

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**February 28, 2018**

**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  
Assistant Chief Jim Antti  
Battalion Chief Bryce Cranch  
Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup

Crew Supervisor Keegan Schafer  
Crew Foreman Matt Fogarty  
Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Brian Zabel  
Engineer Kevin Crebs  
Firefighter/Paramedic Brent Tajkowski  
Firefighter/Paramedic James Ward  
Guest Bob Cook  
Guest Wayne Omel  
Guest Jim Foster

**1. Call to Order.**

Meeting was called to order at 2:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Fire Marshal Guevin.

**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.**

None.

**6. Board Trustee Comment.**

Trustee Felton thanked the District for hosting his son's ride alongs; he got to go on two significant medical calls and a fire.

Chairperson Grant thanked Firefighter/Paramedic Kelly Pettit for teaching first aid to CERT this month.

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

Items:

- a. Approval of Minutes 01/24/18
- b. Monthly Expenditures
- c. Financial Statements – 11/30/17

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

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

None.

**9. Report Item: Update on the Board Goals & Objectives for FY 2018-2019.**

Chairperson Ann Grant  
Trustee Bill Kirschner

Chairperson Grant complimented the trustees on the previous work done on the board goals and objectives. Chairperson Grant and Trustee Kirschner met with Chief Baker and have begun work on the goals for FY 2018-19. The board goals and objectives should be ready by the end of March.

**10. Presentation: Fuels Management – 2017 fire season review and 2018 planning and projections.**

Forester John Pickett  
Crew Supervisor Keegan Schafer  
Crew Foreman Matt Fogarty

**Schafer**

2017 California fire season:

- 9,133 fires
- 1,248,606 acres burned
- 45 civilian and 2 firefighter deaths
- 23 mudslide fatalities
- 10,800 structures destroyed
- 5 of the 20 most destructive fires in California history

Five Year Average:

- 4,133 fires
- 202,786 acres burned

Extreme fire weather days used to only occur a few days per year, but now there are more than we can keep track of.

Our district is within the Wildland Urban-Interface (WUI), which consists of the defense zone – 69,158 acres – and the threat zone – 48,796 acres. Life safety and property protection are the main focus in our district. Kingsbury is one of the biggest threats. The Zephyr Crew is getting a lot of the work done in this area, which was one of the main goals ten years ago.

Grant Balances:

Grant Name	Closing Date	Original Grant Amount	Remaining Funds	Projects
SNPLMA Round 14	8/31/2019	\$ 237,400.00	\$168,275.50	Upper Haines/Caldwell/1000 Kingsbury/Heavenly/Pisanich
SNPLMA Round 15	7/6/2022	\$308,760.00	\$308,760.00	Kingsbury 2 Phase 2,
USFS: Tahoe Village Fuels Reduction	4/30/2020	\$160,000.00	\$ 69,084.52	Heavenly West/Tahoe Village South (aka Boulder)
USFS: Glenbrook Fuels Reduction	4/30/2020	\$ 300,000.00	\$ 204,596.70	S. Meadows, The Back Road, Yellowjacket, Slaughterhouse Creek
USFS: Planning	12/31/2018	\$ 360,000.00	\$ 299,005.70	Planning grant
USFS: Hwy 50 Fuels	6/30/2020	\$286,000.00	\$ 53,116.49	Tranquility 3; Douglas Co.
		<b>Total Remaining</b>	<b>\$803,834*</b>	*Less planning grant

The Zephyr Crew treated 168 total acres this year. All acres were completed by hand thinning. Overall, this year’s numbers are consistent with those over the last ten years. The busy fire season impacted the fuel work this year. The crew was kept in district during the end of the season to get the acreage numbers. The Zephyr Crew has completed 1,800 acres in ten years in the district.

