

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
November 30, 2022

Those Present:

Vice Chairman Greg Felton
Chairman Kevin Kjer
Trustee Janet Murphy

Trustee Larry Schussel
Fire Chief Scott Lindgren
Legal Counsel Emily Mansoor

1. Call to Order.

Meeting was called to order at 2:30 pm.

2. Pledge of Allegiance.

The Pledge of Allegiance was led by Trustee Felton.

3. Roll Call.

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

4. Approval of the Agenda.

Trustee Murphy made a motion to approve the agenda as presented. Second: Trustee Felton. Motion approved 4-0.

5. Public Comment.

Zephyr Cove resident, Elisabeth Lernhardt, presented the following questions to the Fire Board:

1. Was the Board aware of NDOT's plan for the HWY 50 corridor?
2. Was the Board familiar with Janet Murphy's proposal for the HWY 50 corridor?
3. How does the proposed lane reduction affect evacuation plans?

No other public comment.

6. Board Trustee Comment.

Trustee Murphy addressed Lernhardt's questions stating that Chief Lindgren has reviewed her proposed alternative plan for the HWY 50 corridor and stated he prefers it, and he will be scheduling a meeting with the Do Co Sheriff for further review.

Trustee Kjer congratulated newly elected Trustees Johnson and Noyes and welcomed them to the board.

Trustee Felton announced that he has been working on recovering TDFPD's former Marine 24 which has been sitting on blocks since the insurance company sold it. His intent is to restore it for community use with the first right of refusal to the District should it ever be needed. It is a huge project to restore, but prospects are looking good.

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7. Approval of the Consent Calendar.

- a. Board Meeting Minutes 10/19/22
- b. Monthly Expenditures
- c. Job Description – Payroll Specialist

Trustee Felton asked for clarification on Item 11 of the Board Meeting Minutes. Is there now an automatic progression as indicated in the minutes or will there be an election of officers as there has been in the past?

Chief Lindgren stated that Chairman Kjer is serving through the end of 2022, and then officers will be elected for 2023. The correction was noted.

Trustee Murphy made a motion to approve the Consent Calendar as presented. Second: Trustee Felton. Motion approved 4-0.

8. For Possible Action: Consent items moved forward.

None.

9. Employee Recognition

Fire Chief Scott Lindgren

Service Recognition:

Engineer Scott Van Dover	10 years of service
Engineer Paul Apple	10 years of service
Captain Kyle Fine	10 years of service
Captain Justin Reddig	10 years of service

Employee Military Service Recognition:

United States Army

Firefighter/Paramedic Josef Almeida
Engineer Paul Apple
Captain Kevin Green
Trustee Larry Schussel
Crew Member Kenan Hart
Crew Member Matthew Weir

United States Navy

Engineer Gregory Koeck
Crew Member Patrick Stimac

United States Army National Guard

Firefighter/Paramedic Joseph Fording

United State Coast Guard

Crew Member Mary Hauptman

10. Discussion and possible approval of the Fire Chief's Annual Performance Evaluation.

Trustee Kjer, Trustee Murphy

Chairman Kjer reported that he and Trustee Murphy had met with Chief Lindgren and reviewed the feedback from the Board. The comments indicate that Chief Lindgren is doing a great job and the overall average rating of 58.5/60 confirmed his performance.

Trustee Murphy added that Chief Lindgren deeply cares for his employees and this community, which is a critical aspect of an effective leader.

Chief Lindgren stated that he is blessed to work at TDFPD, and he was humbled and honored by the evaluation.

Trustee Murphy made a motion to approve Chief Lindgren's Annual Performance Evaluation. Second: Chairman Felton.

Trustee Felton shared that during the interview process, he and others had concern that Chief Lindgren lived so far away and that the commute would wear on him or become a problem for the department. Chief Lindgren assured the selection committee then that it would not be an issue; he would be here when he needed to be here. Trustee Felton appreciated that the commute has not been an issue.

Motion approved 4-0

11. Report Items: District Division Reports

Administration Division Officer Kate Warner
Assistant Chief Bryce Cranch
Fire Inspector Kris Rowlett
Division Chief/FMO Keegan Schafer

Administration Division - Warner

UKG HR Software - AS French is moving the implementation forward. She trained the Wildland Fire & Fuels hiring supervisors on how the software will be used for their 2023 hiring process. BC Fogarty was particularly excited about the paperless process. Discussions have gotten underway regarding the payroll discovery documents necessary to start building that component as well.

