

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**June 26, 2019**

**Those Present:**

Vice Chairman Larry Schussel  
Trustee Greg Felton (via phone)  
Trustee Ann Grant  
Trustee Bill Kirschner  
Legal Counsel Jason Guinasso  
Fire Chief Scott Baker  
Assistant Chief Jim Antti  
Battalion Chief Todd Moss  
Battalion Chief Ralph Jones  
Crew Supervisor Keegan Schafer  
Crew Foreman Matt Fogarty  
Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup

Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Will Morgan  
Captain Steve Prather  
Captain Brian Zabel  
Engineer Will Darr  
Engineer Ryan Sanders  
Firefighter/Paramedic Shane Gump  
Firefighter/Paramedic Jacob Looney  
Firefighter/Paramedic Marc Rancourt  
Firefighter/Paramedic Brent Tajkowski  
Guest Steven Romero  
Guest Allen Kalt

**1. Call to Order.**

Meeting was called to order at 1:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Kirschner.

**3. Roll Call.**

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

**4. Approval of the Agenda.**

Trustee Kirschner motioned to approve the agenda. Trustee Grant seconded the motion. Motion approved 4-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Kirschner welcomed new Firefighter/Paramedics Gump, Looney, and Rancourt.

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

Items:

- a. Approval of Minutes 05/22/19
- b. Monthly Expenditures
- c. Financials – 1/31/19 & 2/28/19

Trustee Grant 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: Employee Recognition.  
Fire Chief Scott Baker**

Chief Baker recognized the following employees:

- Administrative Assistant Allison – working part time with extra hours and coordinating the Regional Fire Academy graduation.
- Office Manager Warner – working extra duties.
- Administrative Assistant M. Warner – coming in to help with administration.
- Accounting Specialist Nolting – working from home; welcome back.
- Battalion Chief Jones – retiring July 1; congratulations and we will miss you.
- Assistant Chief Antti – working extra duties and keeping everything running.

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

- Assistant Chief Jim Antti – 27 years of service
- Captain Chuck Salerno – 27 years of service
- Battalion Chief Todd Moss – 21 years of service

Chief Baker introduced the following new employees:

- Firefighter/Paramedic Shane Gump
- Firefighter/Paramedic Jacob Looney
- Firefighter/Paramedic Marc Rancourt

**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 \$64,954 from FY 2019-2020 funds.  
Steven Romero, NV Public Agency Insurance Pool  
Allen Kalt, Chief Financial Officer for POOL/PACT**

Guest Steven Romero reviewed coverages that are provided through the POOL/PACT insurance program.

Trustee Kirschner motioned to approve the renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool and to approve payment in the amount of \$64,954 from fiscal year 2019-2020 funds. Trustee Grant seconded the motion.

Trustee Felton asked what the primary reason for increase this year is.

Romero responded there were increases for property coverage because of wildfires and natural disasters globally, as well as increases in liability. There is also increased cost for automobile repairs, which is a contributing factor.

Kalt responded the pool looks at their renewal strategy every year to see how to get the most benefits at the lowest cost for members.

Trustee Kirschner asked if there are FEMA funds available to help during disasters.

Romero responded there is no need for FEMA funds because insurance covers damage.

Motion approved 4-0.

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| <b>11. For Discussion and Possible Action:</b> | <b>Discussion and possible approval of Resolution #03-2019 Budget Augmentation – General Fund in the amount of \$800,000, increasing the budget from \$10,010,986 to \$10,810,986 for additional unanticipated resources.</b><br>Fire Chief Scott Baker |
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Every fiscal year there may be more money available at the beginning of the year, but until the money is audited, we can't account for it. Wildland fires also have an effect because we spend money to send crews out and are later reimbursed. The purpose of augmentations is to account for those monies in the budget and make sure all numbers are accurate for the next audit.

Trustee Grant motioned to approve Resolution #03-2019 Budget Augmentation – General Fund in the amount of \$800,000. Trustee Kirschner seconded the motion. Motion approved 4-0.

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| <b>12. For Discussion and Possible Action:</b> | <b>Discussion and possible approval of Resolution #04-2019 Budget Augmentation – Fire Safe Community Fund in the amount of \$500,000, increasing the budget from \$2,283,696 to \$2,783,696 for additional unanticipated resources.</b><br>Fire Chief Scott Baker |
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The augmentations for this fund are necessary due to strike team assignments and grants.

