

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

**Those Present:**

Chairman Larry Schussel  
Vice Chairman Bill Kirschner (via phone)  
Trustee Kevin Kjer  
Fire Chief Scott Lindgren

Trustee Greg Felton  
Trustee Janet Murphy  
Legal Counsel Devon Reese

**1. Call to Order.**

Meeting was called to order at 2:33pm

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Felton.

**3. Roll Call.**

Chairman Schussel, Vice Chairman Kirschner, Trustee Murphy, Trustee Felton and Trustee Kjer were present. A quorum was met.

**4. Approval of the Agenda.**

Trustee Kjer made a motion to approve the agenda as proposed. Trustee Felton seconded the motion. Motion approved 5-0.

**5. Public Comment.**

Guest Ann Grant stated that there will be a community property clean-up at 196 Lynn Way in Skyland May 1st. Clean up crew would appreciate any additional hands.

**6. Board Trustee Comment.**

Trustee Kjer has worked with the Fire Prevention and Wildland Fire & Fuels Divisions throughout the past month performing both VHR inspections and Defensible Space Evaluations and he appreciates their constant professionalism; they are firm and informative.

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

**Items:**

- a. Board Meeting Minutes 03/17/2021
- b. Monthly Expenditures
- c. Job Description – Finance Manager - New

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

Trustee Felton motioned to approve the Consent Calendar as presented. Trustee Kirschner seconded the motion. Motion approved 5-0.

**8. For Possible Action: Consent items moved forward.**

None

**9. Presentation:**

**Employee Recognition & Staff Pinning**

**Years of Service:**

Fire Marshal Eric Guevin	11 Years of Service
Accounting Specialist Carrie Nolting	11 Years of Service
F.M.O. Keegan Schafer	13 Years of Service

**Returning Employee:**

FF/P Andy Isenberg (not in attendance)

**Zephyr Crew Pinning/75<sup>th</sup> Career Badges:**

Squad Leader – Nathaniel Braun

Squad Leader – Jack Burford

Squad Leader - Rafael Garcia

Squad Leader - Mark Waite

**Zephyr Crew Pinning/75<sup>th</sup> Career Badges – Promotional:**

Engineer/Squad Leader – Blake Bishop

Engineer/Squad Leader – Michael Wicks

Assistant Crew Foreman – Conner Bradley

Captain/Crew Foreman – Brody Zink

Captain/Crew Foreman – Jared Correll

Battalion Chief/Crew Supervisor – Matt Fogarty

*Firefighters were sworn in by Chairman Schussel.*

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
April 21, 2021

**10. Presentation:**

**Edward Jones Presentation**

Stuart Shipley, Financial Advisor

Summary: Tahoe Douglas Fire District's new Financial Advisor Stuart Shipley introduced himself to the Board gave a presentation on different investment options and yield rates available to the District. He reviewed his understanding that historically the funds had originally been invested with Edward Jones for the specific purpose to fund the Post-Retirement Trust. Now, that the Trust is fully funded, the account could be categorized as a \$1.7M 'rainy day' fund which made \$13.00 in interest in the month of April. Yield of .01%.

He reviewed Nevada Revised Statutes (NRS) and determined investment options for the District are limited to bonds, fixed income investments, certificates of deposits, US Treasury and municipal bonds – low risk investments. No equity or stock options appear to be available as viable options. The other force involved is the market and interest rates which are very low.

Based on a figure provided by Chief Lindgren, Shipley presented a recommendation for a \$1M amount:

- (1.) \$500K - Certificates of Deposits (CD) – 4 CDs laddered with varying maturity dates every 6 months. CDs provide Federal Deposit Insurance Corporation (FDIC) protection and the option to move funds as interest rates begin to climb. Penalties are minimal, and reduce the closer the withdrawal is to the maturity date. Yield .05% for a 6 month CD.
- (2.) \$250K – US Treasury Bonds (Jenny Mae, Freddie Mac are also FDIC backed) Individual or a fund. Yield 1.4%.
- (3.) \$250K – Municipal Bonds (highly rated for construction projects like hospitals, fire stations etc.) Require longer time commitments. Yield 2.5%.

