

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

Those Present:

Chairperson Ann Grant
Vice Chairman Kevin Kjer
Trustee Bill Kirschner
Trustee Larry Schussel
Legal Counsel Devon Reese (via phone)
Fire Chief Scott Baker
Battalion Chief Todd Moss
Battalion Chief Bryce Cranch
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Forester John Pickett

Crew Foreman Matt Fogarty
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Erin Allison
Captain Brandon Spry
Engineer Will Darr

1. Call to Order.

Meeting was called to order at 2:30 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Battalion Chief Cranch.

A moment of silence was observed for fallen firefighter Branden Varney.

3. Roll Call.

Chairperson Grant, Vice Chairman Kjer, 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 4-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Kirschner thanked B Shift for saving his friend's life on July 4th. He was flown to Renown and is recovering.

Chief Cranch commented Captain Green, Engineer Johnson, Engineer Norwood, and Firefighter/Paramedic Gooch were the personnel on the call.

Chairperson Grant thanked the Zephyr Crew for all of the work in Skyland for Community Work Day and Chief Antti for providing CERT with SCBA tank and harness training.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 06/27/18
- b. Monthly Expenditures
- c. Board Goals & Objectives – 4th quarter update
- d. Financials – 05/31/18
- e. NV PERS FY17 Audit Report

Vice Chairman Kjer motioned to approve the Consent Calendar. Trustee Kirschner seconded the motion. Motion approved 4-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Fees Rate Schedule – Personnel and Equipment Rates – 1st reading. No action will be taken.
Office Manager Kate Warner

Additional changes to our fees for service were recommended for personnel and equipment schedules. Eleven categories need to be changed to match the 2018 CFAA rates in all of our agreements.

Staff will review the rates annually going forward and address any changes as needed in the future.

Chief Baker commented the fire rescue boat fee was for the old boat.

Accounting Specialist Nolting commented our boat does not meet any of the requirements for the existing FEMA rate schedule for boats, so Chief Antti is researching a new rate.

Chief Baker commented there are many different rates, and this was no easy task to break

down the numbers. The rates may be more or less than other agencies, but it is important to look at the big picture of the costs and the services that are provided.

10. For Discussion and Possible Action:

Discussion and possible approval of new pay scales for Zephyr Crew positions. Proposal is for a \$1.00 per hour, per person increase for most positions, which will be commensurate with the salary survey results. This change would become effective on August 5, 2018 and has been budgeted for in FY 2018-19.

Office Manager Kate Warner

The raises are for entry positions up to the assistant foreman position. We requested comparable salaries from other agencies, and regional numbers were received and compared to our rates. Our entry level rate has not changed since the inception of the crew. Crew members know their pay is less than other crews, so adjustments to salaries will help with recruitment and retaining crew members.

Chief Baker commented the new scale will be a sliding scale. We are changing the way we evaluate crew members and ranges, and salaries will now be performance-based.

Assistant Foreman Jared Correll has drafted a new performance evaluation and new point scale.

Trustee Schussel asked if the crew members have been involved in this process.

Office Manager Warner responded Crew Supervisor Schafer and Crew Foreman Fogarty have been involved.

Chairperson Grant asked if the plan is to re-evaluate the rates each year.

Office Manager Warner responded the plan is to periodically look at all positions and job descriptions within each division and make updates as necessary.

Chief Baker commented the District will perpetually look into salary surveys to look for disparities.

Trustee Kirschner motioned to approve the recommended salary range changes for the Zephyr Crew as proposed. Vice Chairman Kjer seconded the motion. Motion passed 4-0.

11. For Discussion and Possible Action:

Discussion and possible approval of a MOU to the Fire Chief's contract with regards to residential distance from a fire station.

Fire Chief Scott Baker

When he accepted the position with TDFPD, Chief Baker moved within the 25 mile radius to meet living requirements. In 2.5 years, he has spent a great deal of time driving to and from Reno, Carson, and Tahoe each day. He has requested to live in Reno until his daughters are out of high school to increase his efficiency and decrease driving time.