Forest thinning:

- Tranquility – 100 acres
- Summit village – 40 acres
- Glenbrook – 5 acres
- Heizer ranch – 3 acres – Nevada state lands
- Community Work Days – 20 acres

Pile burning:

- USFS Lower Kingsbury – 15 acres
- USFS Upper Kingsbury – 48 acres
- Community pile burning – 15 acres
- South Meadows project – 10 acres – combo track chipper and pile burn
- Buchanan project – 3 acres – private parcel
- 91 total acres

2018 project areas: (where we will be working this year)

- Tahoe village – 20 acres
- SNPLMA 14/Heavenly – 40 acres
- SNPLMA 15/White Property – 70 acres – private property on the backside on Kingsbury
- USFS Tahoe Village – 20 acres
- USFS Glenbrook – 100 acres
- USFS Highway 50 – 6 acres
- NDF Lot X/Slaughterhouse – 25 acres

Curbside Defensible Space:

- 2,500 properties in the district – all have been inspected since 2011 – inspections repeat every four years
- Initial inspections: 654
- Second inspections: 278
- Third inspections: 62
- Fourth inspections: 31
- Citations written: 9
- Citations sent to court: 6
- Total curbside inspections: 1,025
- 289 full inspections this year – 115 from the curbside program

Trustee Felton asked what the penalty is for homeowners who do not comply.

Fire Marshal Guevin responded that fines can be one-thousand dollars per day they are non-compliant. The judge can force the homeowner to get the work done on their own time and own dollar. It is a threat to the community that we are trying to mitigate.

Trustee Kirschner asked who pays the legal fees.

Fire Marshal Guevin responded that the District utilizes the District Attorney.

Chief Baker responded that it is the individual vs. the District Attorney and it is out of our hands.

Compost Your Combustibles:

- Over 500 tons of biomass removed

- Memorial day through July
- Located at the Boulder Lodge parking lot
- One of the most applauded programs we manage

Chipping:

- 104 requests
- 40 from community work days

**Fogarty**

The main goal in the Zephyr Crew training and development is to balance fuels reduction and firefighting.

Training:

- In-house:
  - S-131 Firefighter Type I Training
  - S-133 Look up, Look Down, Look Around
  - S-211 Portable Pumps and Water Use
  - S-212 Wildland Chainsaw Operations
  - S-230 Crewboss
- Outside the district:
  - S-270 Air Operations
  - S-271 Helicopter Crewmember
  - S-290 Intermediate Wildland Fire Behavior
  - S-390 Introduction to Wildland Fire Calculations
  - M-410 Facilitative Instructor
  - Leadership in Supervision
- On the job:
  - 9 of 13 new personnel completed Faller 1 taskbooks
  - 4 personnel completed Faller 2 taskbooks
  - 2 personnel completed Firefighter Type 1 taskbooks (Squad Boss)
  - Initiated and worked on 1 Crewboss taskbook
- Staff Rides:
  - Purpose is to learn from the mistakes of others in the profession and put you in the shoes of someone who has been injured or killed to learn from their decisions.
  - The Zephyr Crew stopped at the Granite Mountain Hotshot Memorial State Park on the way back from a fire in Arizona and completed the seven mile round trip hike.
  - The experience and opportunity to do this is irreplaceable. It served as a humbling reminder of the consequences of decision making.

The Zephyr Crew is a Type 21A crew, which means the crew can be broken up into squads to

conduct specific fire line production rates and firing operations to include burnouts. These types of crews consist of 18-20 personnel – at least one Crew Boss and three Squad Bosses. Sixty percent of the crew needs to have previous experience and the crew needs to have a minimum of three qualified sawyers.

The Zephyr Crew will remain a Type 2IA crew and not move to Type 1. Type 1 crews are focused on fire first and fuels second. Type 2IA gives us the balance we need to be able to fight fires anywhere in the country and still complete the acreage in district that is required.

2017 Fire Assignments:

- Approximately 20 fires worked
- Utah, Arizona, California, and Nevada
- All but three fires were within 100 miles of the district
- 51 days committed

Chairperson Grant asked what the prospect for defensible space rebates is this year. Accounting Specialist Nolting responded that the grants we have applied for have not closed yet, so it is unlikely that it would be available for this year.

**11. Report Item: 2014-2017 Strategic Plan final update.**  
Office Manager Kate Warner

The process for this Strategic Plan started in 2013 after the District received the SAFER grant, brought in thirteen firefighters at once, and had serious concerns about the management of it. This document was focused on workforce excellence.

