgeted. Strike team reimbursement is an example of a line item that has been under budgeted for in the past. A three year average of actual billing was calculated and a number below that was chosen.

The current focus is on our capital assets. We bought a new ambulance and are putting a new chassi on another ambulance, and we will be on a regular schedule for replacements.

There are always transfers between funds that are discussed every year, such as the Ambulance Fund. All paramedics are assigned to this fund, and a transfer will be necessary again this year.

Succession planning is a focus in the budget process now, and it is a great tool for getting on track and looking forward.

Chief Baker would like the trustees to review the budget throughout the month and come to the May meeting with questions.

Chairperson Grant commented that she appreciates the succession planning and the detail.

Trustee Kirschner asked about the \$48,433 deficit on the Ambulance Fund (pg. 14). Chief Baker responded it is a net change in position – our beginning fund balance for next year. Without it, the beginning balance would be short, but the change will make it even.

10. Presentation: Bomb Squad Fees Rate Schedule – 1st reading. No action will be taken.
Battalion Chief Todd Moss

The Bomb Squad Fees Rate Schedule had not been updated in many years, and restructuring was needed for Explosive Detection Canine (EDC) sweeps and standbys. The Bomb Squad has not charged for sweeps in the past, and it is going to be a means to re-cooperate the time and cost of conducting the sweeps and to show fiscal responsibility.

The changes are:

- Added EDC/sweeps
- \$100 increase in the base rate for minimum of two hours
- \$50 per hour rate increase after two hours
- Removed robot deployment, x-ray, and disrupter – lumped in with the base rate

The Bomb Squad cannot charge for emergency action, and they don't want to discourage people from calling them for their services.

These fees will be for private venues that are asking us for our assistance. DCSO charges for their deputies.

Trustee Felton asked if the fees would be rounded up.
Chief Moss responded he would prefer to round down.

Washoe County does not have these types of fees because they are lumped under police protection, and administration calculates that into their fee schedule.

Trustee Schussel commented that the casinos should completely understand it once it is explained, and it is just the cost of doing business. EDC sweeps are over and above the normal response we are required to provide.

A concert sweep for Harveys requires three EDCs and five or six bomb technicians.

Trustee Schussel asked where the money will go.

Chief Moss responded that it solely goes to Tahoe Douglas. We don't charge Reno if they come to help us with sweeps and they don't charge us.

Trustee Felton asked if Chief Moss believes these fees are reasonable enough that casinos will still use our services.

Chief Moss commented, yes, we are not charging for emergency services.

Fire Marshal Guevin commented that when a venue has a group of that size, they have to have a festival permit. In the permit, it is specified that there has to be EMS standby and an EOD sweep.

Chairperson Grant asked if the EOD sweep is required or optional.

Fire Marshal Guevin responded that it is required unless Chief Moss determines otherwise.

Trustee Felton asked if there is any connection between these fees and the property taxes that have been determined for the RDA.

Chief Moss responded no. Gunner was pilot program. We are getting called all the time for the sweeps from event planners and the venues. They see the benefit, but it is a significant amount of work.

Trustee Kirschner asked how long it takes to do a sweep.

Chief Moss responded that a sweep of Harveys with three dogs takes 45 minutes to one hour. The fewer dogs they have, the more time it takes. The Celebrity Golf Tournament is at least one hour with three or four dogs.

11. Presentation: Administrative Fines Rate Schedule – 1st reading. No action will be taken.

Moved to after item 12

Last year, Fire Prevention encountered a lot of issues that caused us to cite local businesses. If we run these citations through the courts, the DA has to get involved, and it goes on an employee's personal record because we cannot hold a corporation responsible. This practice is not good enforcement or business.

By processing fines in-house, the District will receive the money, the DA and courts will be freed up, and citations will not go on a specific person's record. The court system can still be used if needed. We have cleared the personal record misdemeanors from the 2017 citations.

Our fees would be based on fees set by the State of Nevada Fire Marshal through NRS.

Trustee Felton asked if the first recourse would be to have someone come to the board if they are cited.

Fire Marshal Guevin responded that it is possible that someone could come to the board, but the first recourse would be Chief Baker. They can also go right to the court.

Trustee Schussel asked to clarify that people who are cited have the right to go to the board. Fire Marshal Guevin responded yes.

Trustee Felton asked if these are one time fines, not per day of non-compliance.

Fire Marshal Guevin responded that each day a violation occurs is a separate offense. A person is fined every day until the problem is fixed. Immediate shut downs are possible if there is a life safety danger.

