

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
August 21, 2018

Those Present:

Chairperson Ann Grant	Captain Steve Prather
Vice Chairman Kevin Kjer	Captain Bill Romanowitz
Trustee Greg Felton	Captain Brian Zabel
Trustee Bill Kirschner	Engineer Kevin Crebs
Trustee Larry Schussel	Engineer Will Darr
Legal Counsel Devon Reese (via phone)	Firefighter/Paramedic Jesse McDonald
Fire Chief Scott Baker	Firefighter/Paramedic Brent Tajkowski
Battalion Chief Ralph Jones	Firefighter Ben Arrate
Battalion Chief Bryce Cranch	Guest Scott Prather
Fire Marshal Eric Guevin	Guest Kurt Latipow
Forester John Pickett	Guest Gayle Latipow
Crew Supervisor Keegan Schafer	Guest Joe Parrott
Office Manager Kate Warner	Guest Andrea Hobi
Accounting Specialist Carrie Nolting	
Administrative Assistant Erin Allison	

1. Call to Order.

Meeting was called to order at 2:30 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. Trustee Felton seconded the motion. Motion approved 5-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Kirschner commented the standpipe at Pittman Terrace is in service and construction on the standpipe at Galilee will be starting soon.

Chairperson Grant thanked Fire Prevention for addressing issues with properties in Skyland.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 07/25/18
- b. Monthly Expenditures
- c. Financials – 06/30/18

Trustee Felton 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 2018 Standards of Coverage report.
Fire Chief Scott Baker
Kurt Latipow, ESCI

Guest Kurt Latipow and Guest Joe Parrott presented the 2018 Standards of Coverage report. The report includes community risks, response resources, deployment strategies, and service levels.

Trustee Felton requested clarification as to a minimum of 12 or 15 firefighters on duty daily. Chief Baker commented that in the past, the District regularly staffed with twelve firefighters and increased staffing if needed. We are currently staffed with 14 firefighters and one Battalion Chief, which makes 15.

Trustee Felton commented the report says the 26% increase in calls is driven by an increase in EMS calls, but the graph shows most of growth is in the “other” category. Parrott responded it is both.

Trustee Felton commented for the workload graph, the numbers shown are the sum of Engine 23 and Rescue 23, but they are out concurrently. This means the total for the two is 5-6%, not 10% because they are out together. Parrott will look into it.

Trustee Felton asked if the response forecast is driven by population data.
Parrott responded no. There is not good population data for this area. This was based on growth rates in the past.

Trustee Felton commented the population growth graph says 0.4% growth, which doesn't match the population forecast graph, which is around 4% growth.
Parrott responded tourism and transient population is not included because the hard numbers do not exist.

Chairperson Grant asked which stakeholder made the comment that the medical protocols are weak.

Latipow responded a doctor who works in both NV and CA and would like to see the ALS protocols be more robust.

Trustee Felton asked where the recommendation for number of personnel needed for responses came from.

Parrott responded it was the District's target, which was compared to national standards based specifically for our community.

Trustee Felton commented the recommendations for emergency event response levels includes technical rescue for trench, which we do not provide.

Parrott responded it is included as an outside resource.

Trustee Felton commented there is a time gap in when the pre-alert for calls is activated and when the tones go off.

Chief Baker commented the difference is the time they are looking at is from when the tones go off to when the units say they are en route.

Parrott commented dispatch time was used for data analysis.

Trustee Felton commented during the day, everyone is awake and listening, but at night, nothing goes off until tones come through.

Captain Zabel responded most Company Officers report dispatch time as the tone time, not the pre-alert time.

Trustee Kirschner asked if Douglas County Dispatch also dispatches Douglas County Sheriff's Office.

Parrott responded yes, they dispatch several fire and law enforcement agencies.

Chairperson Grant asked if dispatch has fewer personnel on duty at night.

Parrott responded typically, yes.

Forester Pickett asked about the response time as the ambulances are returning from transporting a patient to Barton Hospital.

Parrott responded they did not look at that.

Forester Pickett asked if there is a staffing recommendation in accordance with that. Parrott responded yes.

Chief Baker commented that standards set for travel time are with no traffic/weather/events to slow response time.

