

TAHOE DOUGLAS FIRE PROTECTION DISTRICT

BOARD OF TRUSTEES MEETING

April 14, 2020

Those Present:

Chairman Greg Felton
Trustee Larry Schussel
Trustee Kevin Kjer
Trustee Ann Grant

Trustee Bill Kirschner
Legal Counsel Devon Reese
Fire Chief Scott Baker

1. Call to Order.

Meeting was called to order at 2:32 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Kirschner.

3. Roll Call.

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

4. Approval of the Agenda.

Trustee Kirschner made a motion to approve the agenda. Trustee Grant seconded the motion. Motion approved 5-0.

5. Public Comment. None.

6. Board Trustee Comment.

Trustee Grant thanked the fire district staff for the support and risks being taken for our community during these times of COVID-19.

Chairman Felton thanked all the staff involved in the audit. A lot of work goes into gathering everything needed for the audit and the work doesn't go unnoticed.

7. Approval of the Consent Calendar.

- a. Board Meeting Minutes 03/10/2020
- b. Monthly Expenditures
- c. Administrative Policy - 001.00 Purchasing Policy
- d. Declaration of Emergency

e. FY 2018/19 Annual Audit Compliance Confirmation

Trustee Kirschner made a motion to approve the agenda. Trustee Grant seconded the motion. Motion approved 5-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Employee Recognition

Service Recognition

Continuation from March

Shane Gump	1 Years of Service
Jacob Looney	1 Years of Service
Marc Rancourt	1 Years of Service
Mikayla Warner	1 Years of Service

April

Fire Marshal Eric Guevin	10 Years of Service
Accounting Specialist Carrie Nolting	10 Years of Service
FMO Keegan Schafer	12 Years of Service

10. Report: Douglas County proforma, abatement, Redevelopment Area No.2 Plan and the corresponding tax caps. Kathy Lewis, County Clerk

Handout #1

Lewis reviewed the proforma figures for 2021 budget:

1. Gross Property Taxes - \$8.7M assessed value projected at a certain point in time x the tax rate. Different taxes than your neighbor with similar homes. Explained individual tax caps in the district are on the taxes not the assessed values of the homes.
2. Abatement projection - is \$2M because taxes are capped every year, the difference between what the homeowner pays, and what could have been charged before the cap, equals abatement or the tax payer savings.
3. Exemption – \$21K reduced by military, widow, tax exempt, etc. exemptions.
4. Recapture – any partials that go down in value more than 15% one year, and then rebound more than 15% the following year can be recaptured. Designed for rural counties (began in 2005 for mining).
5. Redevelopment – indicated how much is going to the redevelopment, no longer available to the fire district.

Of the District's overall \$8.7M full tax rate, \$0.05 was voted by the public to not be tax capped and not to go towards redevelopment. It is still part of the overall; it just isn't

affected

Overall, 75% for our taxes come from the assessed property values in the District.

Chairman Felton asked for confirmation that the abatement isn't funding that's gone forever, but is postponed for the District.

Lewis explained that the abatement helps stabilize multiple government revenues over time, but it changes every year. The abatement happens because the tax rate increased or assessed value has increased, but TDFPD hasn't had a tax increase for a long time, so our abatement is from an assessed value increase only.

P2 – Handout #1 Lewis reviewed District property tax revenue history, this information shows how by applying a tax cap, it provided a steady source of income, even during the recession, and how revenues have continued a steady growth in comparison to the last decade. Douglas County/District never saw a decrease in property tax during recession even while assessed values were decreasing.

Chairman Felton asked prior to locking in RDA, Harrah's and Harvey's took an energy tax reduction credit break; didn't that drop their tax rate considerably?

County Clerk Lewis communicated that although they did qualify for LEED abatement for energy efficient improvements that credit is taken off after the redevelopment reduction.

11. Report: Update on the FY 2019-2020 Tentative Budget. No action will be taken. Chief Scott Baker

Handout #2

Tentative Budget Summary:

Over the last few years the District has seen steady growth in our revenue and more self-sustaining budgets like the Post Retirement Trust.

