

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
January 23, 2019

Those Present:

Chairperson Ann Grant
Vice Chairman Kevin Kjer
Trustee Greg Felton
Trustee Bill Kirschner
Trustee Larry Schussel
Legal Counsel Devon Reese
Fire Chief Scott Baker
Battalion Chief Todd Moss
Battalion Chief Bryce Cranch
Battalion Chief Ralph Jones
Fire Marshal Eric Guevin
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Erin Allison

Forester John Pickett
Crew Supervisor Keegan Schafer
Crew Foreman Matt Fogarty
Fire Inspector Todd Stroup
Fire Prevention Specialist Gina Schuster
Engineer Ben Pratt
Engineer Justin Reddig
Guest Shane Schuster
Guest Bob Cook
Guest Dan Carter
Guest Bill Johnson

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 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. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

5. Public Comment.

Guest Bob Cook with Douglas County Community Services Foundation thanked Captain Peterson, Engineer Pratt, and Engineer Darr for attending the flag raising ceremony and presented thank you letters and pictures for each of them.

6. Board Trustee Comment.

Trustee Kirschner thanked the station 23 personnel for showing his grandchildren the station and equipment when he brought them for a tour.

Vice Chairman Kjer thanked Forester Pickett for discussing fuels management at Burke Creek with him.

Trustee Felton congratulated Juan Serrano on becoming a paramedic and congratulated Gunner on recertification.

Trustee Schussel commented he took part in the recent POOL/PACT board training and suggested that trustees attend the annual conference in Reno. He asked if the department has looked into the specialized training for fire departments that is available through POOL/PACT.

Chief Baker responded we usually send battalion chiefs and HR to the conference, but we can send trustees if there is interest this year. We utilize POOL/PACT training for HR purposes, but the specialized fire training is tailored for volunteer departments.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 12/19/18
- b. Monthly Expenditures
- c. Financials – 07/31/18, 08/31/18
- d. Board Goals & Objectives – 2nd quarter update

Vice Chairman Kjer motioned to approve the Consent Calendar. Trustee Kirschner seconded the motion.

Trustee Felton thanked everyone involved in taking care of Marine 24, as evidenced in the low cost of annual maintenance. He commented that the Board Goals & Objectives update mentions Fire Marshal Guevin is a representative to the Vacation Home Rental committee, and noted Vice Chairman Kjer is on the committee.

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 for their years of service:

- Captain Brandon Brady – 13 years of service
- Captain Steve Prather – 13 years of service
- Captain Brandon Spry – 13 years of service
- Captain Kevin Green – 12 years of service
- Captain Justin Rossi – 12 years of service
- Engineer Ben Pratt – 12 years of service
- Forester John Pickett – 8 years of service
- Firefighter/Paramedic Alex Dennis – 3 years of service
- Firefighter/Paramedic Greg Koeck – 3 years of service
- Firefighter/Paramedic Scott Vizzusi – 3 years of service
- Firefighter/Paramedic Derrick Bean – 2 years of service

Chief Baker recognized Fire Prevention Specialist Gina Schuster, who was pinned with her badge by her husband, Shane Schuster.

10. For Discussion and Possible Action: Discussion and possible approval of the audit of the Fire District's financial statements for FY 2017-2018 prepared by Eide Bailly LLP.
Dan Carter, Eide Bailly

Guest Dan Carter presented the audit of the Fire District's financial statements, including comparisons to the prior fiscal year, findings, notes, material weakness, and the audit of the SAFER grant.

Chief Baker asked to clarify the statement of change was drastic this year due to the change in GASB 75 and next year we won't see such significant changes in net position. Carter responded yes.

Trustee Felton asked to clarify the overall asset liability picture on page 12. Our overall situation is not atypical compared to other departments. However, in the funding of OPEB, we are in a better place compared to other districts, Carter responded yes, having an OPEB trust fund and accumulating assets to pay for it is unique.

Trustee Felton asked to clarify the material weakness noted in the report is not violating any laws and is a conscious business decision. Carter responded yes. It is a typical practice for entities this size and is the same finding as last year.

Trustee Kirschner asked if it is possible to complete the audit earlier for the next fiscal year to avoid having to file an extension.

Carter responded TDFPD is one of the first audits they begin. This year, the extension was due to a misunderstanding on deadlines of when the audit needed to come to the board. Eide Bailly and TDFPD staff have discussed this and worked through it in order to not file an extension in the future.

Chairperson Grant asked if it is possible to file an extension every year.

Carter responded yes, but there is a chance the Department of Taxation will deny the extension.

Chief Baker commented the Department of Taxation told us we would not get an extension next year.

Carter commented this audit was not the only one in the state that needed an extension. With a better understanding of the GASB 75 requirements, there shouldn't be a need for an extension in the future.

