

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
March 27, 2019

Those Present:

Chairperson Kevin Kjer	Administrative Assistant Mikayla Warner
Vice Chairman Larry Schussel	Captain Will Morgan
Trustee Greg Felton (via phone)	Engineer Mark Norwood
Trustee Ann Grant	Firefighter/Paramedic Shane Gump
Trustee Bill Kirschner	Firefighter/Paramedic Jacob Looney
Legal Counsel Jason Guinasso	Firefighter/Paramedic Marc Rancourt
Fire Chief Scott Baker	Guest Natalie Yanish
Battalion Chief Ralph Jones	Guest Heather Lunsford
Fire Marshal Eric Guevin	Guest Realtor 1
Office Manager Kate Warner	Guest Realtor 2
Administrative Assistant Erin Allison	

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Office Manager Kate Warner.

3. Roll Call.

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

4. Approval of the Agenda.

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

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Grant thanked Firefighter/Paramedics Tajkowski and Alustiza for teaching first aid at CERT. Their experience enhanced the training.

Trustee Felton thanked the District for the assistance with the Tahoe Douglas Rotary fundraiser.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 02/27/19
- b. Monthly Expenditures

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

8. For Possible Action: Consent items moved forward.

None.

**9. Presentation: Employee Recognition.
Fire Chief Scott Baker**

Chief Baker congratulated the following employees for passing the Engineer's Exam:

- Firefighter/Paramedic Ward
- Firefighter/Paramedic Baker
- Firefighter/Paramedic Hamann
- Firefighter/Paramedic Vandover
- Firefighter/Paramedic Gooch

Chief Baker recognized the following employees for their years of service:

- Battalion Chief Bryce Cranch – 15 years of service
- Captain Chris Lucas – 15 years of service
- Firefighter/Paramedic Chris Kynett – 15 years of service
- Captain Chris Peterson – 14 years of service
- Captain Brian Zabel – 11 years of service
- Captain Nathan Johnson – 9 years of service
- Captain Will Morgan – 7 years of service
- Engineer Will Darr – 6 years of service
- Engineer Jesse McDonald – 6 years of service
- Engineer Mark Norwood – 6 years of service
- Engineer Nick Robidart – 6 years of service
- Engineer Ryan Sanders – 6 years of service
- Firefighter/Paramedic Chad Baker – 6 years of service
- Firefighter/Paramedic Kurt Hamann – 6 years of service
- Firefighter/Paramedic Ryan Pruitt – 6 years of service

- Firefighter/Paramedic Juan Serrano – 6 years of service
- Firefighter Ben Arrate – 6 years of service

Chief Baker recognized the following new employees:

- Administrative Assistant Mikayla Warner
- Firefighter/Paramedic Shane Gump
- Firefighter/Paramedic Jacob Looney
- Firefighter/Paramedic Marc Rancourt

- 10. For Discussion and Possible Action:** **Discussion and possible approval of Vacation Home Rental Inspection and Level I and Level II Plans Review Rate Schedule for the Tahoe Township – 2nd reading. Effective July 1, 2019.**
Fire Marshal Eric Guevin

Chairman Kjer excused himself, stating that this agenda item was a conflict of interest, and he was not present during the discussion or vote.

Vice Chairman Schussel opened this item for public comment.

Realtor 1 asked if the rental inspection we are discussing for vacation home rentals was in addition to the Douglas County inspection.

Fire Marshal Guevin responded yes, Douglas County inspection is for the county code, ours is for the fire code and life safety.

Realtor 1 asked if the owner is required to be home.

Fire Marshal Guevin responded an owner or an authorized representative would need to be present. The inspections take approximately one hour. Inspection reports will be issued and will release the permit from Douglas County.

Realtor 1 asked if the \$150 fee is for the main inspection and \$60 fee is for inspections upon renewal of permits.

Fire Marshal Guevin responded the second inspection occurs if the rental did not pass the initial inspection.

Realtor 1 asked when the fees would go into effect.

Fire Marshal Guevin responded July 1. We are currently charging our hourly rate as per our Fees for Service, and this item will set a flat fee for VHR inspections.

Realtor 1 asked if the cost is the same regardless of the size of the house.

Fire Marshal Guevin responded yes.

Guest Natalie Yanish commented there is no code in Douglas County under vacation home rental (VHR) permitting that requires a life safety or any inspection from the Fire District or community development department. Douglas County and the VHR committee are in the process of coming up with code and policies, so it is too early for the Fire District to be approving VHR fees since there is no requirement for a Fire District inspection at this time. Realtors do not want to make it difficult for people to short-term rent their houses, and making VHRs an equitable venture for a property owner is the main concern.