- 12. Presentation: Fire Prevention Bureau update – Vacation home rental program and special events.**
Fire Marshal Eric Guevin

Moved up to item 11

Vacation Home Rental Program

Vacation Home Rentals in the Tahoe Township and Douglas County are managed using Host Compliance. The county is engaging with them to come under contract. Host Compliance has been involved in one hundred leading cities, including South Lake Tahoe and Truckee, and it monitors Airbnb.

An R-3 is a single family residence, and code requires that any residence with 3,600 square feet or more to have fire sprinklers. In these vacation rentals, we are not seeing single family occupancy as a vacation rental.

When a home is used as a vacation rental, it becomes a commercial structure under commercial law. The Fire District is required to inspect all commercial structures, and all are required to have fire sprinklers.

Douglas County has a permit process for vacation rentals. Host Compliance monitors the internet, and has found 1,742 listings representing 1,272 unique rental units in our district. Only 480 of these properties are currently permitted. Of the permitted structures, 302 sleep more than ten people, and the largest sleeps 26 (2 properties). The square footage of these rentals ranges from 850 to 10,000.

Douglas County manages the entire process in the valley. We never see the money from this or the permits and the properties never get inspected.

The valley is not supposed to have vacation rentals, as there is no process for valley homeowners to legally rent their home. Our code only allows it in the Tahoe Township.

The median nightly rate is \$295. Realtors do not want any regulation. It's a selling point to suggest to potential clients to finance the purchase of a home through vacation rental income.

Another issue is that 49% of these units are multi-family homes – one side has a full-time resident, and the other side is a vacation rental. Of the remaining rentals, 29% are single family homes, and 23% are unknown. Ninety percent of the rentals are entire home rentals.

Trustee Felton asked if the requirements are different for people who rent their home for six months to one year.

Fire Marshal Guevin responded that 29 days is the cut off because at that point they are no longer considered transient in nature.

The current code was written entirely to reduce nuisance and did not address life safety at all.

All of the commercial properties in the district are regulated. The taxes for these properties are getting sent to the county. The permit fees for the registered properties are also going to the county. The permit fees should cover the cost of inspections but the county is not doing them.

We have had many issues with vacation rental fires caused by issues with wood burning stoves, chimneys, ducting, egress, stairways, emergency access, smoke alarms, barbecues, smoking, and wiring. There is a dire need to work with the building department and the county on this issue.

We would like to be able to inspect all of these properties for life safety, and for all of them to have fire sprinklers and built in egress from all floors including fire escape ladders.

Monitored alarm systems would ensure that the Fire District would get called automatically, and if a battery is removed from any of the smoke alarms or the alarm system, the owner is notified.

This is especially important in homes with occupancies higher than ten and the homes that are multi-family or attached to other homes/structures.

Fire extinguishers are required at all of these properties by code, but they are ineffective and insufficient for the types of fires that we are seeing.

We need to start working with the county and using Host Compliance to ensure that inspections are occurring before occupancy is allowed.

Chairperson Grant asked if this program would include annual re-inspections. Fire Marshal Guevin responded that the county does not want that, but we do. We are suggesting \$100 for the initial inspection and would charge for the re-inspections as well.

Special events

A new event center is planned for the parking lot at MontBleu on the corner of Loop Road. A parking study was conducted, and found there is excess of what is required for our district.

The casinos needed something to get the larger conventions, and it will be managed by the Lake Tahoe Visitors Authority.

Trustee Schussel asked if the casinos are working together. Fire Marshal Guevin responded yes. They looked at different locations for it. It is not specifically tied to MontBleu or any of the other casinos. It is co-op between them.

It will be a little bigger than the Reno Events Center with an estimated cost of \$1.8 million. It will be able to hold about 8,000 people, which is comparable to Harveys outdoor amphitheater. It will be used for sporting events, concerts/shows, expos, etc. and will be a year-round facility.

Per year, they are expecting:

- 30-45 corporate/association meetings
- 30-40 banquets/receptions
- 25-30 performing arts shows
- 5-10 trade shows
- 5-10 town events

This will greatly impact our call volume.

Currently on non-special event days, we run an average of five to six calls. On special event days, we run an average of nine to fifteen calls, not including our biggest days of the year (Fourth of July, New Year's, etc.). On concerts and Celebrity Golf days, we run an average of nine to thirteen calls.

We will have to change our staffing to accommodate this new events center.

Trustee Schussel asked how the District plans to pay for this staffing increase. Fire Marshal Guevin responded that we will have to look at a different fee structure and may have to increase inspection and standby costs.