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FY 2021-22 Annual Audit – the District did request a two-month extension of the annual filing, and it has been granted by the state. Our auditors, accountants and staff were all challenged to meet the filing dates. On the District side, FM Nolting required more time to catch up the accrual tracking for each employee to determine the liability. This is a repeat of the same issue from the prior year, as she never caught up this tracking after the last audit, and her workday has been limited to 4 hours a day for months due to a workers comp injury.

Additional ADMINS – with the approval of the Payroll Specialist position in the Consent Calendar, an offer will be made immediately. Administrative Assistants for both Admin and the Fire Prevention Bureau as well as the HR Specialist have been confirmed to start 12/12/22. Despite our initial frustration with filling the staff positions, these candidates are experienced and qualified. Each came from partner or sister agencies and sought out employment with TDFPD. None of them were solicited. Most have worked closely with our personnel who know and respect them. This demonstrates the District has a great reputation in the market as a desirable employer.

ADO Warner introduced **Recruit Djair Sancho**, who was injured in the fire academy and is now assigned to Admin during his recovery.

Expanding Office Space Rental Agreement - Finance staff members will be relocating to the Doral Court offices with the Fire Prevention Bureau and the HR staff members will remain at ST23.

Insurance Renewal – the District’s medical carrier quoted a 23.89% increase and dental an 8% increase. The Brokers negotiated the rates down to 17.9 and 4%, however there is not enough competition in the Northern Nevada market and only one other carrier provided a quote of 9%. That carrier does not have Renown Health in network, which is a major issue for our members.

New Trustee Training – Save the Date for January 30-31, 2023 for TDFPD Orientation.

Trustee Felton thanked ADO Warner on the continued support of the blood drives which have evolved over the years into a community gathering event.

He then clarified for the new trustees, that while there are four new administration positions being added, the District does not hire with reckless abandon. It is very measured. The District has been behind in this effort, and there is a need to catch up. It is a conscious effort coordinated with changes in future related to our accountants and the desire to bring select financial functions in-house.

Healthcare issue is a concern. Historically, though, the District has successfully managed our liability premiums for years as active members of POOL/PACT. The District does a really good job controlling risk by taking courses and putting policies in place.

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Trustee Felton also noted that having staff members spread out in different locations impedes cross-training efforts. Ultimately, the District is working towards getting everyone under one roof.

Operations Division - Cranch

Acknowledged his direct reports:

Captain/Mechanic Zink - bringing new Mechanic Allison on board

Chief Prather – constant effort to keep training up to date and get recruits through the fire academy

Chief Brady – EMS is a heavy load. In addition to that demand, Brandon got the District's 1st engine certified as ALS, a significant resource to our community

Chief Lucas – oversees the regional SCBA grant, got heat added to the Shoreline facility, and is bidding out the remodels at ST22 and ST25.

Additional notes:

Mandatory OT is newly implemented and running pretty smoothly.

Paramedic Students - FF Schoonmaker has started a paramedic program and FF Weintz completed the didactic portion.

Trustee Felton acknowledged the excessive use of acronyms in the fire service and assured the new trustees that there is a cheat sheet that will be distributed to them for reference.

Trustee Kjer noted the ambulance August transports appeared to be down. Chief Cranch confirmed that this is procedural issue only.

Wildland Fire and Fuels - Fogarty (for Schafer)

Trustee Felton asked about winter operations, and if there was enough work to keep the expanded burn crew busy. Chief Lindgren confirmed that contracts and agreements ensure that there is no lack of work.

Shoreline Crew in GA for assignment – 27 days with travel time. It is extremely dry in the south, and federal crews have been laid off for the season, which provided the opportunity for our crews.

Spider Excavator – the District took delivery of the excavator which is now being outfitted for a fourteen-day training program with our personnel and NV Energy. This is the first Spider Excavator ever owned by a fire district.

Prescribed Fire Operations – residents will see smoke in the District as well as around the lake. All agencies are taking advantage of the perfect burning conditions. TDFPD's recently purchased electronic board will be used as appropriate to keep the public informed.

Trustee Murphy asked about the trails along Sewer Plant Road which were damaged during fuels removal.

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BC Fogarty reassured that the USFS will be re-establishing the original trails that they designed and built, but some of the paths were created by the users and those likely will not be cleared.

Lindgren (for FI Rowlett)

Fire Marshal Guevin is on medical leave and is doing well. FI Rowlett has been stepping up to cover in Guevin's absence.