Vice Chairman Schussel asked Chief Baker and Fire Marshal Guevin if they feel setting these fees is being done prematurely.

Chief Baker responded under International Fire Code, the District will have to do the inspection, and we are only approving the fees today to have them in place to recuperate costs for services rendered for inspections.

Fire Marshal Guevin responded the District is congruent with county code, specifically the building and life safety code in Title 20. The District has been talking to the county for over three years regarding VHRs because of life safety concerns that are not being properly addressed. The District has been and will continue to be congruent with and work together with the county on this issue.

Trustee Grant asked if the District is required by the State Fire Marshal's Office to do these inspections.

Fire Marshal Guevin responded the State Fire Marshal has changed the code to incorporate these kinds of structures because these are the types of structures regulated under their code. Through our interlocal agreement with the State Fire Marshal, we have the authority to inspect these structures.

Trustee Kirschner asked if inspections would be required for long-term rentals.

Fire Marshal Guevin responded inspections will be required for any rentals for 28 days or less. Any rental spanning longer than 28 days is considered a long-term rental and privacy provisions are in place.

Yanish commented by implementing a fee schedule, we are assuming we are implementing an ordinance. It is inequitable for people renting for less than 28 days to participate in this.

Trustee Schussel asked Yanish if she felt it is fair to have an inspection on a home where people who are unfamiliar with our area are staying to try to ensure less damage happens to our area because of ignorance.

Yanish responded there are code changes to the code every year on the California side, and the subjectivity of the list for inspection items is a problem, as is the differences in inspectors. The District should work with the VHR working group. She wants people to have their privacy and be able to rent their homes out regardless of timelines on rental periods.

Chief Baker reiterated that the District has been working on this for three years, and there is a lot of input regarding code that could be provided outside of this meeting. This agenda item is specifically about setting the fees to reimburse our department for the inspections we are doing. Staff is already conducting voluntary inspections, so we need to have these fees in place to be able to be reimbursed for our staff time.

Yanish responded we are not conducting voluntary inspections. Douglas County is telling homeowners they need to have inspections from the fire department and there is no language in the Douglas County ordinance about fire department inspections being required.

Chief Baker responded many of the inspections we have been conducting have been required by the homeowner's HOA.

Yanish responded people are not getting inspections voluntarily, but because they are being told they are required.

Chief Baker commented these inspections are required by the International Fire Code and suggested discussing the issues related to the code separately from this meeting, as it is just to establish the fees.

Yanish responded there needs to be a lot of clarification. If the board adopts this fee schedule, it seems implied that we are assuming we will be creating enforcement. She does not want things to go underground because the process is too complicated for homeowners.

Trustee Kirschner motioned to approve Resolution #01-2019, amending the Fire District Fees for Service rate schedule effective July 1, 2019. Trustee Grant seconded the motion. Legal Counsel Guinasso commented the resolution clearly states that the approval is strictly the fee schedule. Motion approved 4-0.

11. Presentation: Proforma projections from the Department of Taxation.
Fire Chief Scott Baker

Chief Baker discussed the proforma projections from the Department of Taxation, including taxes to the Redevelopment Area, CPI calculations, and CTX. Budgeting on each taxable fund will be based on these numbers. There is an increase in ad valorem and CTX from last budget year.

12. For Discussion and Possible Action: Discussion and possible approval of the revised 2019 Board of Trustees meeting calendar, moving the meeting date to the fourth Thursday.
Fire Chief Scott Baker

Legal Counsel Devon Reese was appointed to the Reno City Council, which meets on the fourth Wednesday of each month. Reese will continue to represent the District, and Legal Counsel Guinasso can fill in in his absence.

Legal Counsel Guinasso commented the benefit of Reese joining their firm is they have fifty attorneys, so they will always have someone to provide for our meetings and Reese will be able continue as the main representative for the District.

Since several Trustees have made plans and set their schedules based on meetings on the 4th Wednesdays of each month, Chief Baker suggested leaving the meetings on Wednesdays for the remainder of the year and considering moving to Thursdays next calendar year.

Meetings will continue to be held on Wednesdays. No action was taken.