Workforce excellence

The District has made huge progress with this. Chief Cranch, who was assigned as a Training Captain, was instrumental in coordinating training, taskbooks, academies, and testing requirements, and met or exceeded a lot of the objectives. Through that process, we have raised the bar for those whom we were bringing into the organization.

Honor and Tradition

Many of the thirteen SAFER grant firefighters had never worked in the fire service before getting hired with the District. There were concerns about educating, instilling, and protecting the traditions of the fire service. Traditions are now taught and reinforced through the Regional Fire Academy, and we have played a large role in expanding this focus and raising the bar for recruits, as well as displaying fire service traditions at the graduation ceremonies.

Building Credibility

Objectives in this section reinforce trust, teamwork, and respect within the department. The District has completely different leadership than we had in 2013, and many concerns we had

then are not issues now. We have made a lot of changes, and have strived to bring in people from the outside to look at our department to assure that we are credible. We believe we continue to be a highly regarded department in the region.

#### Effective Communication

Again, when this Strategic Plan was developed, the District was coming out of a period of information overload. Moving from Outlook to Gmail for our emails has been a major improvement. We are now more selective about issuing a memo and use email for general and routine communications. Company Officer meetings remain “open” and will be carried over. Logistically, these are hard with three shifts and getting everyone to commit to the same time, but we are still working towards it.

#### Community Outreach

Half of this category was committed to public education, specifically in the schools and are listed as “open.” The goal was to take all existing public education programs and create templates, checklists, curriculum, and scripts and place them in the training library, and then to expand into the high school programs. Chief Cranch was in charge of public education, and we are in the process of identifying his replacement. It is very important to stay involved with the local schools. There are opportunities with video/social media/YouTube for training and marketing. We have done well with Pancake Breakfast, FireFest, and retiree lunches, but there is still so much to do.

#### Organizational Effectiveness

We dropped a few items that are no longer applicable to the Fire District’s goals and direction. One of the items was polling the community to get feedback. This is very hard to do and not the best way to solicit information. We rarely hear complaints from the public, and the board books are always filled with thank you notes. We have a good reputation and constantly hear it from the public. A Standard of Coverage has a key stakeholders component, and the information gained from that will be continued into the next Strategic Plan.

The District would like to close out the 2014-2017 Strategic Plan and set it aside until the Standards of Coverage has been completed. At that point, we will develop a new Strategic Plan.

We have learned that this Strategic Plan was very aggressive. It is long, complicated, difficult to manage over the years, and difficult to hold people accountable. We want to change that in the future.

Trustee Felton commented he agreed that it was too long and too complicated, and it was hard to understand priorities when there is so much information included in it. He would like to see this collapsed in with the board goals and objectives so there is one set of objectives for the organization.

Chief Baker commented that the goal is to have the Strategic Plan as a big umbrella with annual updates to the operating plan. We will have board updates every month that will in turn create yearly updates.

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

Employee Recognition:

- Office Manager Kate Warner – 8 years of service
- Crew Foreman Matt Fogarty – 4 years of service

Engineer Crebs was awarded his service award for 20 years of service. He is a South Lake Tahoe resident, and started with Orange County Fire when he was 16 years old. He attended Lake Tahoe Community College and completed his internship with Tahoe Douglas. He was hired in 1997, promoted to Engineer in 2007, and has served as an Acting Captain for many years. His interests are dive rescue, surfing, and being a member of the equipment committee. He is thankful for his great wife and great job.

There is no update on the Verizon contract. It is with legal to get descriptions of the property.

Chief Baker and Engineer Darr will be attending the LBG Insurance symposium in March.

The District is in contract with ESCI for the Standards of Coverage.

Nick Robidart has been promoted to Engineer.

The contract with the actuary is complete. We are closing the audit and have given all the information to her. The report will be on GASB 74 for the Post-Retirement Trust and will be complete by the end of March.

FLSA was rushed last time, which raised questions on legality. We expect to have a MOU to straighten out any issues and move on.

Preliminary budget numbers are in. There is no SAFER grant this year, but preliminary numbers are higher than last year.