Trustee Felton asked if it would be possible to overlay the actual response times with the standard response times.

Parrott responded the response time graph shows that. A deeper analysis is needed to look at why there are slower response times. Traffic and weather are a major factor in this district.

Trustee Felton commented there is no analysis that determines response times between the different stations or between the shifts.

Parrott responded it would be interesting to look at, but we don't currently have the data for it.

Trustee Felton asked why for some standards, the recommendations can be relaxed, but for others, we need to tighten up, such as the call process time.

Parrott responded the dispatch center can do better.

Chairperson Grant asked if there was a reason dispatch did not meet the standard.

Parrott responded they said they are an accredited dispatch center and the numbers match their business expectations.

Trustee Felton asked what dispatch centers are examples of the "golden standard."

Parrott responded Spokane, Washington and Salem, Oregon.

Trustee Felton asked about in-cab addressing, since there is only one way to get to most places in this district.

Chief Baker commented in-cab addressing is what would allow the crews to mark their own time on scene which could reduce time to scene as well.

Chief Baker commented MDC is a tool to help us get more accurate data, not a tool to fix the problems with response time.

Trustee Felton asked if it is possible to move station 23 to the casino core with the same equipment and same crews.

Parrott responded that would leave a gap in district 23, and it would not be sufficient manpower. It is possible to look at expanding incrementally, and modeling a few locations is possible.

Trustee Felton asked if there is pre-emptive equipment on the engine lights to turn stoplights green as the engines approach.

Chief Baker responded we have Opticom now.

Trustee Felton responded the report says we do not.

Captain Zabel responded almost every signal in the district can be activated with Opticom.

Trustee Felton commented the recommended goals are aggressive, and suggested to improve performance and create realistic goals to strike the right balance.

Trustee Felton asked if the District has all of the data that was analyzed for this report. Parrott responded yes.

Chairperson Grant asked if Opticom is owned and managed by NDOT, and whose responsibility is it to maintain and upgrade.

Latipow commented it would take coordination with NDOT because they own the highway. It would also be a challenge when looking into who owns the equipment/is responsible for maintenance, as they could be an unwilling partner.

Trustee Felton commented the County programs the stoplights.

10. For Discussion and Possible Action: Fees Rate Schedule – Personnel and Equipment – 2nd reading. Recommendations to match CFAA rates on agreements.

Office Manager Kate Warner

CFAA rates are what we are trying to match. There are twelve changes, including:

- Handcrew response rates
- Fire Prevention Administrative fees – moved to Appendix 2, Appendix 3 deleted
- Page 15 – current billing rates TDFPD is using and hourly vs. day rates
- Page 16 – Appendix 2 was EOD invoice, and that document was no longer needed

Trustee Felton commented on the fee structure on page 15, the boat fee has not changed. Office Manager Warner responded Chief Antti is researching what it costs for the boat to go out, but we are not ready to change it at this point.

Trustee Felton asked why our boat does not meet any of the descriptions in the FEMA rate schedule.

Accounting Specialist Nolting responded there is an extensive list of types of boats, but our boat didn't meet the specs of those boats, and Chief Antti is looking into it further.

Chief Baker added we are looking into the actual cost to send the boat out vs the FEMA rates.

Trustee Felton asked if most of rates in Appendix 1 are actual costs.

Accounting Specialist Nolting responded the personnel rates are based on the Cal Fire assistance agreement at a hourly wage x 1.5 increase to bring us up to the equivalent we charge for CFAA rates and we will update annually.

Chief Baker asked to clarify the EOD rates.

Office Manager Warner responded they are in the rates on page 15 under equipment, we just eliminated the appendix. That form was created for invoicing, but Quickbook invoices have replaced it.

Trustee Kirschner motioned to approve Resolution #09-2018, amending the Fire District Fees for Service rate schedule effective September 1, 2018. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

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

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

- Engineer Kevin Crebs – 21 Years of Service
- Fire Inspector Todd Stroup – 5 Years of Service

The Lake Tahoe Summit did not have the normal attendance. It was a great Summit, and they intend to keep fire and prevention as the major factors to Keep Tahoe Blue. Spending is not occurring, but the support for the funding is there.