The power company is working to repair the vault from the Stateline explosion and replace all switches and transformers.

The switch gear wore out faster than normal. The short-term fix is to take care of the vault and replace the switch, which will cause power outages in the casino corridor. The mid-term fix is to replace the switches over the summer. The long-term fix is to move the switches out of the street and into the casinos.

Trustee Schussel asked if traffic will be a problem all summer. Fire Marshal Guevin responded yes, it is too risky to open the road.

- 13. For Discussion and Possible Action:** **Set a date for the Annual Performance Appraisal for the Fire Chief and select board members to compile results for the Performance Appraisal.**
Chairperson Ann Grant

All trustees will fill out a performance review and return it to Administrative Assistant Allison.

Trustees Schussel and Felton volunteered to compile the results. The performance appraisal will be reviewed at the June meeting on June 27, 2018.

Legal Counsel Guinasso reminded Trustees Schussel and Felton that they cannot discuss the performance appraisal with any other board members.

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

Thank you:

- Warner for the mid-year insurance review and the Standards of Coverage (SOC) coordination.
- Nolting for the work throughout the budget process and updating the CFAA rates.
- Monaghan for his coordination of the Wildland Firefighter Foundation Softball Classic, which raised almost \$8,000.
- Moss for his hard work to get appointed to the Homeland Security Working Group.
- Rossi for assisting with the Captain's test at Lake Valley.

Service Recognition:

Crew Supervisor Keegan Schafer	10 years of service
Accounting Specialist Carrie Nolting	8 years of service
Fire Marshal Eric Guevin	8 years of service

Chief Baker recognized Administrative Assistant Allison, Accounting Specialist Nolting, and Office Manager Warner for Administrative Professionals Day and thanked them for all they do.

Updates:

- Structure fire in Ponderosa Trailer Park – contained to the mobile home and standalone garage. It was already fully involved when TDFPD arrived.
- Bob Hasset (Round Hill Pines) donated a home to us for training – VEIS (vent, enter, isolate, search) training.
- TRPA fire – vehicle explosion in the bottom parking garage. A sprinkler went off, but the vehicle was still on fire. The fire was contained to the vehicle.
- No update on the Verizon ground lease.
- In the middle of SOC – will develop a Strategic Plan based on the SOC once it has been completed.
- Chief Moss was elected to Homeland Security Working Group.
- Father Oliver from Our Lady of Tahoe is retiring and they donated \$50 to us for our assistance with a project.
- Wildland Firefighter Foundation (WFF) Softball Classic – Assistant Foreman Monaghan led and Captain Zabel coordinated the event. Eighteen teams from neighboring departments participated and the Zephyr Crew won first place.
- Kahle Easter Egg hunt went well – thank you to Local 2441 for sponsoring.
- POOL/PACT annual board meeting – presented on peer support and critical incident stress management.
- Governor's annual update on wildland fire – Tahoe Douglas was recognized several times. Our district and North Lake Tahoe are the shining stars for hand crews and fuels reduction in the Basin.
- Legislative Bureau/TRPA Oversight Committee – Forester Pickett presented on the Fire Safe Council with other chiefs. We are staying on top of it and it is still delayed.

- LTRFCA – gathering training chiefs and doing regional training with all departments – we led the way with our neighbors.
- Ed Smith from Living with Fire is retiring – he sends his thanks to our department as a whole and Chairperson Grant for being so active in Living with Fire.
- The Professional Fire Fighters of Nevada met in our district, and it was a privilege to have them here. Chief Baker spoke with them for a while. They work with closely on legislative issues.
- Wildfire Protection Plan with NDF is coming under fire because of the big fire season last year. Membership is expanding and there will be a regional coordinator for a re-write for next year.

Trustee Schussel commented that South Lake Tahoe got a new fire boat and asked how it compares to ours.

Chief Baker responded that their boat is kept in the Keys, and it is a rescue boat only, just like the South Lake Tahoe law enforcement boat. It does not have a pump and is not staffed all the time. Lisa Maloff funded the entire boat for them. North Tahoe is also moving ahead with their boat program.

15. Report Item: Review of Fire District Division Reports.
 Battalion Chief Ralph Jones
 Office Manager Kate Warner

Warner

The actuary report should be ready by the next meeting. RBIF has lowered their discount rate to 7.5% from 8%, and we will be making the same adjustment. Preliminary numbers are great. They asked for 18 more months of data, which has been provided.