Trustee Felton asked about the cost of penalty vs. the potential improvement in interest, and how much of these funds should be accessible at any time for the District?

Shipley answered that the income projection as of this date for the next 12 months is estimated to be \$6K. Current investments would yield \$160 a year. Potential penalties are difficult to predict especially with the CDs.

Chief Lindgren stated that he needs to determine how much is required to safely and effectively fund the District along with having adequate funding for emergency needs. The balance in the account has been consistent for the past 5 years. As the new Fire Chief, he needs more time to understand the budget cycle and funding needs throughout the year. He also added that additional information on the Local Government Investment Plan (LGIP) is being researched.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

For full disclosure, Edward Jones' commission would be built into the on bond investments (est. \$6.7K) Exchange traded funds (ETF) have commissions in/out (est. \$2K). NRS also references a special list of investments; and a possible state pool was discussed which will be researched further. Information will be provided at a future meeting regarding the LGIP.

Shipleigh added that he is available as a resource for TDFPD employees for their financial education. No action taken on this item.

**11. Presentation:**

**Update on FY 2021-2022 Tentative Budget. No action will be taken.**

**Summary:**

Chief Lindgren discussed the proforma numbers from the state and the tentative budget that was submitted to the state on April 15<sup>th</sup>.

**Ad Valorem** – is projected to be \$6.6M which includes a \$290K decrease in the District's tax base for the event center and redevelopment area. Ad Valorem is projected to be up \$200K over prior year.

**Consolidated Tax** – An estimated increase of \$400K over prior year is forecasted which was not originally anticipated by the District due to COVID-19. Total tax base increase of \$600K

**Current Fiscal Year Budget** - Predictions are on target. Operating expenses, Serves and Supplies, are under budget. The District has an Increase in revenue for the Fire Safe Community Fund due to reimbursements from fire assignments which allowed for some capital purchases.

**Ambulance Fund** - The enterprise fund historically shows a loss. Part of the loss is due to payer rates; for example if TDFPD transported a Medicare patient, Medicare will only pay for a portion of that bill which does not cover the minimum cost. That loss entitles the District to get Ground Emergency Medical Transport (GEMT) reimbursements, but they run way behind in payment. Billing companies changed February 1, 2021 which should prove to show better collection rates in the future. At the May BOT meeting, the tentative and final budget will be presented for discussion and approval.

**12. For Discussion and Possible Action:**

**Discussion and possible adoption of Resolution #05-2021 Promotion of the Lake Tahoe Wildfire Awareness Campaign May – October 2021.**

Acting Fire Marshal Todd Stroup

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

Summary: The Wildfire Awareness Campaign will provide information and education to our community members and visitors on wildfire safety, evacuation information and how to defend their property against wildfire throughout the summer fire season. Campaigns in the past offered a lot of community events; however outreach this year will be focused on social media, radio, TV, billboard and other advertising tools

Trustee Kjer motioned to approve Resolution #05-2021 as presented. Trustee Felton seconded the motion. Motion approved 5-0

**13. Report Item:**

**District Division Reports**

**Assistant Chief Bryce Cranch**

**March Summary** - The transitional month here in the Tahoe Basin, lots of EMS calls to the ski lifts with the warmer temperature affecting the snow conditions

**C-Shift** - Chief Prather has been tackling various training opportunities as well as the completion of the engineer's exam, seven were tested with 3 passing; 2 will serve in acting positions and 1 immediately promoting to an engineer position on A-Shift.

**B-Shift** - Chief Brady is coordinating the certifications of the new recruits, our current advanced EMTs and paramedics along with handling the shift in ambulance billing vendors from Digitech to Sharp.

**A-Shift** Chief Lucas has completed the 2nd floor remodel and the downstairs administrative office will be wrapping up prior to the arrival of our new administrative employee. Employee physicals and full body ultrasounds have been completed and received great feedback.