- Allowed Ad Valorem – up to 8.1M, increase of 300K
- Abatement – increased slightly
- Revenue with tax – RDA adjustment resides here
- Consolidated Tax – level to prior year, however this is sales tax which could be affected by COVID-19 in the future
- Post-Retirement Trust - the District will still be contributing to the Trust, just not investing in RBIF as we have in past years
- Service and Supplies - spending has been reduced
- Capital Outlay - reduced to essential needs only
- VHR and building inspections – VHR fees will continue and plan review income is expected to increase
- Ambulance Fund - shows a smaller income than originally projected, but we are

making increases in our GEMT recovery and a cost reduction is in place with our current ambulance billing service

Chairman Felton asked what the minimum required contribution to the retirement fund is and by reaching a state of sufficiency will the District still need to continue to be contribute?

Chief Baker responded that the District will always contribute to the Trust fund as long as we continue to have new employees and their additional liability.

Chairman Felton asked hypothetically, if we have more unused money in the balance of the retirement fund than we do for current employees then we would not need to continue to contribute?

Chief Baker stated that is correct the District will always need to contribute for current employees, which is why we perform the actuary every year to determine the Annually Determined Contribution (ADC).

Post Retirement Trust Board, which is made out of staff, current and retired employees, continues to monitor the contributions.

12. For discussion and possible action: To approve the purchase of a Crew Supervisor vehicle not to exceed \$65,000, a Fire Safe Community Fund Capital Outlay Chief Scott Baker

The crew supervisor vehicle was originally on the capital plan and was scheduled to be updated in 2021. After the end of year review, we realized the vehicle won't make it until next year. To date, \$35,000 had been reserved for a future purchase, but the current cost will be \$65,000. The extra money that will be needed to purchase this vehicle will come from the access strike team funds and service and supplies budget. A budget augmentation will be required at the end of the fiscal year.

Chief Moss stated that the current crew supervisor truck is a 2003 Chevy with 130,000 miles logged, and a majority of the those miles are back road miles/4 wheel drive miles and although it will not last another season for out of District travel, it can still be utilized within the District.

Chief Baker recommended that the District purchase the vehicle utilizing a State of NV purchase agreement.

Trustee Kirschner motioned to approve the purchase as proposed. Trustee Kjer seconded the motion. Motion Approved 5-0.

13. Report Item: Cyber Security Update Ed Johns, IT Contractor

Throughout the community there were two major organizations that became victims of cyber hacking intrusions, KGID and North Lake Tahoe Fire. One being a direct server hack (KGID) and the other a phishing attack that spread from one employee's email to

many others throughout the organization (NLTFPD). KGID turned their attack/information loss into Pool Pact Insurance Group and they have hired a private contractor to investigate it, no further information is available at this time.

At the fire district, all employee passwords were changed; administrative account security was strengthened and changed rapidly; and all outside access – remote worker desktops (Johns, Nolting & Warner) have been strengthened. Complete network maps with all equipment, passwords and administrative access codes has been printed and is on file at the District.

Trustee Schussel asked if Johns was comfortable that the District is secure.

IT Contractor Johns communicated that with the new security measures put in place both with the systems and with the employees, by discontinuing the use of USB flash drives or any outside devices on the network, the District has really limited our risk, but security can always improve as we learn more information about the neighboring attacks.

Trustee Felton asked about their Trustee emails and how they are connected to their personal email accounts. Should they be exercising any security precautions?

Contractor Johns suggested that both with personal and TDFD email accounts, before a user goes to a link or clicks on an ad, the user should hover the mouse over the link to see a preview of the website URL. If the URL doesn't match correctly, DON'T proceed. It is most likely a fake website and will spiral into a similar phishing situation like North Lake Tahoe Fire.

14. Report Item: Set a date for the Annual Performance Appraisal for the Fire Chief and select board members to compile results for the Performance Appraisal. Chairman Greg Felton

Trustees Kjer and Schussel have volunteered to help with the performance evaluation process with the Office Manager who will assist in the coordination of the employee participation.

Established dates:

- Performance Appraisal form will be out to BOT members
- All the completed forms will be due to BOT Secretary May 12, 2020
- Formal presentation at June BOT meeting June 09, 2020

15. Report Item:

Report on District Activities: Fire Chief Scott Baker

As per the State of Nevada's financial schedule, the Tentative Budget hearing cannot be scheduled prior to May 18th which means the Board may want to move the May

BOT meeting date.