Trustee Kirschner asked extra money in a fund can be used in other parts of the budget. Chief Baker responded no, there is a specific tax override that requires it to be separate.

Trustee Kirschner motioned to approve Resolution #04-2019 Budget Augmentation – Fire Safe Community Fund in the amount of \$500,000. Trustee Grant seconded the motion. Motion approved 4-0.

- 13. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #05-2019 Budget Augmentation – Health Insurance Fund in the amount of \$428,026, increasing the budget from \$2,099,629 to \$2,527,655 for additional unanticipated resources.**  
Fire Chief Scott Baker

Trustee Grant motioned to approve Resolution #05-2019 Budget Augmentation – Health Insurance Fund in the amount of \$428,026. Trustee Kirschner seconded the motion. Motion approved 4-0.

- 14. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #06-2019 Budget Augmentation – Special Services Fund in the amount of \$174,036, increasing the budget from \$225,200 to \$399,236 for additional unanticipated resources.**  
Fire Chief Scott Baker

Augmentations in this fund are necessary because of many grant and personnel expenses and awards.

Trustee Grant motioned to approve Resolution #06-2019 Budget Augmentation – Special Services Fund in the amount of \$174,036. Trustee Kirschner seconded the motion.

Trustee Felton asked if anything can be done to keep the percentage adjustment smaller or keep the budget closer to what we anticipate.

Chief Baker responded we have tried to narrow the gap, but according to the Board Goals and Objectives, we need to look at how we use money. We had a lot of unexpected grants and an active wildland season, which is difficult to budget for. We budget conservatively because we can't know what will happen. Narrowing the gap would be good, but having a lot of unexpected grant funds and an active wildland season was a great thing.

Motion approved 4-0.

- 15. For Discussion and Possible Action:** **Discussion and possible approval of an extension of the temporary inter-fund loan to cover a temporary cash deficit for the Ambulance Fund year-end balance in accordance with NRS 354.6118 as clarified by NAC 354.290.**  
Fire Chief Scott Baker

This extension has been done for years. There was a misunderstanding/miscommunication between the accountant and Chief Baker. The accountant was looking to pay the large amount back all at once

and did not see an opportunity to do that. Through budgeting, we are looking to get rid of the need for this loan. We are narrowing down on the budget to manage that, and this year, we will pay it back in increments throughout the year. This is the second extension, and we are well aware of the problem and working to get money back. The fund the money was initially borrowed from is not in need.

Trustee Kirschner motioned to approve an extension to the temporary interfund loan to cover a temporary cash deficit for the Ambulance Fund year-end balance through the fiscal year 2020 budget cycle to allow for repayment throughout the year as the budget allows. Trustee Grant seconded the motion. Motion approved 4-0.

**Closed session: Per NRS 288.220, this portion of the meeting was closed to the public, as the Board of Trustees discussed collective bargaining.**

- 16. For Discussion and Possible Action:** **Discussion and possible approval of the three-year Collective Bargaining Agreement from July 1, 2019 – June 30, 2022 with Local 2441 International Association of Firefighters – Tahoe Douglas.**  
Fire Chief Scott Baker

*Trustee Felton disconnected from the meeting via phone at the beginning of this agenda item.*

Chief Baker reviewed the articles of the contract that were open for negotiation, including:

- Shift trading
- Sick leave
- Union business
- Vacation and compensatory time
- Longevity
- Overtime
- Special skill incentives
- Education incentive
- Wage scale

Vice Chairman Schussel asked if the addendum for health insurance should be included as part of the contract.

Legal Counsel Guinasso responded yes, and recommended that the language in the MOU be incorporated into the contract before it is signed. The Union has already ratified the language and the contract, so it should be able to be added without re-ratification from them.

Trustee Kirschner motioned to approve the three-year Collective Bargaining Agreement from July 1, 2019 to June 30, 2022 with Local 2441 International Association of Firefighters – Tahoe Douglas with the inclusion of the health insurance MOU language in the contract. Trustee Grant seconded the motion. Motion approved 3-0.