All audits are complete and work on the budget is beginning.

**Guest Wayne Omel**

The total market value as of February 28 is \$1.636 million. Of that, \$600,000 is three CDs that were recently purchased with Citibank, Citizens Bank of NA, and Citizens Bank of Pennsylvania.



The interest rates are noticeably higher than they have been recently. The market is poised for three or four more interest rate increases this year, which serves the District well with its short term CDs. Laddering CDs and staying conservative is a good way to go during an increasing interest environment.

Edward Jones is seeing a lot of mergers and acquisitions going on right now. The DOW is down 300 points and the NASDAQ is down 91 points as of February 27. United States stocks are closing sharply lower, and volatility in the stocks will remain throughout the year. Due to this volatility, intermediate and shorter term bonds are better right now. Volatility will affect long term investments more.

Bitcoin has been questioned about a lot. It is risky because it is in its infancy. There are many different ways to invest in cryptocurrencies, and the Edward Jones research report on it is included in the packet for the board.

Omel thanked the department for 30 years of partnership. He started working with the District in 1988, and lived up here for 22 of the 30 years. Our District protected the Omel family and home very well. He will be in a retirement transition plan program, which is a two year program. Jim Foster will be taking over our account. He has a tremendous amount of experience, is a certified financial planner, and is very knowledgeable. The District will be in very good hands.

Guest Jim Foster introduced himself and commented that Omel has a great following and he will have big shoes to fill. He is looking forward to building relationships with us. He is based out of Carson City. He is a certified financial planner and has been in the investment business for 16 years. Prior to that, he was with State Farm Insurance for 21 years.

Chairperson Grant thanked Omel for doing a great job for the Fire District over the years.

Special recognition:

- Letter to Captain Brady and crew – vacation home rentals are a growing concern for the District. Brady's crew went out on a medical call and noticed a lot of things out of compliance with code and they took the time to address these issues. Thank you to Captain Brady for the attention to detail and for passing on the information so the appropriate action could be taken.
- Letter from Chief Jones to DCSO – Deputy Vanamburg went above and beyond on a cardiac arrest call.

**13. Report Item:** **Review of Fire District Division Reports.**  
Assistant Chief Jim Antti  
Battalion Chief Bryce Cranch

## Antti

The District is utilizing a program called Incident View, which tracks all of the apparatus based on the iPads. Each vehicle has an automated vehicle locator. This program does not totally replace the map books, but it does provide a really good resource for us. It provides a bird's eye view of the fire district with addresses, fire hydrants, helicopter landing zones, gate codes, etc.

When it's being used to its fullest capability, dispatch sends a text message to Incident View, which populates the address bar at the top, and it will route crews to the call.

Dispatch can't talk to Incident View yet, but we are actively working on this issue. If a call is received for an out-of-district address, the crews can type in the address and it will route them directly to the location.

Uses:

1. Digital map book – routing the crews to incidents.
2. Locate hydrants, helicopter landing zones, gate codes, and other pertinent information.
3. Each iPad has a unique identifier. This is useful for the Incident Commander during calls where multiple units are responding because they can see exactly where each responding unit is through the program instead of calling them over the radio to ask each apparatus where they are. It helps with accountability.
4. Pre-incident planning can be programmed for structures. This is beneficial for incidents like broken water pipes because you can click on the structure and it will show where water shut offs, entrances/exits, and hazards within the building are.
5. Mapping out the area of a location can be done, which is useful for small fires in district. This can be used to determine the acreage of a fire. It can also measure distances, which is useful for pre-planning to know driveways and hydrant distances, street to house distances, etc.
6. Latitude and longitude can be determined by clicking on any point on the map, which is useful when the crews need to know a specific location.

Chief Antti and Firefighter/Paramedic Koeck are administrators for the program. When they get updated gate codes from crews in the field or fire prevention, they just update the administration page, and then update the app and the new codes will be in there.

North Tahoe and Meeks Bay Fire Protection Districts are also using this program.

Trustee Felton asked if messages can be sent through the program.

Chief Antti responded that they cannot.

Trustee Felton asked what the back-up plan is if we did not have access to the program.

