

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
July 24, 2019

Those Present:

Chairman Kevin Kjer	Accounting Specialist Carrie Nolting
Vice Chairman Larry Schussel (via phone)	Office Manager Kate Warner
Trustee Greg Felton (via phone)	Captain Will Morgan
Trustee Ann Grant	Captain Brian Zabel
Trustee Bill Kirschner	Captain Steve Prather
Legal Counsel Jason Guinasso (via phone)	Engineer Ben Pratt
Fire Chief Scott Baker	Engineer Brad Petersen
Assistant Chief Jim Antti	Firefighter/Paramedic Shane Gump
Battalion Chief Todd Moss	Firefighter/Paramedic Alex Dennis
Battalion Chief Cranch	Mechanic Gregg Gemmet
Crew Supervisor Keegan Schafer	Prevention Fire Captain Todd Stroup
Crew Foreman Matt Fogarty	Guest Reanna Stroup
Fire Marshal Eric Guevin	Guest Lenae Dericco
Fire Inspector Todd Stroup	

1. Call to Order.

Meeting was called to order at 2:35 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Fire Marshal Guevin.

3. Roll Call.

Chairman Kjer, Trustee Grant, and Trustee Kirschner were present. Vice Chairman Schussel and Trustee Felton were 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 5-0.

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Grant spoke on behalf of the Skyland neighborhood thanking the district for the continued commitment to the Community Workdays and the excellent support provided by the Zephyr Crew.

Trustee Kirschner acknowledged the completion of the Strategic Plan noting that it was a collaborative effort by many.

Trustee Kjer participated in his 1st VHR inspection with Guevin and found it to be a very professional experience.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 06/26/19
- b. Monthly Expenditures
- c. Board Goals & Objectives – 4th Quarter Update
- d. Job Description – Fire Marshal
- e. Job Description – Fire Prevention Captain
- f. Job Description – Fire Inspector

Trustee Grant motioned to approve the Consent Calendar with noted typo corrections. Trustee Kirschner 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 the following employees:
Firefighter/Paramedic Brent Tajkowski - 2 years of service.

Mechanic Gregg Gemmet, who has been with TDFPD for 21 years, announced his retirement and his last day of work on 8/9/19. A BBQ luncheon is being planned on that date to honor his service.

Chief Baker acknowledged Fire Marshal Eric Guevin for 7 years of service on the Nevada State Fire Board. He was presented a Nevada State flag that had been flown over the Nevada State Capital which was certified by Governor Sisolak, and a plaque from the State Fire Marshal Chief Bart J. Chambers.

Chief Baker announced the promotion of Todd Stroup to Fire Prevention Fire Captain. Stroup was pinned by his wife, Reanna. Chief gave a brief bio for Captain Stroup highlighting his career accomplishments to date.

10. For Discussion and Possible Action: Discussion and possible approval of the 2019-2022 Strategic Plan.
Fire Chief Scott Baker

Data compiled from the past three years supported the Strategic Plan development. The 2019 Standards of Coverage report validated the data, the standards and the needs in our district. As a result, we have reorganized into four distinct divisions – operations, prevention, wildland fire and fuels and administration; and conducted workshops to develop the overall plan for the district and subsequent plans for each division. The Plan contains a new mission statement, new values, new goals and objectives, standards and capital plan. The District Goals and Objectives, contained in the plan, will serve as a reference and a road map for the future. They are:

1. Develop and refine departmental standards
2. Create a culture of ownership
3. Promote personal and community development
4. Improve data collection and technological capabilities
5. Develop new and sustainable funding opportunities

Every initiative, purchase or project proposed will be tested against the Strategic Plan. The 10 year Capital Plan was reviewed as well as staffing needs on the horizon. Each division reported on their individual goals which roll into the Annual Goals and Objectives for the district. The Strategic Plan also contains the Annual Operating Plan, Annual Training Plan and Organizational Charts. Trustees concurred with the goals & objectives.

Trustee Kirschner motioned to approve the 2019-22 Strategic Plan document. Trustee Grant seconded the motion. Motion approved 5-0.

11. For Discussion and Possible Action

Discussion and possible approval of cost of living raise concurrent with the CBA increased for 2019-2021 for non-represented employee of the fire District.

Fire Chief Scott Baker

In June, the Trustees approved the CBA which contained cost of living increases for the union employees. Chief Baker asked for balance and equity for all district employees, acknowledging the hard work that went into the CBA, but also acknowledging the hard work of all our TDFPD employees. He recommended the cost of living increases be extended to all employees.

Trustee Felton addressed a procedural question to Legal Counsel Guinasso, if the specific percentages were required to be stated in the action item on the agenda. Guinasso clarified that was not necessary.

Trustee Kirschner motioned that the Board of Trustees approved cost of living increases for non-represented employees of the Fire District as proposed. The motion was seconded by Trustee Grant. Motion failed 0-5, due to the suggestion to be more specific in the motion.