Trustee Schussel commented the main reason the fire board is in place is to support the chief, which includes balancing his family life. He fully supported the MOU.

Trustee Kirschner motioned to approve the MOU to the Fire Chief's contract with regards to residential distance from a fire station. Trustee Schussel seconded the motion. Motion approved 4-0.

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

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

- Battalion Chief Ralph Jones – 19 years
- Captain Bill Romanowitz – 19 years
- Firefighter/Paramedic Kelly Pettit – 19 years
- Firefighter/Paramedic Brent Tajkowski – 1 year

The Morgans and Rossis both have new babies, and everyone is healthy and doing well. Both Captains are back to work.

The commercial floor area for Station 22 was approved by TRPA. The funds should be approved at the next TRPA board meeting in August. PDQ was the buyer.

The Standards of Coverage project is moving along. Recommendations will be delivered to us shortly, and the report will be presented at the District's August board meeting. Chief Baker thanked Assistant Chief Antti, Office Manager Warner, and Fire Marshal Guevin for their assistance with the project.

The Lake Tahoe Summit is on August 7 at Sand Harbor. Board members who wish to attend should notify Administrative Assistant Allison.

The TRPA oversight committee met recently, and Chief Baker participated as the MAC chair. The meeting was in regards to actions taken for fire flow issues to present to assemblymen and women from Nevada and California. We are working to get more grant funding for permanent solutions to fire flow issues.

TRCD approved the MOU with Lake Valley Fire Protection District for chipping services. The hope is to grow the program over the next few years to include defensible space and Fire Adapted Communities assistance. Chief Baker thanked Forester Pickett, Crew Supervisor Schafer, and Crew Foreman Fogarty.

The Fire Safe Council lawsuit is on hold again. The contractor filed another late appeal, and the court may or may not accept it. We are standing by.

Legal Counsel Reese commented the lawsuit should come to a close in the near future. The appeal had been filed late, and the trustee has filed a good argument as to why Cross Check should not be allowed another late appeal. There is a cost each time we delay, so we will join the efforts of the trustee to not allow Cross Check to file the late appeal.

The District's current CDs with Edward Jones should be coming due in late August.

Captain Zabel, Engineer Robidart, Firefighter/Paramedic McDonald, and Firefighter/Paramedic Vizzusi were given kudos by a member of the public for their medical response and professionalism during a call at the Post Office.

Retiree Jim Hardison sent a thank you letter regarding Office Manager Warner's assistance with insurance.

Trustee Kirschner asked what the expected income from the commercial floor area sale is. Office Manager Warner responded it will be around \$100,000.

Trustee Kirscher asked if Station 22 could be redone to become a full fire station in the future. Chief Baker responded for a fire station, the suggested acreage needed is one to two acres. There are TRPA restrictions that make Station 22 a very difficult location to expand on, especially with the traffic from the Kingsbury stoplight. Other properties would be better. The new event center is a great opportunity for us to look into an additional fire station in the casino corridor, but the lack of available land is the issue.

13. Report Item: Review of Fire District Division Reports.

Battalion Chief Todd Moss
Office Manager Kate Warner

Moss

Full inspections of each of the fire stations are underway. Lists of items to be taken care of are being created and the Captains are working through them.

Station 21 has been completed with the following items needing to be addressed:

- Maintenance: grounds, lights, roof, and gutters

- Brick on the inside is deteriorating. Crews are scraping and repainting one of the rooms and looking at options for work benches.

Utilizing the crews to complete the necessary work saves the cost of contractors and gives them more responsibility of their station. Chief Moss thanked the crews for the input and the hard work. Inspections of all stations will be completed in the next few months.

Warner

Administrative Assistant Allison has volunteered to take the lead for Pancake Breakfast again this year. She has been entering defensible space inspection data. Second letters have gone out to homeowners. She has been assisting with workspace updates at Station 24 for the BCs, including additional workspaces for the Captain and general workspaces in the common areas.