Other District activities:

- Working on all our virtual meeting set ups throughout the District to keep our communication going while exercising social distancing
- Work continues with Basin Fire Chiefs to gain support on local initiatives, including the next round of SNPLMA funding
- A lot of new Chief Officers have been placed in the Basin
- Personnel – 4 employees out due to COVID-19 quarantines
- Payroll back-pay project will be completed in May
- Training – virtual experiences to keep employees at their stations
- Policy Updates – April Consent Calendar contained the Purchasing Policy, Petty Cash and Procurement Card Policies are in the queue
- COVID-19 – EMS protocols are updated frequently, Fuels team is looking at how to deal with social distancing and Wildland fire, and staff employees are rotating office time to avoid having all of staff here at once
- Annual Physicals – completed, with one serious catch which has been mitigated
- Mental Health – initiatives continue

Operations: Chief Todd Moss

- TDFPD has run 15 calls in 14 days – the District is treating every call like a potential COVID-19 call, prepping our engines and ambulances with the needed PPE equipment
- Chief Moss extended thanks to all of the crew and staff for being so flexible with the ever changing procedures and guidelines that are being introduced daily per COVID-19

Trustee Kjer asked about the Warrior Way stop light installment (from Moss' Division Report) and whether it would be a full functioning light or a crosswalk.

Chief Moss stated that it will be a fully functioning stop light that will help lower the risk of pedestrian accidents and crowding at the intersection. He added that NDOT has been very forth coming with their plans which also include a back entrance to the Zephyr Cove Resort which the District will be able to utilize to get to M24 at the pier.

Fire Prevention: Eric Guevin

Chairman Felton asked about the virtual VHR inspection process recently put in place (from Guevin's Division Report).

Fire Marshal Guevin stated that Inspector Rowlett has been able to utilize many different online meeting platforms in order to see the inside of a property with the homeowner walking through the property. NFPA standards are being used.

Trustee Kjer stated that his personal use of the virtual inspections with Inspector

Rowlett has worked well. He appreciates the Bureau keeping the process moving to avoid a backup of VHR permits, for both the homeowners and the Bureau, in the busy summer months.

Fire Prevention is utilizing new Adobe software to help with the electronic plan review process by making virtual stamps of approval/disapproval, adding notes to electronic plans, and to scanning documents in to address files for storage on the server.

TahoeSouth Event Center plans are currently in review at both the Douglas County Building Department and TDFPD.

Sierra Colina also has dropped plans for 10 more units.

Wildland Fire & Fuels: FMO Keegan Schafer

Trustee Grant asked about the dates for Compost Your Combustibles (CYC).

FMO Schafer stated that CYC will open May 26th, and will continue through July 6th. The drop off will be located at Stagecoach lower parking lot. A Homeowner Resource Guide will be mailed to the entire District advertising all of our defensible space programs for the summer.

Supervisor Fogarty and Foreman Monaghan have been creating new ways to keep the crew exercising social distancing while still getting their training and close contact work done. Crew start date has been delayed 2 weeks due to COVID-19 concerns.

Administrative: Office Manager Kate Warner

Administrative staff has been taking advantage of tackling our big project list while the doors are closed to the public due to COVID-19.

Defensible space pre-season curbside letters will be mailed out to 650+ district residences.

We have created a homeowners guide to all the free services that will be available during the summer season to aid homeowners creating their defensible space.

There was a temporary delay with Zephyr Crew hiring when ARC Health was impacted by a positive COVID-19 case. ARC has reopened and is continuing the Zephyr Crew pre-employment physicals and drug screens.

All May events have been put on hold until further notice due to COVID-19.

A review for District Fees for Service has been initiated. Any fee changes will require two public readings scheduled for May & June. Divisions involved are EOD, EMS, Fire Prevention Bureau and fire billing. Any fee changes will be effective July 1 with the new fiscal year.

The actuarial update has also been initiated with a preliminary discussion with the consultant, Chief Baker and Warner.

Public Comment: None.

16. Confirm next meeting, with a proposed date of Tuesday, May 19, 2020 with a start time of 1:30 p.m. and possible agenda items.

The Trustees determined that the BOT meeting will be moved from May 12 to May 19, and will start an hour earlier due an expected heavy agenda, pending no changes from the State/Governor which may delay the budget process.

Possible agenda items include:

- Tentative Budget Review
- 1st Reading of Fees for Service proposed changes

Adjourn.

Chairman Felton adjourned the meeting at 4:07pm.

Closed Session

Mikayla Warner
Board Secretary
Tahoe Douglas Fire Protection District