A new insurance benefit website is in the works with the new broker and will be launching in the next thirty days with a link from tahofire.org for active employees and retirees.

The SOC has been a huge undertaking. The consultants will meet with 46 different stakeholders in the next three days – 22 employees, four trustees, three outside chiefs, and 17 community members.

The District’s accounting services are being bid out. We are not obligated to do this, but prefer to because it exceeds \$100,000. We have reached out to six companies, and two have said they are not going to bid.

Zephyr Crew hiring is going very smoothly. The crew expanded two additional people and two additional alternates. Physicals are being handled by ARC. They made all the appointments for us and everything is running smoothly. We had a nationwide response to the job posting

because of Administrative Assistant Allison's social media promotion of it, which is a good position to be in. We will have a 32-person crew for the 2018 season. There were 55 new applicants, of which 34 were interviewed, and around 15 returners, though some have since taken other positions.

Board Goals and Objectives objective 4, strategy 3 is to "Identify tools to maximize the use of technology to better serve our residents and keep our employees safe." Administrative Assistant Allison sourced out an online self-serve scheduling site for defensible space inspection appointments and sent out over 600 curbside letters that let our homeowners know this. We will do a demonstration in the future. To schedule, you go onto the website, go to the "Wildland Fire" tab and the "Defensible Space" page and there is a link that takes you to a website that allows you to schedule directly with our inspectors. The system syncs with the inspector's Google calendars and sends out confirmation emails to the inspector and homeowner and reminder emails to the homeowner.

Fire Marshal Guevin recorded new radio messages regarding extinguishers, Wildfire Awareness Month, Remembering When, Reverse 911, social media, and red flag warnings.

This is the ten year reunion of the Zephyr Crew, and there will be an open house on Saturday, April 28th at station 22 to show the new facility. We are expecting 80 people to attend a dinner after the open house.

Jones

Stateline Explosion – April 1, 2018

The explosion covered the entire corridor. The manhole cover was blown off and was in the air for eight seconds, which means it flew 170+ feet in the air. It shattered into many pieces and dented one inch into the asphalt when it landed.

Our crews were toned out at 5:10 am, and by 5:13 am all units were in route. Engine 23 immediately requested for Southwest Gas to respond. Luckily, no cars or people were on the street/in the area at the time of explosion.

CVS' doors were blown off their tracks. The explosion knocked the power out, which caused a lot of fire alarms to be set off. South Lake Tahoe was staged at Stateline and was very helpful with handling the fire alarms.

As Engine 23 was approaching at 5:14 am, the second explosion occurred.

People could hear the explosions up Kingsbury and well into South Lake Tahoe.

DCSO, Southwest Gas, NV Energy, the water company, and the sewer company all responded.

Engine 23 (Captain Morgan) was the first on scene doing scene assessment – no injuries, fire in the vault diminished and smoke clearing, no broken glass.

Other switches were still live, so there was the potential for another explosion. Command had to expand the area of isolation to ensure public, first responder, and utility safety.

There was no damage to sewer or water lines.

Chief Jones met with the casino general managers to secure the scene and close Stateline entrances, egress, and driveways. DCSO got reserves, CERT team, and Search and Rescue to help them. Everyone did a remarkable job and there were no pedestrians on the street throughout the day.

DCSO provided the PIO for the incident. We did a joint press release at noon via social media of the events that were happening and projected timeline.

Only one engine and one ambulance were held on site, and all other TDFPD units were released to the district as normal.

NV Energy had to clean the vault before they could enter it and shut the power down. Power had to be re-routed around the switches and was restored around 10:35 pm.

Southwest Gas did a large area survey and found traces of gas in front of the Hard Rock driveway from a joint that was leaking gas about four feet down in the pavement. They dug a hole in the pavement and found the electrical vault next to the gas leak was filled with gas. They conducted the pipe work while the gas was live. The gas leak was secured about 10:00 pm. This had been an ongoing leak that was found as a result of the explosion, but these were two separate incidents.

NDOT put temporary plates on the road and have been working on it ever since.

Notable items:

- Duty chief on scene 5:00 am-11:00 pm
- EMS and fire alarms all day while this was happening
- No injuries reported
- Full accountability
- Safety was maintained throughout
- East bound route re-opened about 11:00 pm

16. Public Comment:

None.

- 17. Discussion: Confirm next meeting, with a proposed date of Wednesday, May 23, 2018 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, May 23, 2018 with a start time of 2:30 p.m.

Possible agenda items include the actuary report and the tentative budget for approval.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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

APPROVED