Trustee Kirschner restated his motion, that the Board of Trustees approves cost of living increases concurrent with the CBA increases for 2019-21 for non-represented employees of the Fire District as proposed. The motion was seconded by Trustee Grant. Motion approved 5-0.

12. Presentation: Fiscal Year 2018-2019 Year in Review.
Fire Chief Scott Baker

Chief Baker recapped the 2018-19 year noting education advancements, significant incidents and responses, community programs launched and other milestones for the fire district during the past fiscal year. This was followed by Division reports.

Operations Division - Antti

Antti noted a huge increase in out of district responses (47) with many of the fire assignments lasting the full 14 day assignments, and utilizing numerous personnel in various capacities. Report cards are completed on these fires by the ICs, and the feedback on our crews continues to be a positive reflection on the fire district. Also noted were the six cardiac arrest “saves” due to community support with AEDs, *Pulse Point* tracking, CPR training and other programs that keep patients alive until TDFPD paramedic arrive.

The EOD Canine Program is being utilized throughout the region and again with very positive feedback; two new EOD technicians - Eng Sanders and a Do Co Sheriff Deputy - have been selected and await training assignments. Engineer test was completed which is one of the most complex of our promotional exams. All Special Service training programs have Leads assigned reinforcing program ownership and leadership development. The Training Manual was rolled out with expectations and annual training calendars both are included in the 2019-22 Strategic Plan.

Wildland Fire and Fuels Division - Schafer

Zephyr Crew completed 145 acres of fuels reduction in the fire district, which is less than the 200 acres average, but justified by the busy 2018-19 fire season. The crew supported 20 fires with a total of 73 days on assignment. We took delivery of three new crew buggies which were equipped and ready to roll in June for the start of 2019 fire season.

Fire Prevention Bureau - Guevin

Highlights included the opening of the Edgewood Lodge, the adoption of the new fire code and expanded sprinkler code for the fire district through Douglas County which was identified as a recommendation in the 2019 Standards of Coverage report. Expansion of the Bureau with an additional position to meeting the VHR inspection and special event needs. The State Fire Marshal’s office invited TDFPD staff to participate in the post blast inspection at UNR. The staff continues to move towards electronic plan submission and credit card processing to meet our technological goals. Work continued with NV Energy to repair and replace switch gear at Stateline and with local homeowners through the Fire Flow Initiative which is going into its third year.

Administration Division – Warner

Highlights included the logistics for the Standards of Coverage report, input on the Strategic Plan and the categorization of file storage according to the State guidelines for record retention. The last six months, with Accounting Specialist Nolting’s medical leave, were a true test of the Administration staff. We learned the value of being tenacious, of having a good attitude and the importance of good leadership. Thanks to everyone for their support and flexibility.

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

Chief Baker noted BC Jones’ retirement, recruit completion of the Regional Fire Academy and Engineer Reddig as their academy FTO. The Union Honor Guard made appearances at the Regional Fire Academy graduation and the LTCC Fire Academy graduation. Crews/Inspectors responded to a kitchen fire at the Fox and Hound restaurant. The Zephyr Crew deployed to two wildland incidents in July - Jasper Fire and Nixon Fire. EOD conducted daily sweeps for American Century Golf. TDFPD provided a presentation to the Glenbrook Homeowners. Crews have settled into new shift changes. Chief Moss secured EOD grants for robots. Ipad replacements were necessary for EMS software. Staff continues to monitor the VHR Advisory meetings and VHR inspections are up and running smoothly. Chief Baker and Fire Marshal Guevin participated in the East Fork Fire’s Fire Marshal selection process. Schafer and Nolting continue to wade through grant reviews. Zephyr Crew closed down the Compost Your Combustibles program for the summer. Special acknowledgement to Allison who successfully coordinated the Regional Fire Academy graduation, Jones’ retirement and formatted the Strategic Plan; to Nolting who has processed all the raises and end of year closeout; Warner, K for support with personnel issues, on-boarding/off-boarding of employees; and Warner, M for compiling the board books; mailing the DSE letters, and coordinating scheduling for staff.

Chairman Kjer asked about NV Energy power outages. Baker confirmed that it is a preventative action, and if power is shut off, it will take days to power up as every line has to be checked. It is a very complex issue; planning and table top exercises have been very educational for all the stake holders.

Trustee Grant stated that she is very proud to represent the district (as a Trustee) as TDFPD employees do their jobs well making her job easy.

2019 Tahoe Summit – Tuesday, August 20th, Senator Feinstein to host the event again this year and the venue is Valhalla. Trustees are invited to attend.

14. Public Comment:

None.

- 15. Discussion: Confirm next meeting, with a proposed date of Wednesday, August 28, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, August 28, 2019 at 2:30 pm.

Possible agenda items include: grievance (closed session).

Adjourn.

Chairman Kjer adjourned the meeting.

**Kate Warner
Board Secretary
Tahoe Douglas Fire Protection District**

Approved