Pancake Breakfast is September 1, 2018. Administrative Assistant Allison will be posting a promotional video in the next few days.

Vacation Home Rentals have seen an increase in incidents. The inspection program has progressed through the County without our input, but we continue to attend meetings to have a presence and to get our life safety inspections accomplished.

The District's current strike teams are:

- Captain Brady – Division/STEN – Rabbit Fire
- Engineer Reddig – Heavy Equipment Boss
- Firefighter/Paramedic Dennis – Line paramedic
- Brush 21 – Captain Spry and his crew

The District has created a Fire Prevention Specialist position for concerts, events, inspections, and crowd control at events. This will be an entry level position for defensible space inspections and crowd control, and will train to do further inspections. More updates will be provided as they are available.

The CDs with Edward Jones have come due. Strike teams are an expense on the District until we get reimbursed, and we currently have \$650,000 in outstanding billing. This is why we ladder CDs, and we will be doing it again in the future.

Trustee Felton asked if hiring a Fire Prevention Specialist would help the District in cost recovery for the expected revenue that was recently lost in the casino core. Chief Baker responded yes, there are administrative fees and fines for inspections and violations. We are moving towards charging for event standbys, and fire prevention is now charging for their time for events.

12. Report Item: Review of Fire District Division Reports.
Battalion Chief Ralph Jones
Crew Supervisor Keegan Schafer

Jones

The water rescue group completed a three-day training class conducted by the Cal Maritime Academy, which included all systems on the boat and the fire pump. Personnel have taken significant time to determine the capabilities of the boat and how those can be best used in our district. Piloting training is extensive and includes shoreline navigation.

As of August 20, 844 man hours of training have been logged.

Both Bitlers and Pittman Terrace standpipes have been pumped by our boat, and we were able to pump 1,700 gallons per minute when connected.

Rocks in the water are creating issues. Access points between some boathouses and piers is tight. The water rescue group is coming up with plans and SOP'S to determine best courses of actions, including using technology to determine where these hazards are.

Trustee Schussel commented the lake level is high, and access will become even more difficult when the water level drops.

Trustee Felton asked if it is possible to put a standpipe at the end of a pier. Chief Jones responded it easier to beach the boat and run hose because it serves as an anchor. It is difficult to keep the boat in one place in the middle of the water.

This summer, the boat has been out on several calls, including:

- Firework barge fire
- Full cardiac arrest on the MS Dixie – able to dock in Camp Richardson
- Searches for missing persons – interjurisdictional

- Victim with leg stuck in rocks in Skunk Harbor

Current challenges include finding a place to moor the boat for the winter, fuel costs, and routine maintenance.

The ultimate goal is for all line personnel to participate in training and eventually get all line personnel trained to pilot the boat.

The District is working on a demonstration for the trustees, BOCC, and community members and will update when a date has been determined

Schafer

The Slaughterhouse Creek project is experimental and is going well. The main focus is heavy vegetation on both sides of The Back Road. This is a difficult environment that could carry big fire into the Glenbrook community.

The creek has been rerouted, and there are culvert and beaver issues that have been ignored for years that are now leading to flooding issues and West Nile virus.

Pickett secured grant funding from NDF and prescribed burning was conducted last winter for the old and decadent fuel that was available. Blow torches were used instead of drip torches, but it is hard to burn on site because it is very thick and wet.

This project has presented unique dynamics the crew does not normally encounter. The process has been cutting everything down to the ground except the live willow and aspen, which is a challenge because of the thickness, but browning of the willow is getting better.

Mike Setti is bringing cured fuels in and the crew will try to burn in the winter. The project has been approved by TRPA with the goal of restoration.

Chief Baker asked how the piles are being dried out.

Crew Supervisor Schafer responded an excavator is used to aerate the piles. He builds cribbing underneath the piles so they will burn.

Forester Pickett commented this is the only way to do this right now because of laws regarding wetlands. The crews are not killing anything, only restoring natural processes.

13. Public Comment:

None.

14. Discussion: **Confirm next meeting, with a proposed date of Wednesday, September 26, 2018 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, September 26, 2018 with a start time of 2:30 p.m.

Possible agenda items include updates on the 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**