Trustee Felton thanked Eide Bailly and TDFPD staff for all of the work.

Chief Baker thanked Accounting Specialist Nolting and accountant Bill Johnson.

Chairperson Grant thanked Chief Baker for keeping on top of the audit process.

Trustee Kirschner motioned to approve the audit of the Fire District's financial statements for FY 2017-2018. Trustee Felton seconded the motion. Motion approved 5-0.

- | | |
|--|---|
| 11. For Discussion and Possible Action: | Appoint Board of Trustees representatives to work on the Board Goals and Objectives for FY 2019-2020.
Chairperson Ann Grant |
|--|---|

Trustee Felton volunteered. Trustee Schussel volunteered.

Vice Chairman Kjer motioned to approve Trustee Felton and Trustee Schussel as representative to work on the Board Goals and Objectives for FY 2019-2020. Trustee Kirschner seconded the motion. Motion approved 5-0.

- | | |
|--|--|
| 12. For Discussion and Possible Action: | Appoint Board of Trustees representative to Chief Baker during negotiations with Local 2441.
Chairperson Ann Grant |
|--|--|

Chief Baker commented this representation will be for reference and questions on a regular basis. We do not know what the full involvement of the trustees will be in this process yet.

Vice Chairman Kjer nominated Trustee Felton because of financial acumen, which would be helpful to Chief Baker.

Trustee Kirschner volunteered.

Vice Chairman Kjer motioned to approve Trustee Felton and Trustee Kirschner as representatives to Chief Baker during negotiations with Local 2441. Trustee Schussel seconded the motion. Motion approved 5-0.

- 13. For Discussion and Possible Action:** **Board of Trustees election of officers for 2019, effective at the next Board of Trustees meeting.**
Chairperson Ann Grant

Trustee Felton nominated Vice Chairman Kjer for Chairperson for 2019. Trustee Kirschner seconded the motion. Motion approved 5-0.

Vice Chairman Kjer nominated Trustee Schussel for Vice Chairperson for 2019. Trustee Felton seconded the motion. Motion approved 5-0.

- 14. Report Item:** **Review of Monthly Fire District Activities.**
Fire Chief Scott Baker

Thank you's:

- Engineer Pratt for putting together the children's Christmas party
- Firefighter/Paramedic Pettit for conducting CPR classes for the department and CERT
- Captain Prather for creating "What would you do?" training
- Firefighter Serrano for completing paramedic school
- Quad County HazMat team for collaboration in training and the Zephyr Photonics incident
- Captains Brady and Lucas for representing TDFPD in an effort to create a regional Critical Incident Stress Management team
- Captain Zabel for restructuring and organizing PPE
- Engineer Darr for work with EOD, SnowGlobe, and Scott Sight training
- Firefighter Arrate for falling the hazard tree off Highway 50
- Firefighter/Paramedic Vizzusi for leading the December CQI discussion
- Engineer Norwood for instructing the new Motorola radio training
- Firefighter/Paramedic Koeck for running the Coats for Kids program (Union sponsored)
- Captain Green and Engineer Fine for updating the boat mooring procedures
- Captain Brady and Engineer Reddig for testing the standpipe at Pittman Terrace – quite a few issues to address
- Captains Prather and Salerno for working on the training manual with Chief Jones

- Inspector Stroup and Fire Prevention Schuster for their work on the office move and continuing Schuster's training
- Fire Marshal Guevin for attending the North Tahoe boat program presentation
- Forester Pickett for work on grants for cheatgrass abatement through FEMA and the Douglas County Hazard Mitigation Plan
- Crew Supervisor Schafer for attending the International Wildland Fire Safety Summit
- Administrative Assistant Allison and Crew Supervisor Schafer for organizing and refining the Collector App process for defensible space
- Accounting Specialist Nolting for multiple audits and SAFER review
- Office Manager Warner for administrative assistant and firefighter/paramedic recruitment, the recent blood drive, and the office moves
- Everyone involved in the recent office moves – Captains Brady, Green, and Johnson, Fire Marshal Guevin, Inspector Stroup, Fire Prevention Specialist Schuster, Administrative Assistant Allison, Ed Johns, Crew Supervisor Schafer, and the burn crew

The District has responded to many unique incidents this month, including the hazmat incident at Zephyr Photonics, vehicle rollovers, and mutual aid for multiple fires in South Lake Tahoe.

Trustee Felton asked about the six defensible space violations that were brought to court this month. Fire Marshal Guevin responded it resulted in two bench warrants and one is show cause because they did not show up for their hearing. We were able to dismiss several cases for work being done. We are looking to get a court date in February 2019 for the three cases that did not show up.

Trustee Felton asked about the change in mooring procedures for Marine 24.