Chief Antti responded that Captain Rossi manages map books, which will always be in place. However, it is costly and time consuming to reprint and update all the books whenever there are changes. He is continually updating, but we don't replace the paper versions as often as

Incident View can be updated. We also map test our employees a lot, and all employee's knowledge of the district is superb.

## **Cranch**

### Acknowledgements:

- Chief Cranch, Captain Lucas, and Firefighter/Paramedic Kynett – 14 years of service on March 1
- Firefighter/Paramedic Vizzusi – certified as a new EMS instructor
- Captain Peterson – helped evaluate a Captains test for North Lake Tahoe Fire and has been taking a lot of initiative in fixing vehicles and stations
- Captain Rossi – working on map books
- Captain Zabel – has taken PPE inspection organization to a new level and as well as wildland certification tracking
- Captain Brady – attention to detail on calls has been fantastic and was recently appointed Union president
- Firefighter/Paramedic Robidart – moved off B shift, promoted to Engineer
- Engineer Reddig – organizing marine training
- Firefighter/Paramedic Tajkowski – completed phase I of probationary training

B shift responded to 76 calls for service, including mutual aid to a structure fire in North Lake Tahoe that turned into a low angle rescue of a patient whose vehicle went over the embankment. There was also a vehicle rollover in North Lake Tahoe that Chief Baker responded to. We have a great interagency relationship with our neighbors, which allows for successful mutual aid responses. B shift also responded to two cardiac arrest patients. While efforts were great, neither were survivable cardiac incidents.

The EMS Steering Committee has been established, and is working on transitioning personnel into new roles, including Department of Labor work assignments. The EMS division is huge, with lots going on, and is driven by a core group of line personnel who are really dedicated.

We are in the process of clarifying language in policies and procedures as well as creating a new protocol for the Mallory Behavioral Crisis Center at Carson Tahoe.

Ketamine, a pain relief drug, is now in service. This puts us on the cutting edge for pre-hospital care. Thank you to the paramedics who spearheaded this project. We will be tracking it for the next six months, but so far, all outcomes have been good.

Ambulance 0410, which was bought in 2010, will be taken to Braun Northwest for a remount on March 15. Captain Green is in charge of this project and has been doing a great job. The new ambulance is in service and doing great.

We received a grant through the Healthcare Coalition to provide a new triage system being used widely throughout the region. It is a more effective way of triaging mass casualty incidents and helps with mutual aid and interagency work.

Chief Cranch thanked Chief Moss and retired Chief Allison for building a great EMS program and Office Manager Warner, Accounting Specialist Nolting, and Administrative Assistant Allison for the support with his transition to Battalion Chief.

Chairperson Grant asked if we need consent to transport patients to the Mallory Behavioral Crisis Center.

Chief Cranch responded that it is nice to have the patient's consent, but they can be put on a legal hold if they are a danger to themselves or others, and at that point consent is not needed.

Guest Bob Cook asked if the District knew about the TRIAD meeting yesterday.

Chief Cranch responded that yes, we have established our relationship with TRIAD.

Cook commented that TRIAD will be having a health fair in October, and though East Fork Fire is also in Douglas County, he would like to see Tahoe Douglas take the lead.

Chief Cranch commented that there are discussions of a health fair at Kahle in coordination with the community flu shots. We appreciate our relationship with TRIAD and are making great efforts to get community seniors recognized and get the services they need.

Cook thanked the department for being a part of it.

**14. Public Comment:**

Trustee Kirschner commented that Firehouse Subs in Carson City gives a portion of their profit to first responder equipment around the nation and offer a 10% discount for being part of the fire department.

- 15. Discussion:** **Confirm next meeting, with a proposed date of Wednesday, March 28<sup>th</sup>, 2018 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, March 28<sup>th</sup>, 2018 with a start time of 2:30 p.m. in the Station 23 classroom.

Possible agenda items include the actuary proposal, status report on Standards of Coverage, additional tablet software, update on the fire boat, and the board goals and objectives.

**Adjourn.**

Chairperson Grant adjourned the meeting.

**Closed Session: Not needed at this meeting.**

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

APPROVED