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

Chief Baker thanked:

- Chief Antti for work on new hire and Engineer testing and his support in running the District.
- Office Manager Warner for organizing the rotary donations, orientation for the new hires, maintaining HR operations, and assisting with Accounting Specialist tasks.
- New hire testing: Battalion Chiefs Moss and Cranch, Captains Spry and Zabel, and Firefighter/Paramedics Serrano, Vizzusi, and Ward.
- Engineer Apple for taking over as the lead of Haz Mat.
- Zephyr Crew for working above and beyond to clear hydrants for KGID.
- Engineer testing: Battalion Chief Cranch, Captains Lucas, Salerno, Peterson, Prather, and Zabel, Engineers Apple, Crebs, Fine, McDonald, Norwood, Reddig, Robidart, and Sanders, Firefighter/Paramedics Dennis and Bean, Firefighter Arrate, Mechanic Gemmet, and Zephyr Crew members Hughes and Bradley.

The District responded to 146 incidents in the last month, including two fires on Tina Court and a mutual aid in Christmas Valley.

Fire Prevention has been working on code adoption and inspections for VHR, defensible space, and building permits.

The Fuels Division has had the Zephyr Crew assisting with digging out hydrants and attending/conducting training. New crew buggies are coming in the first week in April. Zephyr Crew hiring is in process. Forester Pickett is working on new grants for cheatgrass abatement.

In the Administration Division, Office Manager Warner has been working on the new hire process for the new firefighter/paramedics. Administrative Assistant Allison has worked on two retirements.

The strategic plan framework has been created and staff is working on plugging in verbiage, but the budget and negotiations are the current priority.

The District has a new MOU with Nevada Division of Forestry. We participate in the Wildfire Protection Plan with the state, which has cost \$60,000 per year for resources should we have a major fire. Because of low risk and being surrounded by US Forest Service, we have not utilized NDF. The bill for this year is \$2,240 after recalculating cost and risk.

The commercial floor area sale at Station 22 permits have gone through and a check is expected in April.

Chief Baker and other members of the Insurance Committee will be attending the LBG Insurance conference at the end of April in Las Vegas, so Assistant Chief Antti will run the April board meeting.

14. Report Item: Review of Fire District Division Reports.
Office Manager Kate Warner
Assistant Chief Jim Antti

Warner

The Tahoe Douglas Rotary fundraiser went smoothly, and we coordinated and organized over 280 items. Thanks to all those who helped.

This Friday, March 29, the District is participating in junior career expo for juniors in high school sponsored by the Tahoe Prosperity Center. One of the Lead Zephyr Crew members will be representing TDFPD. We will also be attending the main job fair at the end of April.

Administrative Assistant Allison has been working on the website update, including a new feature, "I want to," that makes the website more easy to use. The online scheduling system has been expanded to include VHR inspections and building permit inspections.

New merchandise has been ordered and is available for public sale, including Zephyr Crew hats and black men's and women's t-shirts. Staff is in the process of looking into selling this merchandise on the website and accepting credit cards.

Antti

Testing has been busy in the last few months for new firefighter/paramedic hiring and engineer testing. Engineer testing is one of few things that involves everyone in the department for an extended period of time.

Preparations begin for the candidates the day after the last test ended. Typically, we conduct an engineer test every three years and create a promotional list, but we have had three tests in the last four years because of movement. Candidates work to complete a comprehensive taskbook, built to cover every aspect of being an engineer.

Ninety days before the test, a study list is published. Sixty days before the test, the application period opens and much of the training is done. There are many certifications that are required to take the test. There are a lot of people that help with study sessions, including the Battalion Chiefs and Captains who spend a lot of time helping with training.

Mechanic Gemmet has been busy fixing all the things that are necessary for the testing and training.

The test consists of a written exam, practical I, and practical II. Candidates have to pass each stage to move on to next phase. Graders from neighboring agencies are used for the practical phases.

The written test covers basic knowledge, techs, and hydraulic calculations. Practical I consists of a pre-trip inspection, mechanical troubleshooting, a drive through the district, cone courses, district knowledge tests, and safe apparatus operating procedures. Practical II consists of Type I, Type III, and Truck testing, water supply, hand lines, large fire streams, trouble shooting, mechanical knowledge, off-road driving, drafting, rescue from a three-story window, aerial streams, and safe operation conducted at the training grounds in Carson City. Candidates who pass are placed on a promotional list that is good for three years.

Thanks to everyone and congratulations to all the candidates.

15. Public Comment:

None.

16. Discussion: Confirm next meeting, with a proposed date of Wednesday, April 24, 2019 with a start time of 2:30 p.m. and possible agenda items.

Meeting confirmed for Wednesday, April 24, 2019 at 2:30 pm.

Trustee Grant will not be able to attend, but will be available by phone until 3:50 pm.

Adjourn.

Chairman Kjer adjourned the meeting.

Closed Session: Per NRS 288.220, trustees entered into closed session to discuss collective bargaining.

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

APPROVED