**Vaccination Updates** - The COVID-19 vaccination was off-duty and not mandatory for employees but highly encouraged. The District has roughly 90% compliance. Reasons for opting out of the vaccination include a COVID-19 recovery period, vaccine safety, and employees wanting to establish natural immunity. The Governor's face mask mandate is still in place, and CDC guidelines continue to be reviewed and complied with.

**Acting Fire Marshal Todd Stroup**

**Training** - Preplan is in place for the APX software training with the line personnel that will be used on building inspections..

**Tahoe Beach Club** – The property has completed the second round of sales on 48 units and is looking to add an additional 48 units. Their plan is to presale the units while

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

the markets is doing well and begin construction in 2022. They are also offering a locals membership at the cost of \$30,000.

**Harrah's/Harvey Concert Series** - A meeting date has been set with plans to finalize and move forward with all July concert events.

**Tahoe South Event Center** - Plans to break ground early summer season. **Cave Rock Water System** – The final phase of the replacement is underway, should be completed by the end of this season.

Trustee Felton asked if the residential hydrant hook ups will be updated as well?

Captain Stroup stated that they are being replaced as needed, but it is not currently within the plans to replace all residential hook ups.

**FMO Keegan Schafer**

**NV Energy Update** – Foreman Monaghan reported that the new Power Crew will be creating defensible space surrounding every power line within the District. Following those efforts, the crew will be building fuel breaks, utilizing NV Energy's right-of-way, within the communities to provide the best line of defense from wildland fire. Additional seasonal employees have been dedicated to the Power Crew, so one 5-man crew has been increased to two 5-man crews at NV Energy's request.

Trustee Kjer asked if the Power Crew will be representing TDFPD while out in the District.

Chief Lindgren stated that the crew will be representing TDFPD, then NV Energy. The fire district is responsible for hiring and supplying the employees, but the program is funded solely by NV Energy. This makes the employees the District's responsibility. It is the District's intent to want to maintain the great representation of the Zephyr Crew, with TDF uniforms and equipment, through this new partnership.

**Office Manager Kate Warner**

**Goals and Objectives** – Division updates will be presented at future meetings, then the work group will meet and discuss needs.

**Curbside Letters** – Office Assistant Warner mailed 662 pre- inspection Defensible Space inspection letters in April. The Zephyr Crew will be conducting all curbside inspections this season.

**Appointment Availability** - Currently, TDF Inspectors are booking appointments 3 weeks out for Business Inspections and VHR inspections due to limited personnel and

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 21, 2021**

the busy VHR renewal season. Defensible Space Inspections are still available to book the same week. All appointments can be made online or over the phone.

**Homeowners Resource Guide** – The 2021 version is scheduled to be distributed April 22nd to all resident PO Boxes in the District. South Tahoe Refuse has expanded their drop off for green waste to Mon- Fri 8-5pm and drop offs are FREE for all S.T.R service residents.

**Compost Your Combustibles** - This program was expanded this year by two weeks, opening May 22nd - July 18<sup>th</sup>.

**Lora French** - Accounting Specialist Lora French will be starting May 3<sup>rd</sup> according to the original recruitment timeline. Her first two weeks will be agency orientation by Division to build a good foundation before job specific training begins.

Chief Lindgren expressed concern that the temporary limit Douglas County has placed on VHR permits discourages homeowners from permitting. The estimate is that there are 800 legal properties and 1000 illegal ones. This is a serious life safety issue for the District; it is preferred that VHRS are permitted and inspected. The District will continue to voice concerns and monitor the VHRs.

### **Fire Chief Report**

Engineer Exam – massive undertaking for the District, 4-day intensive testing involving neighboring agencies and line personnel volunteers.

Public Comment: None.

Confirm next meeting, with a proposed date of **Wednesday, May 19, 2021** with a start time of 2:30p.m.

Adjourn