Chief Jones responded we installed mooring whips that have 75-80 mph wind rating on them 5 feet off the dock, which keeps the boat from hitting dock and keeps people off our boat. The new procedure is working well.

Phase 1 of an evasive driving program has been completed thanks to Chief Jones.

Annual physicals start in February.

We are waiting to hear back on bids for moving storage at the shop to create more work space.

Chief Jones has a regional training group through the Lake Tahoe Regional Fire Chiefs up and running, which will be an asset to our training program.

Pile burning is ongoing. The burn crew is doing an excellent job. They are able to continue work during the government shutdown, but payment for that work is deferred until the government reopens.

Trustee Felton asked to clarify that we cannot burn on Forest Service property during the shutdown.

Forester Pickett responded we cannot work on Forest Service lands, but we can work on projects that are paid through grant funds by the Forest Service and still get paid after the shutdown ends.

An offer was extended to a candidate for the administrative assistant position, but that candidate declined. Administrative Assistant Allison's adjusted schedule has been set, and we are looking into the possibility of hiring a temporary person to cover the front desk on the two days per week Administrative Assistant Allison is not there.

15. Report Item: Review of Fire District Division Reports.
Battalion Chief Todd Moss
Forester John Pickett

Chief Baker commented EOD was called out right before the board meeting, so Chief Moss will not present.

Pickett

The Forest Service allows for work to be completed under their grants on projects they do not have direct oversight on implementation, so the burn crew is able to continue their work on these projects. We are looking to enter into a Good Neighbor Agreement with the Forest Service, which would give us the ability to manage Forest Service land. The shutdown shows the importance of having a well-diversified portfolio of grant funds.

Letters have been received from the Forest Service and Bureau of Land Management to continue work during the shutdown stating we will get paid when the shutdown ends.

The Local Hazard Mitigation Plan is a requirement in order for any jurisdiction to obtain hazard mitigation relief funds. These funds would be necessary if we have a big fire and need FEMA money. This plan is updated on a five-year basis. Because of the major fires that have happened in California in the last five years, the definition of the wildland urban interface is changing. These major fires are starting off as wildland fires, but they are moving through entire urban areas, showing there is no distinction between wildland and urban areas.

A report on the Paradise Fire findings that were collected from Fire Prevention and Fuels Management's visit will be presented in the future.

There is no such thing as moderate fire risk anymore. Edgewood is the only area in our district that has low fire risk.

Forester Pickett is in the process of applying for a FEMA grant for cheatgrass abatement. Cheatgrass is an invasive, non-native plant – defensible space work opens up space for this plant to take over. A cheatgrass study will be conducted to put together best management practice for homeowners to educate them on how to handle removing cheatgrass.

A hazard tree was removed by Firefighter Arrate recently. This tree was right next to the road on Highway 50 and had been increasing in lean for some time. It had been a twin tree and someone had cut off one of the twins, which causes the stump to rot. The new solution they use on roads during winter is also toxic to trees and had killed the root ball of the tree. NDOT closed both sides of Highway 50 and Firefighter Arrate fell the tree parallel to the road in about 20 minutes.

Chairperson Grant asked if the FEMA cheatgrass grant just for the proposed study. Forester Pickett responded no. The grant is for \$550,000 to treat cheatgrass following the model used in the Cave Rock HOA pilot project for cheatgrass abatement. Douglas County applied herbicide on properties multiple times and replanted native grasses. This has been a success in Cave Rock. This project will go district-wide under this grant. We will be working with Douglas County Weed Control to treat the entire district with herbicide and plant native grass seed. The study is to provide best management practice information that every homeowner should utilize when dealing with cheatgrass. This will be a five-year project. We can't ignore cheatgrass anymore, since it increases rate of fire spread and is an emerging threat.

Trustee Kirschner asked if the herbicide used by Douglas County hurts other plants than just the cheatgrass.

Forester Pickett responded the herbicide prevents germination of annual grass seeds. Cheatgrass is the first to grow after winter, so it takes the first level of water and nutrients after snow pack and then is completely dead by June. It takes over all of the open areas we create when we do brush work. The timing is important, and Douglas County treats the properties with the herbicide in the fall and can plant in the spring with good success.

Vice Chairman Kjer asked how the burn at Slaughterhouse Creek in Glenbrook went.

Crew Supervisor Schafer responded it went really well. Everyone involved was excited about the data collected and the product that was left. Clean up on the project will be completed in the spring.

16. Public Comment:

Vice Chairman Kjer thanked Chairperson Grant for serving as the board chair for the last year.

- 17. Discussion: Confirm next meeting, with a proposed date of Wednesday, February 27, 2019 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, February 27, 2019 at 2:30 pm.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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

APPROVED