Trustee Felton asked about the status of VHRs.

Chief Lindgren noted that **VHR Oversight Committee** meetings continue, and VHRs are still limited in the Tahoe Township. The County now has a structure in place to police the permits and investigate complaints; they just need a little time to allow it to work.

Bomb dog, Tracker, is progressing nicely. FI Rowlett and the dog train weekly. He is currently trained to detect 24 scents and will eventually have 27 scents.

Trustee Felton explained that there is a network of Explosive Ordinance Disposal Techs and canines in Northern Nevada that support each other. The Tahoe Douglas Bomb Squad is made up of firefighters and Sheriff's deputies who have their main jobs and also serve as bomb techs.

Trustee Felton asked for an update on the **EOD training facility** that is being researched. Chief Lindgren confirmed that work is still moving forward, and capital funds are being earmarked. The District just successfully completed a FEMA audit which involved show and tell with equipment like robots/facilities as well as proofing of the District's record keeping. He acknowledged Finance Manager Nolting for her work.

A new AA/Fire Prevention Clerk position will be filled in December. This position will be responsible for public education, community outreach and Bureau organization/coordination. The clerk will also serve as a Public Information Officer trainee to support the Fire Marshal. The conversion to digital storage of historical plans is close to completion.

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

State EMS approved ST21 Engine and immediately the **Advanced Life Support (ALS)** status allowed crews to respond at a different level to provide better care for a stroke victim. ST25 is next in line for the ALS certification.

With 80% of the basin at 20-50% slope, the **Spider Excavator** is a game changer. TRPA is excited that the equipment can conduct fuels reduction projects without damaging the landscape and putting lake clarity at risk. The equipment expense was paid for by the District but will be reimbursed by NV Energy. This ownership agreement is currently under review at NV Energy, so there could be changes in the purchasing process in the future.

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Ladder Truck is 16 weeks out on parts. The engine can respond, but the aerial ladder is out of service due to wires getting severed. A crane will be needed to make the repairs so that work has gone out to bid. The District is relying on our neighbor agencies as back up for high rise issues.

Proposed lane reductions on HWY 50/emergency evacuations could be facilitated with one-way traffic in all outbound lanes, however this also creates a challenge in getting emergency equipment into the basin. Chief Lindgren and Sheriff Coverley will continue to stay engaged in the process.

Nevada Beach/ Elks Point entrance is very congested during high demand periods for residents and 1st responders. Efforts are underway to get a study to evaluate the demand and seek solutions.

Public Safety Pier agreement has been signed. NEPA should be completed in January with construction to begin in either fall 2023 or winter 2024. The current plan is to extend the Zephyr Cove Resort pier and create a break water for protection. The cost is near \$1M with multiple agency utilization. Had this pier been in place, Marine 24 would not have been damaged. The new Marine 24 will have a trailer and will be taken out of the water during inclement weather.

**16. Report Item: SAVE the BASIN
Fire Chief Scott Lindgren**

Funding – next private presentation will be 12/7/22. There is 2.7 M in committed funding to date.

Site – still discussing Zephyr Cove location with the school district and Douglas County.

14. Public Comment

15. Discussion: Confirm next meeting, with a proposed date of Wednesday, December 28, 2022, with a start time of 2:30 pm and possible agenda items.

Insurance renewal – Chief Lindgren explained that he had budgeted for a 10% increase in premiums hoping it would not be needed. The District contract with the union states that the District will cover the first 10% of any increases, and the union membership would be responsible for the balance up to a 20% increase. Premium increases beyond that require a reopening of negotiations. The difference between the 10% covered by the District and the overall increase from the carrier is covered by reductions in the employer H.S.A. contributions.

The District Brokers believe that they can get the carrier down to 18%, but that is not acceptable. Over the past several years, the Brokers have consistently recommended a self-insured model for better access to claims data and more competitive bidding. In this renewal process, only one other carrier, beside our current carrier, would bid on our account. Research is underway to see how self-insurance could affect the post-retirement trust plan.

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Trustee Felton expressed a request to discuss a Stateline fire station and Barton's new facility at a future point.

Chief Lindgren explained that Barton will have to be in a new facility by 2030. TDFPD has control over the EMS services in the District, so an outside ambulance service cannot be used unless the District allowed it which the District will never do. Much more information is needed to plan for equipment and paramedics.

Meeting Adjourned: 3:55 pm

Submitted by:
Kate Warner
Administration Division Officer

APPROVED