Accounting Specialist Nolting has been completing end of fiscal year duties, quarterly grant reporting for all ten current grants, and challenging strike team billings. She also has completed two of the most complicated pay periods during the year due to rate increases, sick/vacation buyouts, strike team, and overtime for events and strike team coverage.

AleworX and Joe Aces are new businesses opening and the District will reach out to them.

There is a new pastor at Tahoe Catholic Church and a new priest at Our Lady of Tahoe. We will set up coffee meet and greets with Chief Baker.

The District is continuing to work on verifying the contact information for GIDs and HOAs. Administrative Assistant Allison merged three lists with old contacts, and the list will be reviewed with Forester Pickett, Fire Marshal Guevin, and Chairperson Grant to get a clean, updated list and initiate contact with the groups.

Several organizations have asked for donations from the District recently, and pancake breakfast baskets have been provided.

There will be a ribbon cutting ceremony for Round Hill Pines on July 30 and 11:00 am. The area has been completely redone with new buildings, patio, bars, grill, ice cream shop, and increased parking.

There were several public education items carried over on the Strategic Plan. Principal Esquivel at Whittell is receptive to a standard curriculum for the middle school and high school, with topics including: CPR, AED, fire extinguishers, Reverse 911, basic first aid, and vaping risks.

Three Zephyr Crew members have been hired mid-season. All were recommended by instructors at LTCC or former co-workers, and one was a rehire from a few years ago.

The District is bidding out accidental death and dismemberment insurance benefits for the Zephyr Crew.

Several retirees who travel a lot have had issues with insurance uses in different states and out of network. All issues have been resolved.

There are 36 retirees or spouses on the Medicare program, with six going to Medicare in 2019 and thirteen going in 2020.

POOL/PACT provides a template for annual updates to the Personnel Policy, and that project will be underway shortly. They are also providing more e-learning opportunities, including anti-harassment and safe and sober workplace training.

The District is working with the Douglas County School District to get grant funding to train staff and provide emergency packs in case of a school shooting. The proposal is for \$40,000 worth of equipment. Tahoe Douglas and East Fork Fire would provide training to school personnel and teachers. We have proposed to start the program at the lake schools.

The District is looking into heart saver tones and POOL/PACT grant funding to pay for them.

The District has not used POOL/PACT scholarships recently, and will be looking at opportunities to do so.

The new ambulance has arrived and has been put in service as R23. This was a re-chassis of an existing ambulance. Office Manager Warner thanked Chief Cranch, Captain Green, and Firefighter/Paramedic Dennis. It is a major cost savings to the District to do a re-chassis rather than buying new. Captain Green is doing a great deal of work and a great job getting Firefighter/Paramedic Dennis involved and trained on the process.

Chief Baker commented in the board norms, it is specified that when the board directs its members to go out in public to events, the approval of the entire board is needed. Board discussed and approved wearing district polo shirts to the Round Hill Pines ribbon cutting and the Pancake Breakfast.

14. Public Comment:

Chairperson Grant commented she saw the construction of the Pittman Terrace standpipe. Fire Marshal Guevin commented they are on schedule. Chief Baker commented it is the second operational standpipe since inception of the Fire Flow Initiative program, with the other at the Scagliotti residence.

Vice Chairman Kjer asked if crews are out on fires. Chief Baker responded the Zephyr Crew just returned and completed their two days of rest and recovery. Brush 21 is deployed in Susanville. All overhead is back now, but have been out quite a bit.

15. Discussion:

Confirm next meeting, with a proposed date of Tuesday, August 21, 2018 with a start time of 2:30 p.m. and possible agenda items.

The Lake Tahoe Summit will be held August 7, 2018.

Meeting confirmed for Tuesday, August 21, 2018 with a start time of 2:30 p.m.

Possible agenda items include Standards of Coverage.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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