**17. Presentation Strategic Plan Update.**  
Fire Chief Scott Baker

*Trustee Felton reconnected to the meeting via phone at the beginning of this agenda item.*

The intent was to have the Strategic Plan complete by this board meeting, but there are still aspects of it that are outstanding. Thank you to Trustees Felton and Kirschner for participating in one of the workshops.

The goal of the new Strategic Plan is to make it sustainable and measurable. It will include new mission, vision, and values, District goals and objectives, division goals and objectives, and district standards. Staff has been very busy working on all aspects of it.

The new plan is to review it at the July board meeting.

**18. For Discussion and Possible Action: Discussion and possible approval of the purchase of a 2020 Skeeter Type V Wildland Engine for \$190,517.**  
Fire Chief Scott Baker  
Assistant Chief Jim Antti

Captain Prather presented on the Wildland Type V/VI project and proposed purchase, including:

- What a Type V/VI fire engine is
- How it will be used and staffed in our district
- The directive – budget of \$200,000 by July 1, 2019
- The process the equipment and apparatus committee took to get a finalized product
- The intended apparatus to be purchased

Trustee Grant asked if it would be equipped for backcountry rescue.

Captain Prather responded yes. The primary mission for the apparatus is firefighting, but a secondary mission is access to backcountry areas for rescue.

Trustee Kirschner asked if we are locked in on Skeeter as the manufacturer.

Captain Prather responded other companies were considered early on in the processes, but Skeeter has been selected because of quality of workmanship and budget.

Chief Baker commented the fiduciary responsibility is to get three bids, which the committee has already done.

Trustee Kirschner motioned to direct the Fire Chief to purchase a wildland engine not to exceed \$200,000. Trustee Grant seconded the motion. Motion approved 4-0.

**19. For Discussion and Discussion and possible approval of the Fire Chief's Annual**

**Possible Action:**

**Performance Evaluation.**

Trustee Ann Grant  
Trustee Bill Kirschner

Trustees Grant and Kirschner met with Chief Baker to review the performance evaluation as required.

Trustee Kirschner motioned to approve the Fire Chief's Annual Performance Evaluation. Trustee Grant seconded the motion.

Trustee Felton commented Chief Baker is doing a great job. He has a clear desire to continue to improve and Trustee Felton is encouraged by what Chief Baker has done so far.

Motion approved 4-0.

**20. Report Item:**

**Review of Monthly Fire District Activities.**

Fire Chief Scott Baker

Operations

- Academy completed
- Boat training is ongoing
- New training manual has been rolled out and is going well

EMS

- New certification process is ongoing
- New protocols are almost complete

FP

- Cleaning up the plan review process is ongoing
- Scheduling app is working well and inspections have been busy
- The defensible space program is on track and going well – thank you to Crew Supervisor Schafer, Fire Inspector Stroup, and Administrative Assistant Allison
- Job Description for Fire Prevention Officer is near completion

Fuels

- Crew Supervisor Schafer has been doing an excellent job in the Fuels Management Officer role with a lot of work on grants ongoing
- Closing grants and opening new ones
- Crew is on for the season with Crew Foreman Fogarty supervising and doing a great job

Admin

- HR needs ongoing
- Defensible space scheduling and data management has been time consuming

- Audits are ongoing

#### Other

- Quad County – CASPER survey is complete
- New concerts have been added
- RDA has been a hot topic in the Board of County Commissioner meetings
- SNPLMA 17 has been released – funds are available
  - TFFT staying on top of it and looking to contribute a sustainable income

#### Financial

- CDs coming in – will be laddering again

Kudos to the Battalion Chiefs and all crews – we continue to get letters of appreciation and thanks on a regular basis for their work and service.

#### **21. Public Comment:**

Trustee Felton acknowledged the following employees:

- Firefighter/Paramedic Serrano for completing TAP
- Firefighter/Paramedic Tajkowski for completing FTO training
- Captain Morgan for leading RT130

#### **22. Discussion: Confirm next meeting, with a proposed date of Wednesday, July 24, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, July 24, 2019 at 2:30 pm.

Possible agenda items include the strategic plan, year in review presentation, job descriptions updates, and a Type V/VI review.

Trustees Schussel and Felton will not be present, but will call in if available.

#### **Adjourn.**

Vice Chairman Schussel adjourned the meeting.

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